SYLLABUS

EDUCATION PRACTICE IN INFORMATION AND ANALYTICAL ACTIVITIES IN INTERNATIONAL RELATIONS

BACHELOR Training
Field of Knowledge «International Relations»
Specialty 291 «International Relations, Public Communications and Regional Studies»
Educational and professional programme «International Information and Public Communications»
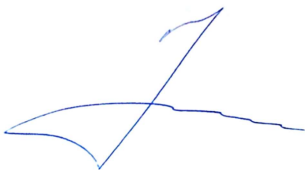
Lutsk-2023

The syllabus of the academic component Education Practice in Information and Analytical Activities in International Realtions, Education Level Bachelor, Field of Knowledge 29 International Relations, Specialty 291 International Relations, Public Communications and Regional Studies, Educational and professional programme International Information and Public Communications.

Developer: **Doctor of Political Sciences, Professor of International Communications and Political Analysis Department, Dean of the International Relations Faculty, Antonina Shuliak**

Approved
by the Guarantor of Education and Professional Programme:

Serhii Fedoniuk

The syllabus of the academic component was approved at the meeting of the International Communications and Political Analysis Department
Protocol No. 1 as of September 01, 2022.

Acting Head of the Department: Yevhenia Vozniuk

1. The description of academic component

Indicator Name	Field of knowledge, educational and professional programme / education and research program, education level	Characteristics of academic component
Full-time form of education	29 International Relations, Specialty 291 International Relations, Public Communications and Regional Studies, International Information and Public Communications, Bachelor	**Normative**
		Year of study: II
		Semester: 3rd
Number of hours / credits		**Independent work 84** hours
90 / 3		
		Consultations 6 hours
		Form of control: credit
Language of study:	English	

2. Information about the instructor

INSTRUCTOR	Shuliak Antonona Mykolayivna
CONTACTS	*antonina.mytko@vnu.edu.ua*
INSTROCTOR'S COMPETENCIES	Doctor of Political Sciences, Professor of International Communications and Political Analysis Department, Dean of the International Relations Faculty ORCID ID 0000-0002-5234-0758 Topics of scientific research: information and analytical activity, information democracy, political analytics and forecasting. certificate B2 (English)
3. DESCRIPTION OF THE ACADEMIC COMPONENT	
A course abstract	Educational practice provides for the improvement of the professional and practical training of applicants and ensures that they acquire the specified competencies using the material and technical base. The practice of information and analytical activities in international relations involves the organization and conduct of information and analytical work in the field of international relations, the collection of information and its analytical use, the analysis of individual problems in the field of international relations, the specifics of analytics and political forecasting, the features of information and analytical support of state bodies authorities, analytical and synthetic processing of documents (ASOD), methodological aspects of information and analytical work.
Prerequisites	Introduction to the specialty «International information and public communications», Information policy and security, Information and analytical activities in international relations,
Postrequisites	Information technologies in international relations, Mass and strategic communications, Analysis of the foreign policy of countries and regions, Applied information and communication technologies
Goal and tasks	The goal of the educational practice is to form the acquirer's professional competencies necessary for the organization of search, processing, analysis of information on the problems of international relations, regional development and politics through the use of information and

	communication technologies, as well as for the preparation of applied analytical developments on relevant topics.
	The main tasks of educational practice are:
	- to learn the skills of searching, processing and analyzing information from various sources, in particular through the use of information and communication technologies;
	- to master the methods of working with information sources, structuring the received information according to certain parameters;
	- to study and critically analyze the main problems of the chosen topic;
	- to analyze regional differences in socio-economic development of states, their regional policy;
	- to master techniques of problem analysis;
	- to acquire skills of practical work in forecasting regional development, drawing up plans and comprehensive programs for the development of regions;
	- to acquire practical skills of working both autonomously and in a team;
	- to familiarize yourself with the method of drawing up a report on educational practice, its documentation.

4. Learning outcomes (competencies)

General (GC)

GC3. Ability to learn and master modern knowledge.

GC4. Knowledge and understanding of the subject area and understanding of professional activity.

GC5. Ability to work in an international context.

GC6. Ability to generate new ideas (creativity).

GC7. Ability to apply knowledge in practical situations.

GC8. Ability to abstract thinking, analysis and synthesis.

GC9. Ability to use information and communication technologies.

GC10. Ability to communicate in the national language both orally and in writing.

GC 11. Ability to communicate in a foreign language.

GC12. Ability to search, process and analyze information from various sources.

Special (professional) (SC)

SC1. The ability to distinguish signs and trends of development, to understand the nature, dynamics, principles of organization of international relations, public communications and/or regional studies.

SC2. Ability to analyze international processes in various contexts, including political, security, legal, economic, social, cultural and informational.

SC3. The ability to assess the state and directions of research in international relations and world politics in political, economic, legal sciences, in interdisciplinary studies.

SC4. The ability to solve complex specialized tasks and practical problems in the field of international relations, foreign policy of states, public communications, regional studies.

SC7. The ability to analyze international integration processes in the world and on the European continent, and the place of Ukraine in them.

SC9. The ability to apply knowledge of the characteristics of the development of countries and regions, features and regularities of global processes and the place of individual states in them to solve complex specialized tasks and problems.

SC12. Ability to carry out communication and information and analytical activities in the field of international relations (in Ukrainian and foreign languages)

SC13. Ability to analyze the activities of international non-state actors and transnational relations.

Learning Outcomes (LO):

LO 02. To know and understand the nature and dynamics of international security, to understand the features of its provision at the global, regional and national level, to know the nature and approaches to solving international and internationalized conflicts.

LO 07. To carry out a description and analysis of the international situation, to collect from various sources the necessary information about international and foreign political events and processes.

LO 08. To collect, process and analyze large volumes of information about the state of international relations, foreign policy of Ukraine and other states, regional systems, international communications.

LO 09. To research the problems of international relations, regional development, foreign policy, international communications, using modern political, economic and legal theories and concepts, scientific methods and interdisciplinary approaches, present research results, provide relevant recommendations.

LO 10. To communicate freely in national and foreign languages at a professional level necessary for professional discussion, preparation of analytical and research documents.

LO 11. To carry out an applied analysis of international relations, foreign policy of Ukraine and other states, international processes and the international situation in accordance with the set goals, prepare informative and analytical reports.

LO 13. To conduct a professional discussion on issues of international relations, international communications, regional studies, foreign political activity, argue one's position, respect opponents and their points of view.

LO 14. To use modern digital technologies, specialized software, databases and information systems to solve complex specialized problems in the field of international relations, public communications and/or regional studies.

LO 17. To have the skills of self-determination of educational goals and learning, finding educational resources necessary for their achievement.

5. STAGES OF THE PRACTICE

Stages	Contents, main tasks	Duration
1. Preparatory	Formation of ideas about educational practice based on familiarization with the curriculum and OPP of the educational and professional program «International Information and Public Communications». Instruction on the procedure for passing practice and safety techniques.	2 weeks
2. Introductory	Acquaintance with the responsibilities of students of higher education in practice and the responsibilities of practice managers from the department. Selection of an individual task. Acquaintance with methodical recommendations for the completion of practice and preparation of the report.	2 weeks
3. Main	Performance of an individual task: collection and processing of factual and statistical material, writing textual material on the results of practice. Completion of the report.	12 weeks
4. Final	Submitting a report on internship to the department. Protection of practice. Carrying out the summaries of educational practice with the selection of acquired competences.	2 weeks

6. TYPES (FORMS) OD INDIVIDUAL TASKS

Completion of individual tasks by students is an important stage in solving the main tasks of educational practice. An individual task is developed by the head of practice individually for each student. The content of the individual assignment should take into account current problems in the field of international information and public communications and at the same time meet the goals and objectives of the educational process. The implementation of individual tasks involves the allocation of two stages:

1. General assessment of the chosen direction of research. So, within this stage, the following steps should be taken:

- drawing up a general idea about the selected research topic;
- searching for information from various sources on the chosen topic, recording it for further processing and analysis;
- definition of key factors, priorities and tasks.

2. Preparation of a report based on the collected information. The report should contain both collected empirical information, data, and synthesized conclusions. The volume of the report should be 10-15 pages. Structurally, the report should consist of an introductory part, main provisions, and conclusions. In the introductory part (introduction) it is necessary to display general information. The conclusions should contain a brief summary of the material, the definition of trends. After the conclusions, a list of used sources and literature is placed. Thus, within the scope of individual tasks, the student of higher education should critically evaluate the collected information on the chosen topic and prepare a report in the process of analytical processing of empirical material.

7. APPROXIMATE LIST OF INDIVIDUAL TASKS FOR STUDENTS

Task 1

Students carry out «Internet analytics» research based on the sites of 3 (three to choose from) government bodies of one of the countries of the world (to choose from). The following services are used to perform the task:

- Google trend (http://www.google.com/trends) – allows you to get data on the topic on the Internet from 2004 to the present day of various countries and regions;
- Google insights for search (www.google.com/insights/search/?hl=ru) – Google's search statistics allow you to compare different search queries to discover the most popular ones. Comparisons can be made over certain periods of time, across countries and regions, as well as in different thematic categories.
- Alexa (http://www.alexa.com/) – a subsidiary of Amazon.com, known for its site, which collects statistics about site visits. Alexa collects information directly from users who have installed the Alexa Toolbar, on the basis of which statistics on site visits and lists of interconnected links are formed. The headquarters of the company is located in California, USA.
- Internet statistics service «HIT.UA» (http://hit.ua/) - allows you to evaluate the ratings of sites, their audience.

The research period is one year. The research is conducted according to the following criteria:
- analysis of the number of appeals from citizens to authorities;
- analysis of appeals by demographic indicators (gender, age, education, etc.);
- analysis of appeals by topic (what information do citizens want to receive from authorities);
- geography of appeals (are there appeals from other countries, appeals by regions, regions, federal entities, etc.);
- the structure of the websites of the state authorities of the selected country;
- dynamics of changes on sites and portals;
- from which portals (Google, Alexa, etc.) most people access the websites of government bodies;
- analysis of news topics on the websites of the authorities of the selected country.

Thus, in the conclusion, it should be noted what role the websites of the authorities of a certain country play in receiving a response to citizens' appeals, compare the relevance of the request and the information on the website. Assess the importance of the site to the public.

Task 2

To carry out an analysis of the tasks and functions of the information and analytical structures of the following authorities, local self-governments of Ukraine and information and analytical centers based on these sites:

-Cabinet of Ministers of Ukraine,

-Verkhovna Rada of Ukraine,

- Official online representation of the President of Ukraine,

- Volyn Regional Council,

- Volyn Regional State Administration,

- Lutsk City Council,

- Ministry of Foreign Affairs of Ukraine

- Ukrainian Center for Economic and Political Research named after Oleksandr Razumkov,

- Committee of Voters of Ukraine (KVU),

- Laboratory of legislative initiatives,

- Ukrainian Independent Center for Political Research (UNCPD),

- International Center for Prospective Studies (ICPD),

- Center for Political and Legal Reforms,

- «Democratic Initiatives» Foundation,

- Kyiv Institute of Management Problems named after Gorshenin.

8. EVALUATION OF PRACTICE RESULTS

Applicants must attend a briefing on the procedure for completing the internship, familiarize themselves with their duties and choose an individual task.

Students complete an individual task independently, adhering to the policy of academic integrity. The level of independence of the performed work is checked by the head of the practice.

Students are required to complete individual tasks and prepare a report by the time of the internship defense.

The report of students of higher education on practice is accepted by the head of practice from the department after the end of the practice period.

Evaluation of the results of students' practice is carried out on a 100-point scale with mandatory transfer of points to the institutional scale. The assessment for practice is included in the credit and examination information and the record book of the student of higher education under the signature of the head of practice from the department.

The final grade for practice is calculated as the average score based on the results of the individual task.

A student who did not complete practice tasks for good reasons may be granted the right to repeat practice during the next academic year according to an individual schedule. A student who received a negative grade on practice for the second time is expelled from the university.

The system for evaluating students' knowledge and the report on educational practice is shown in Table 1.

Table 1

Scores for the Report Content	Scores for the Report Presentation	Total
50	50	100
Scores for the Report Content		
Correspondence of the content of the report to the purpose and tasks of practice, completeness and depth of disclosure of issues, independence of practice, preparation of the report		20
Compliance with the requirements for the preparation of the report		5
Thoroughness of the collected data characterizing the work performed		10
Encouraging (additional) points for responsible attitude to one's duties during the internship, timely preparation and presentation of the internship report		5
Incentive (additional) points for using foreign databases and sources from which the collected information is taken. It is recommended that they make up at least 20% of all used sources		10
Total		**50**
Scores for the Report Presentation		
The degree of mastery of the material of the work in the process of its discussion, the clarity of the answers to the questions		
Complete disclosure of the content of the practice and the report in the report and its quality		
Incentive (additional) points for the presentation of the internship report in the form of a concise (1-page) summary in a foreign language		
Total		**50**

The transfer of the points of the final assessment into the traditional national assessment is carried out according to the following scale:

«Excellent» (from 90 to 100 points) - the content and design of the report meet the standards. The student's characteristics are positive. The student gave complete and accurate answers to all the questions of the internship supervisor regarding the internship program and the completed individual work.

«Very good» (from 82 to 89 points) - there are some comments regarding the content and design of the report. The student's characteristics are positive. In general, the student generally has solid knowledge regarding the goals of practice and its implementation.

«Good» (from 75 to 81 points) - there are minor comments regarding the content and design of the report. The student's characteristics are positive. The student made some inaccuracies in the answers to the internship manager's questions about the internship, although he generally has solid knowledge.

«Satisfactory» (from 67 to 74 points) - careless preparation of the practice report. The vast majority of practice questions and tasks are covered in the report, but there are some calculation and logical errors. The characteristics of the student in general are positive. Answering the questions of the head of practice, the student felt insecure, got lost, made mistakes, and showed superficial knowledge.

«Sufficient» (from 60 to 66 points) - incorrect design of the practice report. Some issues of practice are highlighted in the report, but there are some logical and analytical errors. The characteristics of the student in general are positive. Answering the questions of the head of practice, the student felt insecure, got lost, made mistakes, and showed superficial knowledge.

«Unsatisfactory» (from 1 to 59 points) - this grade is assigned to the student if the report does not cover all the issues or the work was not prepared independently. The characteristics of the student in relation to practice and work discipline are negative. The student could not give satisfactory answers to the questions of the practice leader.

9. GRADING SCALEe

Grading scale	Linguistic scale
90 – 100	credited
82 – 89	
75 - 81	
67 -74	
60 - 66	
1 – 59	Not credited (it is necessary to repass)

10. RECOMMENDED LITERATURE AND INTERNET RESOURCES

Methodological support:

1.   Shuliak A., Shuliak N. Institutional support for ukrainian-polish cross-border cooperation within the framework of euro-regions «Carpathian» and «Bug». *Środkowoeuropejskie Studia Polityczne [Central European political studies].* Wydawnictwo Naukowe WNPiD UAM, Poznań, #2, 2021, p.79-98DOI: 10.14746/ssp.2021.2.5

2.   Shuliak A. Konstankevych I., Kunytskyy M.Use of «the other / alien» image in the strategic communications of the Russian Federation during the russian-ukrainian confrontation (2014-2021). *Przegląd Strategiczny.* Wydawnictwo Naukowe WNPiD UAM, Poznań, 2021. Issue 14. P. 195-210. DOI: 10.14746/ps.2021.1.12

3.   Shuliak A. Pavlikha N., Skorokhod I., Tsymbaliuk I., Voichuk M.Security of Sustainable Development in the Post-Pandemic Crisis on the Basis of an Inclusive Circular Econom. *VIII International Scientific Conference on Determinants of Regional Development Pila*, 21-22 October 2021. n. 2, p. 234-245, dec. 2021. http://pes.pwsz.pila.pl/index.php/proceedings/article/view/198 . DOI: 10.14595/CP/02/014.

4.   Шуляк А.М. Інформаційно-аналітична діяльність у міжнародних відносинах: навч. посіб. 2-е вид., перероб. і доп. Луцьк : Вежа-друк, 2020. 274 с.

5.   Глосарій: навчальний енциклопедичний словник-довідник з питань інформаційної безпеки / за заг. редакцією д. політ. н., проф. А.М.Шуляк., 2019. 580 с.

6.   Shuliak A. Using public diplomacy for creating international peace and security on the example of Poland and Sweden. Torun International Studies. Vol 1, No 13, 2020, p.165-175. DOI: 10.12775/TIS.2020.012

7.   Shuliak A.   Praktyki wdrażania i wsparcia polityki bezpieczeństwa informacyjnego . Inskrypcje. Półrocznik, R. VIII 2020, z. 2 (15), pp. 149-165; DOI 10.32017/ip2020.2.12

8.   Шуляк А.М. Медіатехнології під час моделювання образу «іншого» в ідеології «руского міра. Науковий вісник Східноєвропейського національного університету імені Лесі Українки. Луцьк: Вежа-Друк, 2020. –№ 2 (406).С.105-114. (Серія «Міжнародні відносини»).

9.   International and National Security: Politics, Information, Ecology, Economy: collective monograph/ed. by A. Mytko. Lutsk: МРВР "Hordon", 2018. 320 p.

10. Митко А.М., Кольцова І.І. Інформаційна безпека в контексті введення інституту інформаційного комісара (омбудсмена) в Україні. Медіафорум: аналітика, прогнози, інформаційний менеджмент: збірка наукових праць. Чернівці: Чернівецький національний університет, 2018. Том 6. С. 142-152

11. Митко А.М., Кольцова І.І.   Інформаційний тероризм як інструмент впливу на інформаційний конформізм в глобальному середовищі. Політичне життя. №2. 2018. Вінниця: ДонНУ імені Василя Стуса, 2018. С. 135-139. DOI 10.31558/2519-2949.2018.2.22

12. Митко А. Пропаганда й маніпуляції в інформаційній сфері. Науковий вісник Східноєвропейського національного університету імені Лесі Українки. Луцьк: Вежа-Друк, 2018. № 1 (374). С.59-64. (Серія «Міжнародні відносини»).

Supplementary sources:

1. Боднар І. Р. Інформаційна безпека як основа національної безпеки https://core.ac.uk/download/pdf/141443493.pdf.

2. Інформаційно-аналітична діяльність: методичні вказівки до навчальної дисципліни. Для студентів освітньої програми «Документознавство та інформаційна діяльність» спеціальності 029 «Інформаційна, бібліотечна та архівна справа» / Укладач: Л. А. Ковальська. Вінниця: ДонНУ імені Василя Стуса, 2020. 32 с.

3. Інформаційно-аналітична діяльність: наук.-допом. бібліогр. покажч. / Східноєвроп. нац. ун-т ім. Лесі Українки, Бібліотека ; уклад. Л. Дейнека. Луцьк, 2018.

4. Супрун В. М. Інформаційний суверенітет як один з елементів інформаційної безпеки держави: теоретико-правовий аспект. Режим доступу http://www.nbuv.gov.ua/portal/natural/vkhnu/Pravo/2009.

5. Фурашев В.М., Сутність та визначення понять "інформаційна безпека" і "безпека інформації" . Правова інформатика». № 2(34). 2012

6. Кальниш Ю. Г. Суб'єкти політичної аналітики в державному управлінні. Режим доступу : http://www.nbuv.gov.ua/e-journals/dutp/2005-1/txts/Kalnish.htm.

7. Доктрина інформаційної безпеки України 25 лютого 2017 року № 47/2017.

Internet resources:

8. http://www.kmu.gov.ua/ – Кабінет міністрів України. Інформація про уряд України, органи влади, новини.

9. www.mfa.gov.ua – Міністерство закордонних справ України.

10. www.ucipr.kiev.ua – Український незалежний центр політичних досліджень.

11. www.kmv.gov.ua/divisions.asp – Київська Міська Державна Адміністрація. Інформаційно-аналітичне управління.

12. www.un.kiev.ua – ООН в Україні.

13. www.osce.org – Організація з безпеки та співробітництва в Європі (ОБСЄ).

14. www.coe.kiev.ua – Рада Європи на Україні. Документи Ради Європи.

15. www.bc.kiev.ua – Британська Рада на Україні.

16. www.zerkalo-nedeli.com – Сайт міжнародного суспільно-політичного щотижневика «Дзеркало Тижня».

17. http://www.lutsk.ua - Луцька міська рада

18. http://www.voladm.gov.ua - Волинська обласна державна адміністрація

19. http://volynrada.gov.ua - Волинська обласна рада

20. http://volynnews.com - «Волинські новини»

21. http://www.zik.com.ua - Західна інформаційна корпорація

22. http://www.kmu.gov.ua - Кабінет Міністрів України

23. www.rada.gov.ua - Верховна Рада України

24. http://www.razumkov.org.ua - Український центр економічних і політичних досліджень імені Олександра Разумкова

25. http://www.ucipr.kiev.ua - Український незалежний центр політичних досліджень (УНЦПД)

26. http://www.politik.org.ua - Український центр політичного менеджменту

27. http://www.icps.com.ua/ - Міжнародний центр перспективних досліджень (МЦПД)

28. http://eu.prostir.ua Центр політико-правових реформ

29. http://dif.org.ua/ua - Фонд «Демократичні ініціативи»

30. http://www.kipu.org.ua - Київський інститут проблем управління імені Горшеніна

31. https://mip.gov.ua/ Міністерство інформаційної політики України