



## PRE-GRADUATION STUDENT'S INTERNSHIP

### Master Degree

### Syllabus

### III 2.10

### MBA-540

### Specialty: 073 "Management"

### Educational program "Business Administration"

Quarter/Year: Fall 2023

Instructor: **Natalia Amalian**

ECTS Credits: 6

US Credits: 3

Contact information: **nataliia.amalian@uacu.edu.ua**

### Course Description

The purpose of pre-graduation internship is to format the necessary methodological support for developing a system of measures aimed to improve the functioning of the selected research object, approbation of the developed suggestions and recommendations, and preparing the student to the master's grade work (project). Pre-graduation internship is the final stage of preparation for master's graduate work and the subsequent independent work on specialty.

### 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.2. Identify problems in the organization and justify methods for solving them.

PH.3. Design effective management systems for organizations.

PH.4. Substantiate and manage projects, generate business ideas.

PH.5. Plan the activities of the organization in strategic and tactical sections.

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.

PH.10. Demonstrate leadership skills and ability to work in a team, interact with people, influence their behavior to solve professional problems.

PH.11. Provide personal professional development and personal time planning.

PH.12. Be able to delegate authority and management of the organization (unit).

PH.13. Be able to plan and implement information, methodological, material, financial and personnel support of the organization (unit).

## **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;

3K6. Ability to generate new ideas (creativity);

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;

CK2. Ability to set values, visions, mission, goals and criteria by which the organization determines further directions of development, to develop and implement appropriate strategies and plans;

CK3. Ability for self-development, training, effective self-management;

CK4. Ability to effectively use and develop the organization's resources;

CK7. Ability to develop projects, manage them, show initiative and entrepreneurship;

CK8. Ability to use psychological technologies at work with staff.

**Internationality:** The internship as a part of the master's degree programme is a logical component in the interconnection between the research of business activity and research work in the international context.

## **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.

Attention! The official and only language used for assessment activities is English. Official and only languages used for communication within the University are Ukrainian and English.

## **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 70%.

## 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:

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

### Criteria for grading:

ECTS grade	Requirements for the student
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.

### Student Workload

The pre-diploma internship includes the development of recommendations for improving the operating of the object – the enterprise (organization) chosen for internship, identifying problems and prospects for its development on the basis of an in-depth and multidimensional (complex) study. In the process of comprehensive study, student should:

- adhere to the principles of analytical work, which provide an objective assessment of the state of economic activity of institutions, organizations, enterprises;
- to use methods of forecasting and planning of indicators of financial and economic activity, which are given in educational and special literature, normative documents of state administration, etc.;
- use reliable and reliable sources of information in analytical work;
- to submit the maximum possible specification of factors of different levels, which influenced the results of the enterprise (organization).

*To complete these the student needs:*

- to collect and process the necessary analytical materials for the implementation of part of the proposals and recommendations of the master's work;
- collect the necessary analytical materials on the activities of analogous companies, competitors, the state and prospects for the development of the market of activities, and to carry out, on the basis of these materials, comparative analysis and assessment of the competitiveness of the enterprise (organization), etc;
- to collect the necessary normative and analytical materials in accordance with the problems of master's work in the state regulatory bodies, to carry out their critical analysis (based on the research needs);
- get acquainted with the available online resources on the issues of master's work, in particular for the assessment of the environment, market conditions, generalization of best practices, comparative analysis, etc.

Assessment of the prospects for further development of an enterprise (organization) involves considering not only the results of analytical work, but also possible measures for more rational use of all types of resources and available reserves for increasing the efficiency of financial and economic activity of the enterprise (organization). Important consequences of the internship are the application of theoretical achievements, domestic and foreign experience in organizing the work of the best enterprises, the widespread use of modern computer technology and tools of economic modeling.

The work with materials for the implementation of the master's work (project) is carried out on the PC in the period provided by the schedule. The necessary analytical, planning, estimation and evaluation tables for the student's report are based on the specific conditions and characteristics of the financial and economic activity of the enterprise (organization) independently.

## **Assignment Format**

After the end of the internship, students reported to the instructor from the university on the implementation of internship, in the form of a written report with a positive response from the head of the internship from the enterprise (organization).

The internship report is submitted by the student at the dean's office three days before the end of the practice.

The submitted report is registered with the Dean's Office and passed to the university instructor for verification, review and admission to defense. His/her written review is recorded in the internship journal.

## **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 a 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. Including the use of artificial intelligence and pre-prepared answers to the questions of tasks is prohibited (unless otherwise specified in the task itself or allowed by the instructor).
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 the unsatisfactory grade (“0”) is assigned for the course total. Cases of the academic dishonesty are not considered by the Academic Council.

Midterm and Final are valid only if they are taken on-campus (room defined by the dean's office) and on UACU's computer/laptop or online on the student's computer/laptop using Zoom and other conditions defined by the dean's office to avoid the cases of academic dishonesty. Students who will not meet this requirement will be expelled from the course with grade “0”.

In case of missed Midterm or Final exam (for a valid reason like sickness or an emergency) a request to repeat the exam is possible. Permit to repeat a midterm or final exam is done through a letter to the dean's office with request and approval of subject lecturer.

Submission or retaking of any assessment activities after deadlines are forbidden.

### **Submission & Return Policy**

Assignments must be submitted to the professor on or before the due date indicated in the Course Schedule. The assignments submitted after the due dates receive zero points.

The internship report should contain information about the compiling the individual task by student. *The internship report should include:*

- title page;
- content;
- a list of symbols (if necessary);
- introduction;
- the main part;
- conclusions and recommendations;
- references;
- annexes.



### **Recommended Materials**

#### 1. Guidelines

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

Протокол засідання кафедр № 4 від 22.08.2023 року

Проректор з навчально-методичної роботи

Handwritten signature of L.I. Kondratenko.

Л.І.Кондратенко

Завідувач кафедри

Handwritten signature of L.V. Zharkova.

Л.В.Жарова

Викладач

Handwritten signature of N.D. Amalyan.

Н.Д.Амалян

