

MINISTRY OF EDUCATION AND SCIENCE OF UKRAINE
Lesya Ukrainka Volyn National University
International Communications and Political Analysis Department
International Relations Faculty

SYLLABUS
of a normative academic component

PROFESSIONAL PRACTICE

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»

The syllabus of the academic component Professional Practice, 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:

**Candidate of Geographical Sciences,
Associate Professor of the International
Communications and Political Analysis
Department, Serhii Fedoniuk**

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, 2023

The Head of the Department:



Yevhenia Vozniuk

1. THE DESCRIPTION OF THE 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: IV
		Semester: 7 th , 8 th
Number of hours / credits		Independent work 140 hours
150 / 5		Consultations 10 hours
		Form of control: credit
Language of study: English		

2. INFORMATION ABOUT THE INSTRUCTOR

Name Serhii Fedoniuk

Scientific Degree Candidate of Geographical Sciences

Academic Title Associate Professor

Title Associate Professor of the International Communications and Political Analysis Department

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Days Classes according to the schedule (<http://194.44.187.20/cgi-bin/timetable.cgi>)

III. DESCRIPTION OF AN ACADEMIC COMPONENT

Practice for the amount of 5 credits is conducted in the seventh and eighth semesters. It should contribute to the maximum approximation of the training of bachelors to the conditions of specific institutions and organizations, to the solution of real problems facing them in the field of information activities, in the aspect of performance of qualification work.

Practice in the specialty is the final link of practical training of students, belongs to the normative educational components and aims to consolidate in practice the knowledge acquired during the entire period of study and finally form the ability of students to independently conduct scientific research and analysis aimed at solving real tasks and problems. During practice: theoretical knowledge of all educational components of the educational program is deepened; the skills and abilities of conducting search, research and analytical activities are formed; there is a check of knowledge and skills during the performance of specific tasks in institutions and organizations of the information and analytical profile; students are being prepared for the state exam; collection of materials for qualification work.

The purpose of practice is to consolidate and deepen theoretical knowledge acquired by students in the process of studying theoretical disciplines of the cycle of general and professional training, practical skills according to the chosen educational and professional program, as well as the collection of material for the completion of graduation qualification works, in particular:

- 1) application of acquired knowledge and skills in practice, improvement of social competences necessary for professional activity, and familiarization with practical issues related to this field of study in connection with the process of performance of qualification work;
- 2) familiarization with the specifics of work in institutions related to the field of study;
- 3) improving the skills of organizing one's own work, the ability to work in a team and

effective time management, diligence and responsibility for assigned tasks.

The main tasks of practice are:

- systematization of theoretical knowledge of international information and public communications, acquired during training and their application in the practice of activity of the structural divisions of the internship bases;
- acquisition of practical skills at the workplace of a specialist in international information and public communications in the main departments and subdivisions of institutions (organizations);
- selection of regulatory, informational, reporting and statistical materials, their systematization and analysis in the field of activity of the practice base, in particular in the aspect of performance of qualification work;
- mastering the skills of drafting business documents of the practice base, familiarization with the specifics of business correspondence of the practice base;
- work with current documents of the practice base;
- familiarization with the organizational and production structure of the practice base, their functions and relationships;
- carrying out an analysis of the activity of the practice base (management unit, enterprise, organization, firm, etc.), analysis of relations with surrounding subjects;
- preparation of a report based on the practice program, in which it is necessary to highlight the main results of the activity of the practice base, give them a general assessment.

Prerequisites: all disciplines of the professional training cycle.

Postrequisites: bachelor's qualification work.

4. Learning outcomes (competencies)

The result of practice is the generalization and improvement of acquired knowledge, practical abilities and skills, mastery of professional experience and formation of readiness of graduates for independent work, as well as collection and processing of materials for completion of graduation qualification work and registration of its results.

Education outcomes

The ability to solve complex specialized tasks and practical problems in the field of international relations, social communication and regional studies, foreign policy activities of states, international interactions between states, international organizations and non-state actors, characterized by the complexity and uncertainty of conditions and involves the application of theories of social sciences and special scientific methods of researching problems of international relations.

General competencies

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.

GC11. Ability to communicate in a foreign language.

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

GC13. The ability to be critical and self-critical. ZK13. The ability to be critical and self-critical.

Special (Professional) competences

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.

SC5. The ability to analyze the influence of the world economy, international law and domestic politics on the structure and dynamics of international relations and the foreign policy of states.

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

SC8. Awareness of the national interests of Ukraine in the international arena.

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.

SC10. The ability to analyze the structure and dynamics of international public communications, to identify their impact on the international system, state and public institutions.

SC11. The ability to analyze the nature and evolution of international organizations, their place in the system of international relations, the main forms and perspectives of Ukraine's cooperation with them.

SC12. Ability to carry out communication and information-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 01. To know and understand the nature of international relations and regional development, the evolution, the state of theoretical studies of international relations and world politics, as well as the nature and sources of the policies of states in the international arena and the activities of other participants in international relations.

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 03. To know the nature of international cooperation, the nature of interaction between international actors, the ratio of state and non-state actors in world politics.

LO 04. To know the principles, mechanisms and processes of ensuring the foreign policy of states, the interaction between foreign and domestic policies, the definition and implementation of the national interests of states on the international arena, the process of forming and implementing foreign policy decisions.

LO 05. To know the nature and mechanisms of international communications.

LO 06. To know the nature and character of interactions of individual countries and regions at the global, regional and local levels.

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

LO 11. 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 12. To have the skills of professional oral and written translation from/to foreign languages, in particular, from the professional subject of international cooperation, foreign policy, international communications, regional studies, bilateral and multilateral international projects.

LO 13. 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. 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 15. Understand and apply current legislation, international normative documents and agreements, reference materials, current standards and technical conditions, etc., to solve complex specialized problems of international relations, public communications and regional studies.

LO 16. To understand and defend the national interests of Ukraine in international activities.

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	Guidance conference (briefing) at the department: familiarization with the purpose, tasks and structure of practice; familiarization with the order for practice from the university; instruction on safety techniques and professional ethics of students' stay in practice; receiving individual tasks; consultation with practice supervisors from the university regarding the preparation of reporting documentation and providing practical advice on completing practice, etc.
2. Introductory	Arrival at the place (at an institution, institution, enterprise, division, firm, etc.) of practice; presentation to the management (responsible) of the internship base; familiarization with the workplace and job duties of the student-intern; getting acquainted with the statutory documents of the practice base and the specifics of the functioning of the unit where the student will undergo practice; studying the experience of working with current production documents and analytical skills (if necessary and taking into account the specifics of the practice base).
3. Main	Performance of the functional duties of a student-intern (working with documents, assistance in drafting documents, translation of documents into a foreign language; assistance in conducting business correspondence and conducting business negotiations; selection of information resources on the specifics of the operation of the practice base; work with clients and business partners and management, etc.).
4. Final	Summarizing the results of the practice based on the practice; evaluation of the student-intern's work by the head of the division (management) of the practice base; expressing comments and suggestions regarding the student's work during practice; a recommendation on issuing a final assessment for practice from the practice base.

	Completion of a practice report by a student-intern; filling in a practice diary; preparation of an individual practice task and appendices to the report. Presentation of practice at the department of international relations and regional studies at the commission, which is approved by the order of the university; receiving a final grade for practice.
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The practice base can be organizations and institutions of various industries and sectors, which are equipped with highly qualified personnel and meet the requirements of the practice syllabus.

Students undergo internships in units of the following subjects:

- 1) business entities,
- 2) state institutions,
- 3) bodies of local and professional self-government,
- 4) research units,
- 5) organizational units of the University.

Internship may also consist of students performing specific practical tasks under the supervision of a person appointed by the university in accordance with a detailed internship program (work on a specific project).

The list of practice bases is determined by the graduating department in accordance with the proposals of client institutions, as well as the wishes of students regarding the choice of the practice object. Changing the practice base is possible only for good reasons and only before the start of the practice.

6. TYPES (FORMS) OF 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.

<i>1. Acquaintance with the base of practice in the specialty</i>
1.1. Acquaintance with the purpose and main directions of the organization's activities - the basis of practice. Legal principles of the institution's functioning. The place and role of the practice base in the system of information relations of Ukraine, its international relations and activities in the international information space.
1.2. Preparation of the section of the report «Practice base in the aspect of my qualifications»
1.3. Problems and issues of qualification work that can be considered taking into account the work experience of this organization or using information-analytical and scientific materials prepared by it
<i>2. Information and search work</i>
2.1. Determination of technologies for searching, processing, systematizing and saving information in the organization - a practice base. The use of certain technologies to solve practice tasks and qualification work.
2.2. Development of abilities and skills related to the application of knowledge of foreign languages, computer technologies and telecommunications in the process of searching, processing and systematizing information.
2.3. Finding the necessary information on the topic of the qualification work, its processing and systematization.
2.4. The application of theoretical and experimental research methods in solving specific international, legal, political, economic and social problems related to the analysis of the problems of qualification work.

2.5. Participation in the implementation of scientific or practical research carried out by specialists of the practice base. Use of information resources of libraries, archives, Internet.
2.6. Keeping a press dossier on the issues of qualification work.
2.7. Preparation of a certificate on information-search and research activities carried out during production practice and preparation of material for qualification work.
2.8. Compilation of the bibliography on the subject of the qualification work.
<i>3. Analytical activity</i>
3.1. Independent conduct of analytical work related to the study of the problems of the qualification work, the formation of substantiated proposals and recommendations related to the activities of the organization - the basis of practice and the topic of the final work.
3.2. Participation in special events and activities carried out in the organization, their assessment, analysis, preparation of relevant informational and analytical materials.
3.3. Monitoring of the mass media regarding the conducted events, using its results for writing the relevant sections of the qualification work.
3.4. Preparation of press releases on the subject of special events. Participation in negotiations, business discussions, collegial management bodies (meetings, meetings, etc.).
3.5. Participation in the preparation of reports in the field of information, scientific, cultural and other work of the practice base.
3.6. The main directions and types of information activities of the practice base. Characteristics of its information resources.
3.7. Analysis of foreign policy and foreign economic aspects of the activity of the practice base, their information and analytical support.
<i>4. Data processing technologies</i>
4.1. Research of data processing technologies used in the institution. Their use in the processing of the obtained material.
4.2. Analysis of problems and tasks that take place in the information and analytical activities of the practice base, and the development of reasonable proposals for their solution.
4.3. Development of proposals for the use of the student's research results of the subject of the qualification work in the practical activities of the relevant practice base.
4.4. Preparation of the list and annotations of informational and analytical materials prepared during practice, relevant references and proposals for the practice report.
<i>5. The final part</i>
5.1. Systematization of the received information and prepared analytical materials, their computer processing and preparation for inclusion in the practice report and the structure of the qualification work.
5.2. Completion of qualification work in accordance with the requirements. Obtaining the scientific supervisor's conclusions about the prepared qualification work.
5.3. Completion of relevant sections of the practice diary.
5.4. Obtaining the conclusions of practice managers from the practice base and the university. Completion of the report.

7. EVALUATION POLICY

Based on the results of industrial practice, the student prepares a report in which he notes the work done and what information and data he received during the practice, which can be used for his professional training.

The completed report together (it is recommended to submit the report to the head of the department 2-3 days before the practice defense) with other documents is submitted by the student to the department within the set deadline for verification by the head of practice from the faculty.

In case of significant deviations from the content and design requirements, the report is returned to the student for revision. If the report meets all the requirements, then it is allowed to be

defended.

The defense of the report is accepted by the commission. During the defense, the quality of the implementation of the work program, the depth of knowledge on the covered issues, the level of the student's mastery of practical skills of independent work in the specialty are determined. The evaluation takes into account the characteristics of the student provided by the head of practice from the basis of its completion. Based on the results of the defense, a differentiated assessment is issued.

A student who receives a negative evaluation from the internship at the commission is expelled from the university.

During the internship, the Microsoft 365 cyber environment (MS Teams and SharePoint) can be used, with the inclusion of the manager from the internship base in the list of MS365 users of the Lesya Ukrainka Volyn National University. In this case, assignments are assigned and graded in the course team environment (MS Teams).

Academic integrity and cooperation: copyright violations are not allowed, if plagiarism is detected, the report will not be graded. Teamwork is encouraged with the presentation of its results in the «Space for collaboration» section of students' personal electronic notebooks.

8. FINAL CONTROL

The assessment of passing the professional practice consists of the sum of scores (points) determined by the head of practice from the enterprise (maximum amount - 50 points), by the commission based on the review of the content and design of the report on the practice (maximum - 20 points) and based on the result of the oral defense before the commission of the main provisions, which are included in the practice program (maximum - 30 points). The component of the total number of points for the defense of the report on production practice is: the sum of points for the content of the report on practice separately for each structural section of the practice program.

№	Content of the assessed work	Points
1	Acquaintance with the practice base	10
2	Information and search work	20
3	Analytical work	20
4	Completion of the report	20
5	Presentation (defense) of practice	30
Total:		100

Evaluation of the defense of the main provisions included in the practice program before the commission

Scores for the report content	Scores for the report presentation (defense)	Total
20	30	50
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		5
Compliance with the requirements for the preparation of the report		5
The relevance of the collected data characterizing the work performed		10
Total		20
Scores for the report presentation (defense)		
The degree of mastery of the material of the work in the process of its discussion, the clarity of the answers to the questions		10
Complete disclosure of the content of the practice and the report in the report and its		10

quality	
Incentive (additional) points for the presentation of the internship report in the form of a concise (1-page) summary in a foreign language	10
Total	30

Scale of assessment of professional practice for writing a qualification paper

Scores	Linguistic Grade	ECTS Grading Scale	
		Grade	Definition
90-100	Excellent	A	outstanding performance
82-89	Very good	B	above the average standard
75-81	Good	C	generally sound work
67-74	Satisfactory	D	not bad
60-66	Sufficiently	E	performance meets the minimum criteria
1-59	Fail	Fx	needed to retake

«Excellent» - the student received a high rating from the internship manager from the company, the content and design of the report meet the established requirements, the student gave complete and accurate answers to all questions of the internship manager regarding the internship program and completed individual tasks, demonstrated a high level of mastery of program competencies and learning outcomes, respectively to the practice syllabus, practical development of competences and learning outcomes of relevant educational components that provide the basis for practice.

«Very good» - the student received a high rating from the internship manager from the company, the content and design of the report meet the established requirements, the student gave complete and accurate answers to all questions of the internship manager regarding the internship program and completed individual tasks.

«Good» - the student received a proper assessment from the internship supervisor from the company, there are some comments regarding the content and design of the report, the student made some inaccuracies in the answers to the internship supervisor's questions about the internship.

«Satisfactory» - the student received a proper assessment of the internship manager from the company, there are comments on the preparation of the internship report. The vast majority of practice questions and tasks are covered in the report, but there are some calculation and logical errors. In the presentation and answers to the questions of the head of practice, the student felt insecure and made a number of mistakes.

«Sufficient» - the student received a sufficient assessment of the internship manager from the company, careless preparation of the internship report. The main issues of practice are highlighted in the report, but there are logical and analytical errors, which, however, do not critically affect the overall result. Answering the questions of the head of practice, the student felt insecure, got lost, made mistakes, and showed superficial knowledge.

«Unsatisfactory» - the student received a negative assessment from the internship manager from the company, the report does not cover all issues or the work was not prepared independently, there are significant logical and analytical errors that critically affect the overall result. The student's characteristics in terms of attitude to practice and work discipline are negative. The student could not give satisfactory answers to the questions of the practice leader.

9. RECOMMENDED LITERATURE

Main	<p>ПОЛОЖЕННЯ про проведення практики студентів Волинського національного університет імені Лесі Українки, 2020, https://vnu.edu.ua/sites/default/files/2021-02/Polozhennia_pro_provedennia_praktyky_studentiv.pdf</p> <p>Патійчук В. О. Виробнича практика. Методичні рекомендації. Навчально-методичне видання для підготовки бакалаврів спеціальності 291 «Міжнародні відносини, суспільні комунікації та регіональні студії» освітньо-професійної програми «Міжнародні відносини». Луцьк : Вежа-Друк, 2021. 43 с.</p>
Supplementary	<p>Виробнича практика: програма та методичні рекомендації для студентів 5 курсу спеціальності 8.03020301 «Міжнародні економічні відносини» (рівень вищої освіти – магістр) / уклад. Л. І. Григорова-Беренда. Харків: ХНУ імені В. Н. Каразіна, 2016, 28 с.</p> <p>Методичні вказівки щодо проведення виробничої практики студентами спеціальності 5.05010301 «Розробка програмного забезпечення»/122 «Комп'ютерні науки», спеціальності 5.05010101 «Обслуговування програмних систем і комплексів» /121 «Інженерія програмного забезпечення». К.: Університет «КРОК». 2018. 18 с.</p> <p>Методичні рекомендації з проходження виробничої (переддипломної) практики для студентів ОКХ «магістр» спеціальності 8.03050401 «Економіка підприємства» / [уклад. О.А. Гарник]. Умань: УДПУ, 2016. 27 с.</p>