

UČNI NAČRT PREDMETA/COURSE SYLLABUS

Predmet: PRAKSA
Course title: STUDENT PLACEMENT

Študijski programi in stopnja	Študijska smer	Letnik	Semestri
Upravljanje javnega sektorja, prva stopnja, univerzitetni	Upravljanje javnega sektorja (študijski program)	3. letnik	Letni

Univerzitetna koda predmeta/University course code: 0666

Predavanja	Seminar	Vaje	Klinične vaje	Druge oblike študija	Samostojno delo	ECTS
10				160	70	8

Nosilec predmeta/Lecturer: Jernej Buzeti

Vrsta predmeta/Course type: Obvezni/Core

Jeziki/Languages:

Predavanja/Lectures:	Slovenščina, Angleščina
Vaje/Tutorial:	

Pogoji za vključitev v delo oz. za opravljanje študijskih obveznosti:

Prerequisites:

Vsebina:

Content (Syllabus outline):

- Spoznavanje učnega okolja organizacije z organizacijskega in vsebinskega vidika.
- Seznanitev z delovanjem delovne organizacije.
- Praktično delo na področju vsebin v določenem organu, podjetju ali ustanovi.
- Študent na praksi spremlja delovanje/poslovanje organizacije ter rešuje probleme iz upravnega, pravnega, ekonomskega, organizacijskega, politološkega ali informacijskega vidika.
- Mentor v organizaciji določi vsebino programa študenta skladno s študijskim programom in potrebami organizacije.
- Študent pod nadzorom mentorja v organizaciji opredeli problem in pripravi problemsko nalogo.

- Getting acquired with learning environment from an organizational and content perspective.
- Getting acquainted with the functioning of the work organization.
- Practical work in the field of content in a particular administrative body, company or institution.
- During the student placement student is observing organization's operations and solving problems from administrative, legal, economical, organizational, political or informational aspects.
- Mentor in organization determines the content of the student program in accordance with the

	<p>curriculum and based on the needs of the organization.</p> <ul style="list-style-type: none"> • Student in the organization defines the problem and prepares a Problem-Solving assignment under the supervision of a mentor from organization.
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Temeljna literatura in viri/Readings:

<ol style="list-style-type: none"> 1. Baird, B.N. (2001). The Internship, Practicum, and Field Placement Handbook: A Guide for the Helping Professions (3rd Edition). 2. Devjak, S (2004). Kvantitativne metode za analize v upravi. 2. Ponatis (4. poglavje). Fakulteta za upravo: Ljubljana. 3. Gido, J., Clements, J., Baker, R. (2017). Successful Project Management 7th Edition. Boston, MA: Cengage Learning 4. Ivanko, Š. (2007). Raziskovanje in pisanje del : metodologija in tehnologija raziskovanja in pisanja strokovnih in znanstvenih del, Kamnik, Cubus image. 5. Larson, E.W., Gray, C.F. (2018). Project Management: The Managerial Process. New York: Mcgraw-Hill Education 6. McNabb, D. (2017). Research Methods in Public Administration and Nonprofit Management, Fourth edition. Abingdon, Oxon: Taylor & Francis. 7. O'Sullivan, E. Rassel, G, Berner, M., Taliaferro, J. (2017). Research Methods for Public Administrators 6th Edition. Abingdon, Oxon: Taylor & Francis 8. Stare, A (2011). Projektni management. Ljubljana: Agencija POTI d.o.o.
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Cilji in kompetence:

Objectives and competences:

<p>Cilji:</p> <p>Študent:</p> <ul style="list-style-type: none"> • pozna zakonitosti in specifične dela v organizaciji, povezani s programi, procesi in projekti v delovnem okolju, • razume delo v delovnem okolju organizacije in razvije delovne kompetence, • razume praktično reševanje določenega problema v okviru problemske naloge, ki ga rešuje ob podpori mentorja iz organizacije in mentorja na fakulteti. <p>Kompetence:</p> <ul style="list-style-type: none"> • uporaba pridobljenih inter/multidisciplinarnih znanj s področja študija, • uporaba informacijsko-komunikacijske tehnologije kot temeljne platforme za delovanje organizacije, • sposobnost prepoznavanja problemov in oblikovanja predlogov za njihovo reševanje, • sposobnost izdelave analitičnega projekta na osnovi študije primera, ki obravnava aktualno problematiko organizacije, • delovne navade, delo v skupini, sposobnost komuniciranja s sodelavci, vodji skupin in vodstvenim osebjem v organizaciji in izven, 	<p>Objectives:</p> <p>Student:</p> <ul style="list-style-type: none"> • knows the legal aspects and specificities of working within the organisation, related to processes, programs and projects in the working environment, • understands work in a working environment of an organisation, and the development of work competencies, • understands the practical solving of a specific organization related problem within the Problem-Solving report with the support of a mentor from the organisation and a mentor at the faculty. <p>Competences:</p> <ul style="list-style-type: none"> • use acquired inter/multidisciplinary knowledge in the field of study, • using information communication technologies as a fundamental platform of organization operation, • the ability to recognize problems and to generalise problems in practice, • to develop objectively research or discussion paper based on the case study analysis, where certain problem is analysed,
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<ul style="list-style-type: none"> • sposobnost uporabe osnovnih in naprednih kvantitativnih in kvalitativnih metod. 	<ul style="list-style-type: none"> • working habits, team work, the ability to communicate with co-workers, group leaders and management staff in organization and beyond, • ability to use basic and advanced quantitative and qualitative methods.
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Predvideni študijski rezultati:

Intended learning outcomes:

<p>Študent bo zmožen:</p> <ul style="list-style-type: none"> • dela v multidisciplinarnem okolju lokalnih, nacionalnih ali mednarodnih organizacije in razvoja kompetenc za delo v lokalnem, nacionalnem ali mednarodnem okolju, • razumeti delovanje organizacije in pomen odnosov v skupini na lokalnem, nacionalnem ali mednarodnem nivoju (vloga vodje, delovno okolje ter delovne situacije), • reševati kompleksne, praktične probleme s področja dela izbranega urada, organizacije ali institucije, • prenosa teoretičnega znanja na praktične primere in se usposobiti za samostojno kritično razmišljanje in sposobnost analize in sinteze. 	<p>Student will be able:</p> <ul style="list-style-type: none"> • to work in a multidisciplinary environment of local, national or international organization and the development of competencies to work in a local, national or international environment, • understand the functioning of organization and the importance of group relationships at the local, national or international level (role of a leader, work environment and work situations), • solve complex, practical problems in the field of work of administrative body, organization or institution, • transfer the theoretical knowledge to practical examples and to be trained for independent critical thinking and be capable of analysis and synthesis.
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Metode poučevanja in učenja:

Learning and teaching methods:

<ol style="list-style-type: none"> 1. Seminar o študijski praksi. 2. Seminarско delo / projektno delo. 3. Problemsko učenje. 4. E-učenje. 5. Opravljanje prakse in problemske naloge pod vodstvom mentorja s poročilom problemske naloge. 6. Individualne konzultacije z mentorjem na fakulteti. 	<ol style="list-style-type: none"> 1. Seminar on Student Placement. 2. Coursework / project work. 3. Problem based learning. 4. E-learning. 5. Practical work and work on problem assignment under supervision of working mentor with a Problem-Solving report. 6. Individual consultations with Mentor at the Faculty.
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Načini ocenjevanja:

Delež/Weight Assessment:

1. Poročilo o praksi in dnevnik dela	75,00 %	1. Report on Student Placement and Work log
2. Ocena mentorja v organizaciji Študent pridobi oceno na osnovi izpolnjenih pogojev: Udeležba na seminarju za prakse. Udeležba na kompetenčnih dogodkih v skupnem obsegu vsaj 10 ur v 2. in 3. letniku. Veljajo kompetenčni dogodki iz seznama, definiranega v letnem načrtu dela. Prisotnost na zagovoru zaključnega dela. Oddan dnevnik dela. Oddan evalvacijski vprašalnik študenta.	25,00 %	2. Evaluation of mentor in the organisation The student obtains a grade on the basis of the following conditions: Participation at the introduction seminar. Participation in competence events in a total range of at least 10 hours in the 2nd in 3rd study year. Competence events from the list defined in the annual work plan apply. Attendance at a thesis defence. Submission of work log. Submission of student evaluation questionnaire.

Reference nosilca/Lecturer's references:

- KLUN, Maja, STARE, Janez, DANKO, Manica, BUZETI, Jernej, KUHELJ, Alenka, RIHTARŠIČ, Katarina, BREGANT, Mateja. (2015). Expected competences of PA programmes : the case of Slovenia. V: EGPA Annual Conference, Toulouse, 26.-28. August 2015. Toulouse: EGPA. 2015, ilustr. <http://www.egpa-conference2015.org/programme/>. [COBISS.SI-ID [4631982](#)]
- STARE, Janez, BOŠTJANČIČ, Eva, BUZETI, Jernej, KLUN, Maja, KOZJEK, Tatjana, TOMAŽEVIČ, Nina, STARE, Janez (urednik). (2012). Boljše delovno okolje za boljše sodelovanje : [priročnik]. 1. izd. Ljubljana: Fakulteta za upravo, 2012. 77 str., ilustr. ISBN 978-961-262-051-6. [COBISS.SI-ID [262120448](#)]
- BUZETI, Jernej, STARE, Janez, KLUN, Maja, KOTNIK, Žiga. (2017). The impact of leader's temperament on work absence. Transylvanian review of administrative sciences, ISSN 1842-2845, 2016, sp. iss., str. 23-37, tabele. <file:///C:/Users/anitac/Downloads/502-994-1-SM.pdf>. [COBISS.SI-ID [4994222](#)]