

SYLLABUS

Educational component B1.3 – Internship

1. Basic details of the Internship

Educational program	Project Management (Eng. lang.)
Specialty	073 Management
Degree of higher education	Master
Level of higher education	Second
Course status in the program	Mandatory
Credits, hours	6 ECTS credits, 180 hours
Final control	Differential credit
Language of instruction	English
Teaching schedule	The eighth quadra of the fourth academic semester, second academic year
Learning format	Offline, online

2. Information about teachers

Leading lecturers:

Medvedeva Olena – Professor of the Department of Mathematical Methods and Statistics of “KROK” University, Doctor of Technical Sciences, Professor.

3. What do applicants need to know and be able to do successfully in the course?

Applicants are expected to have basic competencies formed in such disciplines as Project Planning, Project Implementation Monitoring, and Project planning and monitoring course paper. In addition, applicants must share the moral, cultural, scientific values and achievements of society based on patterns of development of knowledge about nature and society and in the development of society, technic, and technology, leading a healthy lifestyle.

4. Why this educational component? What is the purpose of its study?

Based on the goals of the educational program, the discipline should form in students an understanding and conscious use of methods and tools that will demonstrate the following program results:

PO1. Critically comprehend, select, and use the necessary scientific, methodological and analytical tools for management in unpredictable conditions.

PO2. Identify problems in the organization and justify methods of solving them.

PO4. Substantiate and manage projects, generate business ideas.

PO6. Have the skills to make, justify and ensure the implementation of management decisions in unpredictable conditions, considering the requirements of applicable law, ethical considerations and social responsibility.

PO8. Use specialized software and information systems to solve the problems of organization management.

PO12. Apply methods and tools for project management based on PMBoK.

These results are a joint achievement with disciplines as such as "Project Planning", "Project Implementation Monitoring", and "Project planning and monitoring".

Prerequisite for the formation of learning outcomes in the discipline is the mastery of applicants at a sufficient level of the following general and professional competencies:

GC1. Ability to conduct research at the appropriate level.

GC3. Skills in the use of information and communication technologies.

GC4. Ability to motivate people and move towards a common goal.

GC5. Ability to act based on ethical considerations (motives).

PC1. Ability to select and use management concepts, methods, and tools, including in accordance with defined goals and international standards.

PC2. Ability to set values, visions, mission, goals, and criteria by which the organization determines further directions of development, to develop and implement appropriate strategies and plans.

PC5. Ability to create and organize effective communications in the management process.

PC7. Ability to develop projects, manage them, show initiative and entrepreneurship.

PC9. Ability to manage projects based on classical methodology (PMBOK).

5. What is the scope of activity?

1. Mastering principles of Project Manager's behavior. Project Management Code of Ethics. Project Management Code of conduct.
2. Generalizing Project Management terminology. Working with PMBOK 6ed GLOSSARY.
3. Preparation for the IPMA Level D exam.
4. Writing a report. Structure, formatting, presentation.

6. What basic sources will be used?

Basic:

1. PMBOK 6th Edition. URL: <https://book.akij.net/eBooks/2018/March/5abcc35b666f7/a%20guide%20to%20the%20project%20management%20body%20of%20knowledge%206e.pdf>

Additional literature and web resources

1. PMBOK 6th Edition. Glossary. URL: https://dist1.krok.edu.ua/pluginfile.php/52914/mod_resource/content/1/PMBOK%206thEd%20Glossary.pdf
2. PMI Code of Ethics and Professional Conduct. URL: https://dist1.krok.edu.ua/pluginfile.php/52911/mod_resource/content/2/pmi%20code%20of%20ethics.pdf
3. IPMA exam simulator. URL: <https://sts.ch/en/products/certification/x-am-ipma>.
4. Internship report template and instructions.

7. How will the applicants' activities be assessed in the course?

Final grade for the course	On a 100-point cumulative scale	0-49	50-69	70-89	90-100
	On a traditional scale	Unsatisfactory	Satisfactory	Good	Excellent

8. What ethical and other rules must be followed to succeed in the course?

Prior to the start of the course, applicants should familiarize themselves with the Codes in force at the University:

- Code of conduct of students (<https://www.krok.edu.ua/ua/studentam/kodeks-povedinki-studentiv>);
- Code of Academic Integrity (https://www.krok.edu.ua/download/nakazi/2018-10-18_kodeks-akademichnoi-dobrochesnosti.pdf)

Knowledge, awareness, and compliance with the provisions of the Codes and rules is a prerequisite for successful interaction of all course participants within the educational process.

9. What are the technical and/or software requirements?

Technical equipment: compute laptop, stable internet.

No additional software required. The University provides a corporate account in office.365, which provides access to the Moodle learning platform and the Teams communication environment.

10. Where are the training, methodological materials of the course and other organizational information?

All teaching materials, organizational and other additional information are located on the Moodle learning platform at the link: <https://dist1.krok.edu.ua/course/view.php?id=944>

11. Contacts and other information

From any organizational, informational, and other support:

Matiushenko Maria, (+38 044) 455-57-12 (ext. 201), office 107, from 10:00 to 17:00, Mon - Fri., matiushenko@krok.edu.ua .

Technical support for working on the Moodle platform:

Distance Learning Center of KROK University, tel. 0672361378, dist.center@krok.edu.ua .

Technical support for Office 365, Teams:

Center of Information Technologies of KROK University, Zimin Volodymyr, ziminvm@krok.edu.ua

Advisory and social support:

Career Development Center of KROK University, Karlov Oleksandr, +38 044 455-57-12, ext. 157, office 109-1, karlovof@krok.edu.ua .

On the issues of resolving conflict situations that arise during the educational process in the course:

Head of the Department of Mathematical Methods and Statistics Pylypenko Anna, annapi@krok.edu.ua .

Director of the Department of Security and Protection Matkovsky Volodymyr, (+38 044) 455-66-78, ext. 252, (+38) 067-430-52-83, office 110, security@krok.edu.ua .

All current reference information about the structural units and services of the University is available on the website of the University <https://www.krok.edu.ua/ua/pro-krok/pidrozdili> .