



## **COURSE PAPER**

### **Master Degree**

### **Syllabus**

### **III 2.9**

### **MBA 539**

### **Specialty: 073 “Management”**

### **Educational program “Business Administration”**

Instructor: group of instructors

ECTS Credits: 3

US Credits: 1,5

Contact information: natalia.chaplynska@uacu.edu.ua

### **Course Description**

The coursework is a type of independent research and scientific work of students that represent the level of student’s knowledge and their ability to implement it in theoretical and specific issues of managerial activities.

The course work is aimed at:

- consolidate and deepen the theoretical knowledge of students on the studied subjects;
- developing student’s skills of independent work with literature manuals, sources, primary and secondary statistical information;
- developing the ability to synthesis the theory, process and interpret the collected data, draw up their own findings, develop proposals, justify and defend their own point of view on the issues explored.

### **Course Outcomes**

Upon successful completion of this course, students will be able to:

PH.1. Critically comprehend, select and use the necessary scientific, methodological and analytical tools for management in unpredictable conditions.

PH.3. Design effective management systems for organizations.

PH.6. Have the skills to make, justify and ensure the implementation of management decisions in unpredictable conditions, taking into account the requirements of applicable law, ethical considerations and social responsibility.

### **Competences**

IK. Ability to solve complex problems and problems in the field of management or in the learning process, involving research and / or innovation in the uncertainty of conditions and requirements

3K1. Ability to conduct research at the appropriate level;

3K7. Ability to abstract thinking, analysis and synthesis;

CK1. Ability to select and use management concepts, methods and tools, including in accordance with defined objectives and international standards.

**Internationality:** One of the obligatory requirements to the coursework is including elements of scientific research and development that address issues of effective functioning of businesses on the base of international experience. In order to meet mentioned requirements could be used comparative analyses of collected from different sources of information (not limited by the borders), processing the relevant statistic data, interpreting modern regulations, reports and other appropriate information.

### **Communications**

For individual issues, students should contact the professor **ONLY** by given e-mail or by Moodle. In the Subject line they should put: UACUFirstNameLastName. E-mail messages will normally be answered within 24 hours.

Note! Only emails sent from the student's corporate email address will be answered.

### **Student Responsibilities**

#### **Time Commitment**

The study of technical courses is cumulative (i.e., an understanding of earlier material is necessary to grasp concepts covered later). Past experience has shown a high correlation between procrastination and low grades. Students must be committed to completing tasks on time.

#### **Technical Aspects**

The student is obliged to provide himself/herself with all the necessary technical equipment for the educational process (laptop or computer, webcam, headsets or headphones and microphone), as well as access to the Internet.

Only students signed-in with their own first and last name are allowed into video lectures in Zoom.

#### **Grading Policy**

The course is based on mastery of course outcomes. Student grades for this course will be calculated based on performance.

Note: the minimal grade to pass a subject is 60%.

#### **Graduate Grading Guidelines**

The assignment of a letter grade for a course is an indication of the student's overall success in achieving the learning outcomes for the course. The course letter grade may be

viewed as a summary statement of the student's achievement in individual assessments (assignments & activities). These assessments are intended to identify for students their strengths as well as those areas in need of improvement. Student work is assessed according to the guidelines below.

**Course-level Grading guidelines:**

<b>Grade</b>	<b>ECTS Grade</b>	<b>International Grade</b>
90% - 100%	A	5 (Excellent)
83% - 89%	B	4 (Very Good)
75% - 82%	C	4 (Good)
70% - 74%	D	3 (Good)
35% - 69%	FX	Not acceptable, possible repetition of course

**Criteria for grading:**

<b>ECTS grade</b>	<b>Requirements for the student</b>
A	The student demonstrated a comprehensive systemic and in-depth knowledge of program material; processed basic and additional literature; obtained a solid grasp of the conceptual apparatus, methods, techniques and tools provided by the program; found creative abilities in the presentation of the educational program material both on this issue and on related modules of the course and related courses, or the student had a current control of 90-100 points
B	The student demonstrated good knowledge of program material; processed the basic literature, mastered the conceptual apparatus, methods, techniques and tools provided by the program, but with some inaccuracies
C	
D	The student showed mediocre knowledge of the core program material; learned information mainly from a lecture course or just one textbook; mastered only certain methods, techniques and tools provided by the program
FX	The student has significant gaps in knowledge of the main program material; fragmentary mastered the basic concepts, techniques and tools; significant mistakes are made when using them

Maximum total possible points – 100 points incl.

- Fulfilment of requirements – 60 points (several times during the course)
- Instructor's grade – 20 points
- Defense – 20 points

## COURSEWORK REQUIREMENTS

**Topic relevance.** Relevance means importance, significance theoretical concept or practical issues in the present. Therefore, the work can claim a particular degree of relevance only if the theme is relevant and meet the modern needs of the national economy.

**High theoretical level.** The student has to present the high quality scientific analysis on the ground of the latest scientific approaches and methodic, laws and regulations that could explain modern phenomena and events. Also, student must demonstrate a high level of theoretical performance, that it disclose the basic concepts and terms include content material only objective facts and practical examples.

**Scientific research component.** It is advisable that the work contained elements of research in order to develop creative thinking and skills of scientific approach to problem solving, that is allow to design a system of arguments to justify the chosen topic. The availability of analytical material and practical experience of the student would be helpful.

**Practical component** is one of the significant and difficult parts of coursework. In this part, the interconnection of theoretical issues with practical aspects of market functioning and business' operation should be represented. The practical component of the work will be proved by grounded effectiveness and efficiency of all proposals about necessary improvements of some elements of manufacturing or managerial process.

**Correctness of coursework design.** The quality of work is reduced by incorrect citation, references design, and stylistic mistakes. The coursework design in according with the requirements is useful practical skill. The work should draw up in accordance with the State Standard of Ukraine DSTU 3008-96 "Documentation. Reports in science and technology. The structure and design rules".

### Student Workload

The coursework involves several steps:

Step 1. Students choose the theme of coursework by themselves from the topics recommended. In the case of choose theme that is not included in the list, the student should reconcile it with the professor and write the claim on the name of the head of Department of the International Economic Relations, Business and Management specifying new theme and reasons for it.

The chosen theme should correspond with student's scientific and practical interests, possibilities collecting primary information etc. The student has to inform in written form the Head of the Department about chosen theme and approved the theme.

Step 2. The student has to prepare the plan of coursework. He should base the plan on all knowledge and skills received during lectures, workshops and familiarization with literary sources. The plan contains:

- Introduction
- 3 parts that should be placed in logical order and correlate with chosen topic of research
- Conclusions

- References
- Annexes

Compiled plan have to be discussed with the instructor for correction and approval.

Step 3. Bibliography survey. The student conducts the bibliography overview under assistance of instructor. In order to accomplish the survey student should keep synopsis records, write down specific data, and note citations. It is important to write down full information about source of the data for correct design of references afterward.

Step 4. Writing and design of coursework. The student assembles and systematized all materials and data according to the plan, finds out possible gaps in information and collects the necessary data.

This step also covers calculations, justify proposals, drawing conclusions, compilation illustrative materials (diagrams, graphs tables) and editing. Final part of the step is designing the coursework according to the requirements from the 3<sup>rd</sup> section guidance.

### **Assignment Format**

The coursework must have clear and logical structure. The main parts of the coursework are introduction, main part, and conclusions.

INTRODUCTION (1-2 pages) contains information about actuality of the theme; current state of the problem (topic) that supposed to be solved; clearly defined aim of the coursework and its objectives; object and subject of study; the current level of study topic in domestic and foreign literature.

MAIN PART (30-35 pages) fully and comprehensively reveals the essence of the chosen theme (topic), its most important issues and problems. It contains two-three parts.

Chapter 1 – **theoretical part** (divided into paragraphs 1.1, 1.2, 1.3 etc.). This section includes review of scientific, methodological and methodic aspects of chosen theme. The 1<sup>st</sup> paragraph represents the essence of the problem and current state of its research; overview of up-to-date scientific concepts on topic; determination controversial topics and results of gaps-analysis. Other paragraphs contain information concerning theoretical and methodical background of research; bibliography survey and overview of approaches to the topic. Theoretical study should determine the role and place chosen phenomena and processes in the organization.

Chapter 2 – **analytic and recommendations**. This section represents analysis and identifying specific weaknesses of chosen object of management; grounding the problem to be solved and eliminating shortcomings. The examining the object of research requires the general characteristic of the object; illumination its place and state in framework of chosen theme; identifying and analysis weaknesses and strengths. Analytical part is based on actual and valid data that is received by different methods collecting primary data. The data could be represented with help of graphs, models, tables which are aimed to visualize and ground the conclusions about economic and managerial processes. The aim of the section is justifying the issue and formulation the tasks that need to be addressed to eliminate shortcomings. The part of the section with recommendations that is addressed to identifying deficiencies of the object should be about 5 pages. Formulated proposals are aimed at improving the object of study through the recommendations grounded on research represented in the analytical part of the coursework. Each proposal must be

presented as a specific recommendation that based on specific research results, conclusions, models, and recommendation.

The results of this section have to develop with a usage of PC. The results of calculations are compared with existing data and defined the effectiveness. The title of one paragraph should mention the “using the PC”.

Coursework may also include a Chapter 3 – **Recommendation**. In this case, the recommendations and proposals removed from the second section.

**CONCLUSIONS AND PROPOSALS** (3-4 pages). This part represents key information about main results of theoretical and analytical sections of coursework and determines the extent of solving the problem and achievement of goals that were formulated in the introduction.

**LIST OF REFERENCES**. This is a list of all resources, including methodic, statistic, legal sources, that were used in the coursework and mentioned in the text. The list is placed at the end of the work and had its own numeration. The list should form in alphabet order. In the text, all references placed in square brackets in according with the number of the reference in the list.

**ANNEXES**. In this section could replace all additional information as text, table, graph or statistic accounting forms.

### **Academic dishonesty**

· Academic integrity is submitting one’s own work and properly acknowledging the contributions of others. Forms of academic dishonesty include:

1. **Plagiarism** – submitting all or part of another’s work as one’s own in an academic exercise such as an examination, a computer program, or written assignment.
2. **Cheating** – using or attempting to use unauthorized materials on an examination or assignment, such as using unauthorized texts or notes or improperly obtaining (or attempting to obtain) copies of an examination or answers to an examination.
3. **Facilitating Academic Dishonesty** – helping another commit an act of dishonesty, such as substituting for an examination or completing an assignment for someone else.
4. **Fabrication** – altering or transmitting, without authorization, academic information or records.

Any violation of these rules constitutes academic dishonesty and is liable to result in a failing grade and disciplinary action. In case of any academic dishonesty a student is not allowed to continue or retake the assessment activity and for the Final result the unsatisfactory grade (“0”) is assigned for the course total. Cases of the academic dishonesty are not considered by the Academic Council.

### **Submission & Return Policy**

Completed coursework should be presented at a Department in the set time. After that work passes to the instructor for inspection and review.

In his review the instructor observes the positive and negative aspects of the coursework, and made the conclusion about the possibility of admission to the defense and

made a preliminary assessment ("excellent", "good", "satisfactory" or "unsatisfactory"). If coursework is graded "unsatisfactory", it returns the student to rework.

The reworked coursework that presented for the next review should be attached preliminary review.

All additions and changes to the original version of the coursework should be printed on separate pages and attached after annexes with the indication of a number of the paragraph to which it belongs.

In the case of the positive assessment by the instructor the coursework pass on to the defense in deadlines set by the department. The student receives their coursework to prepare a defense before the set date.

Coursework is assessed Commission, composed of teachers of the department (at least 2-people). In evaluating course work takes into account its content, depth of research, the content of the report of the student, the correct answers to the questions of the committee members, the ability to justify and defend their point of view, the design work.

After defense coursework transferred to the archive.

## Recommended Materials

### 1. Guidelines

*\* The above schedule and procedures are subject to change in the event of extenuating circumstances*

Протокол засідання кафедр № 1 від 22.01.2022 року

Проректор з навчально-методичної роботи



Л.І.Кондратенко

Завідувач кафедри



Л.В.Жарова

Викладач



Н.М.Чаплинська