

Ministry of Education and Science of Ukraine
Sumy State University

METHODOLOGICAL INSTRUCTIONS
on conducting
industrial and undergraduate practice
of students majoring in
073 "Management"
of the first (bachelor's) level of higher education
of all forms of education

Sumy
Published by SumDU
2022

Methodical recommendations on conducting industrial and undergraduate practice of students majoring in 073 "Management" of the first (bachelor's) level of higher education of all forms of education/compilers: Ia. V. Kobushko, K.I. Kyrychenko, V.V. Kubatko, V.O. Lukianykhin - Sumy: SumDU Publishing House, 2022. - 29 p.

Oleg Balatskyi Department of Management

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Introduction

An important component of the educational process of training highly qualified specialists are practices that are necessary components of the implementation of the curriculum of students majoring in 073 "Management" of the educational degree "Bachelor".

These guidelines regulate the methodological and organizational support of industrial and undergraduate practice of students and are based on the following laws and regulations:

- Law of Ukraine dated 01.07.2014 No. 1556-VII "On higher education";

- Order of the Ministry of Education and Science of Ukraine dated 08.04.1993 No. 93 "On approval of the Regulations on the practice of students of higher educational institutions of Ukraine";

- Methodical recommendations for drawing up internship programmes for students of higher educational institutions of Ukraine "(letter of the Ministry of Education and Science of Ukraine dated 14.11.96 No. 31-5/97);

- Statute of Sumy State University.

The industrial practice of students is an integral part of the process of their professional training and is conducted in the 3rd year of study for six weeks.

Undergraduate practice is the final link in the practical training of students and is conducted before the qualification paper in the 4th year of study.

The obligatory requirement for the qualification works of freelance students is the practical value of the obtained research results. In this regard, the qualification work must be performed according to the materials of the enterprise,

organizations or institutions of any industry and form of ownership, based on the results of activities in the region, the country as a whole.

During the undergraduate practice, which is carried out before writing the qualifying paper, theoretical knowledge of the disciplines of the curriculum is deepened and factual material for writing this paper is collected. The content and sequence of production and undergraduate practices are determined by the programme developed by the department in accordance with the curriculum.

Practical training is carried out in the conditions of professional activity under the organizational and methodical guidance of the teacher and the specialist in a major. These guidelines address the general issues of organization, conduct and summarizing of production and undergraduate practice for the preparation of students majoring in 073 "Management" of the bachelor's degree at Sumy State University.

GENERAL PROVISIONS OF INDUSTRIAL AND UNDERGRADUATE PRACTICE

The purpose of industrial and undergraduate practice is to acquaint students with the specifics of the future major, professional formation of a specialist capable of using acquired knowledge and skills in academic disciplines, consolidation and expansion of certain professional practical knowledge, skills and abilities in general professional and special disciplines, necessary for the performance of qualification paper and further for fruitful work in the management sector, using modern research methods in this field and modern information technologies.

During industrial and undergraduate practice students collect practical materials, which are an integral part of the practice report, as well as basic analytical material for writing a qualification paper.

The main tasks of the practice:

- consolidation of theoretical knowledge in the disciplines

of the educational programme;

- mastering practical skills, technology of work in major directly in the workplace;

- studying and analysis of the activities of enterprises and organizations and the work of their services and departments in statics and dynamics, in particular directly on the basis of practice;

- acquaintance with the technique and technology of organizational and managerial work, features of application of methods and practical tools of management, maintenance of the corresponding documentation;

- mastering practical skills for making various management decisions, experience of management and communication in the team, research into the effectiveness of the communication system of the organization;

- collection of material for research work, speeches at seminars and conferences, qualification paper.

After successful completion the student will be able to have:

SR1. Ability to apply knowledge in practical situations.

SR 2. Knowledge and understanding of the subject area and understanding of professional activity.

SR 3. Skills of using information and communication technologies.

SR 4. Ability to conduct research at the appropriate level.

SR 5. Ability to determine and describe the characteristics of the organization.

SR 6. Ability to determine the prospects for the development of the organization.

SR 7. Ability to choose and use modern management tools.

SR 8. Ability to analyze and structure the problems of the organization, to form sound decisions.

Programme results, the achievements of which are provided by production and undergraduate practice:

PLO 3. Demonstrate knowledge of theories, methods and functions of management, modern concepts of leadership.

PLO 4. Demonstrate skills to identify problems and justify management decisions.

PLO 5. To describe the content of functional areas of the organization.

PLO 6. Demonstrate skills of search, collection and analysis of information, calculation of indicators and substantiation of management decisions.

PLO 7. Demonstrate organizational design skills.

PLO 17. Carry out research individually and / or in a group under the guidance of a leader.

Students who have fully completed the curriculum are allowed to practice.

In the process of internship, students must use approved regulatory documents and internal regulations in accordance with the selected practice bases.

PRACTICE BASES

According to art. 51 of the Law of Ukraine "On Higher Education" practical training of persons studying in higher education institutions is carried out by undergoing practice at the enterprises, institutions and organizations in accordance with the agreements concluded by institutions of higher education or in its structural units that provide practical training.

Samples of documents and forms of agreements are posted on the website of SumDU at: [http://job.sumdu.edu.ua/index.php?Option=com_content & view = article & id = 51 & Itemid = 63](http://job.sumdu.edu.ua/index.php?Option=com_content&view=article&id=51&Itemid=63) as well as in the register of documents of SumDU at the link: <https://document.sumdu.edu.ua/> (p.2.8. Organization of practice). The student must apply for the practice, as well as adhere to the schedule.

In determining the base of practice, the department is guided by paragraph 2 of the Regulations on the practice of students of higher educational institutions, approved by the Order of the Ministry of Education of Ukraine from 08.04.1993 №93. Students can also choose the place to undergo the practice for themselves independently, with the permission of the Head of the department and offer it for approval at the department. The main precondition for the practice is the ability to organize independent work of the student and ensure the formation of the planned learning outcomes during the practice.

The practice of higher education seekers is conducted on the bases of practice that ensure the implementation of the programme for the first (bachelor's) level of higher education. The basis for the industrial and undergraduate practice of students may be business entities of various forms of ownership, types of economic activity, organizational and legal status, which are legal entities and individuals and have been operating in the market for at least two years. Businesses must apply advanced forms and methods of management and organization, commercial and marketing activities, implement advanced technologies of production, labor organization and management.

Agreements on its implementation are concluded with the bases of practice. The object of industrial and undergraduate practice may be the place of actual employment of the student.

The student has no right to change the place of practice independently. In case of independent change of the place of practice, non-attendance at practice without valid reasons is considered as non-fulfillment of the student's workload, for which he can be expelled. Changing the base of practice is possible only for good reasons and only before the start of practice. The decision on the possibility of changing the base of practice is made by the Head of the department.

DISTRIBUTION OF RESPONSIBILITIES DURING THE INDUSTRIAL AND UNDERGRADUATE PRACTICE

Basic rights and responsibilities of the student during the practice

The student sent for internship must appear at the place of internship within the specified period, the corresponding record is made in the referral for internship.

At the beginning of the internship the student is obliged to:

- receive methodical recommendations on internship and agreement on internship conduction at the Oleg Balatskyi Department of Management;

- get acquainted with the content of the programme of internship, to repeat those questions of a theoretical course which need to be deepened during the internship;

- in case of undergraduate practice to receive an individual task from the Head of the qualification paper;

- receive the appropriate instruction from the person responsible for internship from the HEI.

During the internship the student is obliged to:

- fully comply with the rules of internal policies and procedures at the enterprise, organization, institution;

- follow the programme approved by the Heads of internship from the department and enterprise (organization, institution), when the student performs the programme of industrial and undergraduate practice and individual internship plan;

- follow the instructions of the Head of internship from the enterprise (organization, institution);

- if necessary, report to the Head of internship from the department on the work done;

- not to leave the workplace without the permission of

the Head of practice from the enterprise (organization, institution);

- submit the written report on results of internship to the department, the Head of practice from the HEI in due time.

No later than one day before the end of the internship, the student must receive a response from the internship base, duly executed and signed by the Head of the internship base or the Head of the structural unit in which the student had an internship, with the imprint of the internship database. Throughout the internship period, the student must carry out preparatory work to draw up a report on the internship.

The student must submit a properly prepared report to the department and defend in a timely manner. The student has the right to inform the Head of the practice from the department about the shortcomings in the organization of the internship.

Responsibilities of the internship manager from the department

The Oleg Balatskyi Department of Management provides educational and methodological guidance and implementation of the internship programme.

The internship manager from the department is obliged to:

- provide advisory assistance to students in the implementation of the internship programme and individual tasks;

- monitor the implementation of the approved programme of industrial practice and individual tasks;

- check the reports on practice at the final stage;

- organize the receipt and defence of practice reports;

- inform the Head of the department about the state of practice, as well as all cases of gross violation of discipline by students.

Responsibilities of the internship manager from the practice base

The practice supervision at the practice base is carried out by the leading specialists of the enterprise, organization or institution. The Head of the workplace practice (direct supervisor) is obliged to:

- provide students workplace and create the necessary conditions for internship;
- acquaint students with the organization of work at a particular workplace;
- organize the work of trainees in accordance with the approved practice programme;
- monitor compliance with the rules of internal regulations and labor discipline of students, to inform the internship manager from the university about cases of their violation;
- check the progress of students' work during practice;
- provide feedback on the students' report, summarizing the results of their activities during the internship.

If trainees violate labor discipline, internal regulations, safety, etc., the internship manager from the company has the right to exclude students from the practice. In such cases, he reports the violations observed by students to the internship manager from the department.

CONTENT OF PRACTICE

Individual task

Each student in the process of industrial and undergraduate practice must complete an individual task.

According to its content, the topic of the individual task should correspond to the direction of the major "Management", considering the possibility of collecting data at the enterprise and their further use for scientific work of students, in-depth study of certain aspects of organizational and managerial activities in accordance with the future specialization,

preparation and implementation of term papers, as well as the final bachelor qualification paper. The recommended topics for individual tasks are given below.

The topic of the individual task is chosen directly by the applicant, agreed with the internship manager from the enterprise and approved by the internship manager from the department.

The individual task of industrial practice for applicants who study in-depth individual specialization, under targeted contracts with enterprises (organizations), are formulated considering the peculiarities of specialization. In this case, the work programme of practice is agreed with the graduating department individually.

In the case when several applicants apply for the development of a specific topic at one enterprise (base of practice), the topic is fixed by the internship manager from the department considering the possibility of its implementation in different industries and departments, degree of training, business qualities and prospective scope of the applicant.

Recommended topics for individual task

Topic 1. Planning and economic activities of the enterprise

Organization of planning and economic activities at the enterprise. Analysis of the main functions assigned to the planning and economic service, its relations with other departments in the process of performing functional tasks.

Analysis of methodological support of analytical and planning work. Methods used in the process of analysis of economic indicators and justification of their planned values. The level of software for these works.

System of analysis and planning of performance indicators applied at the enterprise, the characteristic of efficiency of their functioning. Analysis of the degree of the use of computer

equipment, specialized software.

Analysis of the results of the enterprise activity on the basis of forms of annual financial and statistical reporting. Assessment of volumes and dynamics of the most important indicators: volumes and structure of production (goods, works, services); volumes and composition of fixed assets, volumes, and speed of turnover of inventories, volumes of revenue from gross profit, sources of their formation, volumes and composition of operating expenses, financial result from ordinary activities before tax and its components, volumes of net profit and directions of its use.

Topic 2 Personnel management

Organization of work with the personnel of the enterprise, quantitative and qualitative composition of the personnel service. Analysis of normative documents regulating its work (regulations on personnel service and job descriptions of personnel service employees).

Analysis of the staffing of the enterprise and staff structure.

Evaluation of personnel policy conducted at the enterprise, training of employees, certification of employees, implementation of measures to strengthen the cohesion of the workforce and the formation of socio-psychological climate, drawing up business career plans.

Analysis of staff movement (acceptance, transfer, dismissal) and identify the main factors influencing staff turnover.

Analysis of the degree of use of computer equipment, specialized software in the activities of personnel officers.

Topic 3. Management of marketing and logistics activities of the enterprise

Organization of marketing and commercial activities at the enterprise. Functions and tasks performed by specialists of

relevant services. Analysis of normative documents regulating their activity (regulations on relevant services, job descriptions of specialists), quantitative and qualitative composition of specialists.

Analysis of information sources and software products used by certain specialists for procurement, marketing activities, market monitoring.

The main suppliers of resources and consumers of products (works, goods, services) of the enterprise. The process of finding, evaluating, and selecting them. Procedure and conditions for concluding agreements. Assessment of the quality of work on the formation of material (commodity) resources.

Factors influencing the change in demand for material (commodity) resources in certain periods (month, week, day), the organization of their monitoring and response.

Communication marketing activities (advertising, sales promotion, use of price discounts), public relations. Marketing budget analysis.

Analysis of the validity of marketing plans to ensure the achievement of enterprise goals. Periodicity of development and coordination of plans of purchase, sale, marketing.

Topic 4. Management of foreign economic activity of the enterprise

Assessment of the state of organization of foreign economic activity in the main areas. Analysis of exports (imports) of goods and services at the enterprise.

The main competitors of the company in the world market. Analysis of the main economic indicators of foreign economic activity of the enterprise.

Topic 5 Management of financial and accounting activities

Characteristics of the main elements of the accounting system of the enterprise from the standpoint of creating a basis

for financial analysis in such areas as:

- organizational (characteristics of document flow by frequency and by the nature of the relations with other departments);

- technical (characteristics of the software, advantages, and disadvantages of its use).

- methodological (depth of analytical accounting, assessment of the cost of goods sold, assessment of assets, method of depreciation).

Evaluation of the financial service or other unit responsible for the performance of its functions: the quantitative and qualitative composition of specialists, a list of key functions and the level of their implementation. Estimation of quality of initial products of work of this service (analytical, planned, control forms).

Organization of money circulation. Used forms of calculations. Assessment of the state of payment and cash discipline.

Analysis of the volume and completeness of the formation of the statutory fund.

Analysis of the organization of work on monitoring mutual settlements with creditors, the presence of arrears.

Analysis of the completeness and timeliness of payment of tax and other mandatory payments.

Assessment of the financial and property condition of the enterprise. Analysis of indicators of solvency, financial stability, business activity, profitability.

Topic 6. Strategic management of the enterprise

Characteristics of positions responsible for strategy development.

Carrying out of the complex analysis of activity of the enterprise with use of modern techniques from a position of the system approach. Carrying out a SWOT-analysis of the enterprise environment.

Development of SWOT matrix and determination of paired combinations in matrix fields.

Formulation of the mission of the organization, which contains the following elements: proclamation of values and beliefs; the products that the company produces or the needs that it intends to meet; the market in which the company has to focus on and means of market access; key technologies to be used; strategic principles of development.

Topic 7 Management of innovation of the enterprise

Characteristics of the unit (position) responsible for innovation.

Carrying out of research of innovative activity of the enterprise, estimation of degree of its innovative activity. Determining the features of the introduction of new technologies, new products, organizational changes, as well as their compliance with market trends and changes in the environment.

Planning the process of generating innovation and innovation proposals by individual employees.

Analysis of structural elements of innovations in the enterprise for the reporting period according to the existing classification.

Characteristics of the final outcome of the enterprise (production or provision of services) for compliance with "innovative products") or "innovative product" in accordance with the Law of Ukraine "On Innovative Activity".

Assessment of the expediency (possibility) of classifying the company's statute as innovative in accordance with the requirements of the Law of Ukraine "On Innovative Activity".

Evaluation of the effectiveness of innovative projects implemented at the enterprise.

Evaluation of the feasibility and possibility of developing an innovative strategy of the enterprise.

Evaluation of the feasibility of real investment in the

enterprise (for foreign trade enterprises).

Analysis of the need and feasibility of financial investment.

Evaluating the effectiveness of investment projects carried out at the enterprise.

Development of proposals for the prospects of development of innovation and investment activities of the enterprise.

If several students apply for the development of a specific topic at one enterprise (practice base), consolidation of the topic is carried out by the internship manager from the department considering the possibility of its implementation in different industries and departments, degree of training, business qualities and intended student activities.

RECOMMENDED INDUSTRIAL AND UNDERGRADUATE PRACTICE PROGRAMME

In practice, it is recommended to follow the programme of action for internships below.

From the beginning of industrial and undergraduate practice, the student should be instructed in safety, get acquainted with the production and organizational structure of the enterprise,

Getting acquainted with the organizational structure of the enterprise management consists of studying of the work nature, the functions of the department of management and their relations.

Acquaintance with the production structure of the enterprise consists of studying the set of structural units of the enterprise, the nature of the relations and subordination between them.

During the internship it is necessary to perform a number of tasks independently that differ in the place of internship and type of work.

The content of the work directly depends on the topic of the individual task. It can be changed in coordination with the practice leaders from the university and the company.

Processing of the received materials can be carried out both by traditional receptions of the economic analysis, and modern economic and mathematical means. Programmes for solving problems of correlation and regression analysis, linear programming, short-term forecasting, etc. can be used for separate sections.

Table 1 - Work programme of industrial and undergraduate practice

Subdivision of the enterprise	Content of work
Administration (management department)	1 Registration of permits, safety instruction. 2 Acquaintance with the organizational and economic characteristics of the practice base. 3 Introduction to the organizational structure of enterprise management. 4 Acquaintance with the production structure of the enterprise. 5 Acquaintance with prospects of development of the enterprise
Planning and Economic Department (Department of Financial Management and Controlling)	1 Study of the functions, structure, and efficiency of financial units of the practice base. 2 Research of the main financial and economic indicators of the enterprise. 3 Study of the plan of economic and social development of the organization. 4 Analysis of the operational and production planning system. 5 Mastering the methods of technical and economic analysis of the enterprise in the main areas, development of financial plan, budget

Accounting service	<p>Research of the organization of work of Accounting Service in the following directions:</p> <ol style="list-style-type: none"> 1 Labour cost accounting. 2 Accounting for production and sales costs. 3 Accounting for fixed and working capital. 4 Accounting for "overhead" costs, etc. 5 Costing
Personnel department	<p>Study of functions, structure, efficiency of work of division:</p> <ol style="list-style-type: none"> 1 Acquaintance with the requirements and procedure for hiring new specialists. 2 Acquaintance with the policy and directions of personnel development of the enterprise. 3 Acquaintance with the basic documents and the reporting. 4 Acquaintance with the main indicators of the personnel management system
Marketing service	<ol style="list-style-type: none"> 1 Mastering the methods of marketing analysis. 2 Collection of information related to: advertising policy of the organization; communication policies; product policy; measures to promote the products of the enterprise; pricing policy; competition policy; strategic marketing planning. 3 Analysis of existing marketing information of the enterprise
In all departments and services	Collection of materials for the report, term papers, scientific research, final qualification paper of the bachelor.
Individual workplace of the trainee and	1 Study of functions, structure, efficiency of work of division in which the applicant is undergoing industrial and undergraduate

production divisions	practice. 2 Acquaintance with the job description of a specific workplace. 3 Study of equipment, technology, and organization of production (activities) in the workplace. 4 Identification of directions and substantiation of proposals for improving the organization of work in a particular workplace.
At the workplace	Registration of reports and other documents on industrial and undergraduate practice.
At the Department	Defence of reports on industrial and undergraduate practice.

RECOMMENDATIONS FOR INFORMATION COLLECTING

During the industrial and undergraduate practice, the applicant should avoid the systemless accumulation of materials for writing a report. The desire to have copies of several documents, plans, reports, tables, explanatory notes, etc., believing that the more such data, the more will be provided the necessary materials for the individual task, is wrong, because it leads to many unresolved issues after the end of the internship.

Only by performing work in accordance with the specific task of the Head of practice, which directs the activities of the applicant in accordance with the theme of his individual task, the applicant can consistently study and analyze the validity of all related to its research performance indicators, their relations, draw conclusions, develop and suggest necessary measures to improve the performance of the enterprise, as well as collect all the necessary materials to write a bachelor's thesis.

Based on this, applicants are advised in all possible cases

not to be limited to obtaining ready-made materials, but to conduct the necessary research themselves with the help of timing, photos of the working day and other means of studying jobs and working time. To find out the loss of working time, it is recommended to take at least three photos of the working day (at the beginning, in the middle and at the end), which provides the most correct conclusions.

When analyzing the technique and technology and to develop organizational and technological measures, the applicant must give a description of the existing option and identify ways to improve.

All the necessary information should be collected directly during the internship, because after its completion, most likely, it will not be possible to obtain additional information at the company.

CONTENT AND DESIGN OF THE REPORT ON INDUSTRIAL AND UNDERGRADUATE PRACTICE

At the end of the internship, the applicant prepares a written report and submits it for verification to the internship manager from the company, and then to the internship manager from the department.

Reports on industrial and undergraduate practice must have a clear structure, logical sequence, and specificity of presentation of the material, convincing arguments, provability of conclusions and validity of recommendations.

The volume of the report is 20-30 pages (without annexes).

Content and structure of the report

The report should consist of the following elements:

- title page, which is drawn up on a standard form, as shown in Annex A, must be stamped on the title page with the seal of the enterprise where the industrial or undergraduate practice took place, as well as the signatures of the applicant and managers;

- contents;
- introduction (1-2 pages);
- the first section (up to 20% of the total workload);
- the second section (up to 40% of the total workload);
- the third section (up to 40% of the total workload);
- conclusions (1-2 pages);
- list of used sources;
- annexes (if necessary).

Each of the sections must contain chapters (minimum - 2, maximum - 5).

In the first section you need to provide primary information about the company, assess the factors of external influence and analyze the main technical and economic indicators of the enterprise.

The second section should describe the procedure for organizing activities in the department and directly at the workplace where the internship takes place.

The third section should contain information related to the performance of the individual task. This, in turn, involves setting out the main approaches used in solving the tasks, and conducting analysis in relation to a particular sector of the economy, region, industry, as well as a particular organization (enterprise) on certain indicators.

The approximate content of the sections is given in table 2.

Table 2 - Approximate content of sections of the report on industrial and undergraduate practice

Section 1	Organizational, legal, and economic characteristics of the enterprise
1.1	<i>Brief description of the enterprise:</i> full name of the enterprise, postal address, geographical location, telephone, fax, e-mail, etc.;; type/industry of the enterprise; ownership structure;

	<p>shareholder structure, exact number of shareholders, blocks of shares more than 5% (if possible); scheme and characteristics of the organizational structure; stages of enterprise development: when and how it was created, history of development, key events, such as increasing production capacity, adopting new technologies, joint ventures, etc.; product features; type of production, features and capacity of the enterprise for a given period of time; number of employees and their professional level: specialists, highly qualified, qualified, unskilled, etc.; forms and systems of labor remuneration at the enterprise; goals and strategy for the future</p>
1.2	<p><i>Analysis of the environment:</i> markets serviced by the enterprise: local, regional, national, international; main competitors and their share in these markets; partners and suppliers of the enterprise; consumers of products and services; external limiting factors: government policy, legislation, trade unions, socio-economic, demographic, cultural, physical, climatic, environmental and other factors; production limiting factors: business climate, available space, finance, raw materials, energy, water, gas, labor resources, competition, etc.</p>
1.3	<p><i>Assessment of the main technical and economic indicators (for the last 3-5 years):</i> provision with own funds; enterprise capacity; efficiency of use of fixed assets; dynamics of sales of main types of products; profitability and efficiency; use of profits; liquidity;</p>

	composition and structure of working capital; dynamics of hiring and firing staff, level of education, age, labor productivity
Section 2	Organization of activities in the department (office, production unit)
2.1	<i>Characteristics of the unit:</i> scheme of organizational structure of the unit; features of functioning; interaction with other departments; duties and responsibilities of employees; characteristics of input, output information and main documents; hardware and software information processing
2.2	<i>Characteristics of the trainee's workplace and the organization of the specialist's work in this position:</i> main tasks and functions of the specialist; powers and responsibilities; the procedure for planning, control and organization of current production work related to the performance of basic duties; sources of management information, methods, the order of its processing and directions of use
Section 3	Topic of the individual task
3.1	<i>Relevance of the chosen topic and the main problems to solve the issue in the general practice of management and in a particular enterprise</i>
3.2	<i>Theoretical and methodological and practical approaches to the analysis, evaluation, and solution of the problem</i>
3.3	<i>Basic calculations, conclusions, and recommendations for solving the tasks</i>

The conclusions briefly formulate the main results of the industrial practice, the completeness and degree of elaboration of the individual task, practical recommendations for solving the identified problems and their economic efficiency are indicated.

The list of used sources must contain at least 20 sources to which the text must refer. It must be designed in accordance with the requirements.

Annexes

The annexes contain material that:

- is necessary for the completeness of the report, but its inclusion in the main part may change the orderliness and logical perception of the information provided;

- cannot be consistently placed in the report due to the large volume or methods of reproduction;

The annexes can include:

- additional illustrations or tables;

- materials that due to the large volume, specifics of presentation or form of presentation cannot be included in the main part (original photographs, intermediate evidence, formulas, calculations; instructions, methods, descriptions of computer programmes).

Completion of the report.

The report is made on one side of a sheet of white A4 paper (210x297 mm) in typewritten form, placing from 28 to 30 lines on the page. Margins must be left on all four sides: left - 30 mm, right - 10 mm, top and bottom - 20 mm.

When writing a report, use the Times New Roman font of a Word text editor of size 14 with 1,5 line spacing. All non-text objects are created using built-in Word functions. Formulas using the Equation editor.

The print font should be clear, black, medium bold. The density of the text should be the same throughout the work. The report should be bound in a plastic binder.

DEFENCE OF THE REPORT ON INDUSTRIAL AND UNDERGRADUATE PRACTICE AND CRITERIA

FOR ITS EVALUATION

The report must be made and completed at the production, checked by the internship manager from the company and together with a detailed review-characteristics submitted in due time to the department.

After the submission of these materials, the Head of the department decides on the admission of the applicant to the defence of the report.

Applicants who do not complete the internship programme and receive a negative review to the paper and an unsatisfactory grade in the defence, are expelled from the university.

Practical materials submitted to the department are not returned to applicants.

The report on practice is defended by the applicant (with a differentiated assessment) in the commission appointed by the Head of the department. The commission consists of the internship manager, teachers of the department, subject (cycle) commission, who taught trainees special disciplines.

The report is defended according to the schedule within the period set by the department - in the last days of its undergoing or during the first ten days of the semester, which begins after the internship.

The defence of the report provides for recitation interview of the student in order to determine the level of mastery of the issues provided by the internship programme.

Table 3 - Criteria for evaluating the implementation and protection of the report on the industrial and undergraduate practice of full-time applicants

Mark ECTS	Definition	Mark by the national scale	Sum of points
A	Excellent performance with only a small	5 (excellent)	90 <RD <100

	number of errors		
B	Better than average with a few errors	4 (good)	82 <RD <89
C	Correct operation with a certain number of errors		74 <RD <81
D	Not bad, but with a significant number of shortcomings	3 (acceptable)	64 <RD <73
E	The fulfillment of the minimum criteria satisfies		60 <RD <63
FX	Recurrent defence of industrial practice report is possible	2 (unsatisfactory)	35 <RD <59
F	It is necessary to repeat the industrial practice		RD <34

Appendix A (required)
An example of the title page of the report on
industrial/undergraduate practice
**MINISTRY OF EDUCATION AND SCIENCE OF
UKRAINE**
SUMY STATE UNIVERSITY
**ACADEMIC AND REAEARCH INSTITUTE OF
BUSINESS, ECONOMICS AND MANAGEMENT**
Oleg Balatskyi Department of Management

Report

about undergoing of _____ practice
to choose industrial or undergraduate

Student

Group

*Manager
from the university*

*Manager
from the enterprise*

Sumy 202__

Electronic educational publication

METHODOLOGICAL INSTRUCTIONS
on industrial and undergraduate practice for
students majoring in 073 "Management" of
all forms of education

Responsible for the issue	I.I. Rekunenko
Editor	S.M. Symonenko
Computer typesetting:	V.V. Kubatko

SumDU Publishing House at Sumy State University
2 Rymkogo-Korsakova Str., Sumy, 40007

Certificate of entry of the subject of publishing in the state
register

ДК № 2365 dated 08.12.2005.

Printed in the printing house of SumDU
2 Rymkogo-Korsakova Str., Sumy, 40007