

# PRAKSA

## UČNI NAČRT PREDMETA/COURSE SYLLABUS

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| <b>Predmet:</b>                   | PRAKSA            |
| <b>Course title:</b>              | STUDENT PLACEMENT |
| <b>Članica nosilka/UL Member:</b> | UL FU             |

| Študijski programi in stopnja                                 | Študijska smer                  | Letnik    | Semestri    | Izbirnost |
|---------------------------------------------------------------|---------------------------------|-----------|-------------|-----------|
| Upravna informatika, prva stopnja, univerzitetni (v postopku) | Ni členitve (študijski program) | 3. letnik | 2. semester | izbirni   |

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| <b>Univerzitetna koda predmeta/University course code:</b> | 0643315 |
| <b>Koda učne enote na članici/UL Member course code:</b>   | 1076    |

| Predavanja<br>/Lectures | Seminar<br>/Seminar | Vaje<br>/Tutorials | Klinične vaje<br>/Clinical<br>tutorials | Druge oblike<br>študija<br>/Other forms<br>of study | Samostojno<br>delo<br>/Individual<br>student work | ECTS |
|-------------------------|---------------------|--------------------|-----------------------------------------|-----------------------------------------------------|---------------------------------------------------|------|
| 0                       | 5                   | 0                  | 0                                       | 160                                                 | 15                                                | 6    |

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| <b>Nosilec predmeta/Lecturer:</b> | Dimitar Hristovski, Tatjana Kozjek |
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| <b>Vrsta predmeta/Course type:</b> | izbirni/elective |
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| <b>Jeziki/Languages:</b> | Predavanja/Lectures: | Angleščina, Slovenščina |
|                          | Vaje/Tutorial:       |                         |

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

Pogoj za vključitev v delo je vpis v letnik študija.

### Prerequisites:

Enrollment in the year of study is a condition for inclusion in the work.

### Vsebina:

1. Spoznavanje učnega okolja organizacije z organizacijskega in vsebinskega vidika.
2. Seznanitev z delovanjem delovne organizacije.
3. Praktično delo na področju vsebin v določenem organu, podjetju ali ustanovi.
4. Študent na praksi spremlja delovanje/poslovanje organizacije ter rešuje probleme, primarno povezane z informacijsko-komunikacijskimi rešitvami organizacije.
5. Mentor v organizaciji določi vsebino programa študenta skladno s študijskim programom in potrebami organizacije.
6. Študent pod nadzorom mentorja v organizaciji opredeli problem in pripravi problemsko nalogo.

### Content (Syllabus outline):

1. Getting acquainted with learning environment from an organizational and content perspective.
2. Getting acquainted with the functioning of the work organization.
3. Practical work in the field of content in a particular administrative body, company or institution.
4. During the student placement student is observing organization's operations and solving problems related to organisational ICT solutions.
5. Mentor in organization determines the content of the student program in accordance with the curriculum and based on the needs of the organization.

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|  | 6. Student in the organization defines the problem and prepares a Problem-Solving report under the supervision of a mentor from organization. |
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### Temeljna literatura in viri/Readings:

1. Baird, B.N. (2001). The Internship, Practicum, and Field Placement Handbook: A Guide for the Helping Professions (3rd Edition).
2. Sikkut, S. (2022). Digital Government Excellence: Lessons from Effective Digital Leaders. Wiley.
3. Wirtz, B. W. (2022). Digital Government: Strategy, Government Models and Technology: Principles and Practices. Springer Nature Switzerland AG.
4. Gido, J., Clements, J., Baker, R. (2017). Successful Project Management 7th Edition. Boston, MA: Cengage Learning
5. Ivanko, Š. (2007). Raziskovanje in pisanje del : metodologija in tehnologija raziskovanja in pisanja strokovnih in znanstvenih del, Kamnik, Cubus image.
6. Larson, E.W., Gray, C.F. (2018). Project Management: The Managerial Process. New York: Mcgraw-Hill Education
7. McNabb, D. (2017). Research Methods in Public Administration and Nonprofit Management, Fourth edition. Abingdon, Oxon: Taylor & Francis.
8. O'Sullivan, E. Rassel, G, Berner, M., Taliaferro, J. (2017). Research Methods for Public Administrators 6th Edition. Abingdon, Oxon: Taylor & Francis
9. Stare, A (2011). Projektni management. Ljubljana: Agencija POTI d.o.o.

### Cilji in kompetence:

Cilji:

Študent:

- pozna zakonitosti in specifične dela v organizaciji, povezanimi z informacijskimi rešitvami, 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.

Kompetence:

- uporaba pridobljenih inter/multidisciplinarnih znanj s področja študija,
- prenova, razvoj ali vzdrževanje informacijskih rešitev organizacije,
- sposobnost prepoznavanja problemov in oblikovanja predlogov za njihovo reševanje,
- sposobnost izdelave analitičnega projekta na osnovi študije primera, ki obravnava aktualno problematiko organizacije, povezano z njenimi informacijskimi rešitvami,
- delovne navade, delo v interdisciplinarnih skupinah, sposobnost komuniciranja s sodelavci, vodji skupin in vodstvenim osebjem v organizaciji in izven

### Objectives and competences:

Objectives:

Student:

- knows the laws and specifics of work in the organization related to information solutions, processes and projects in the work environment,
- understands work in a working environment of an organisation, and the develops 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.

Competences:

- use acquired inter/multidisciplinary knowledge in the field of study,
- redesign, development or maintenance of the organisation's information solutions,
- the ability to recognize problems and to formulate proposals for solving them,
- the ability to create an analytical project based on a case study that deals with the organization's current issues related to its information solutions,
- working habits, team work, the ability to communicate with co-workers, group leaders and management staff in organization and beyond.

### Predvideni študijski rezultati:

Študent bo zmožen:

- dela v multidisciplinarnem okolju lokalnih, nacionalnih ali mednarodnih organizacij in

### Intended learning outcomes:

Student will be able:

- to work in a multidisciplinary environment of local, national or international organization and

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| <p>razvoja kompetenc za delo v lokalnem, nacionalnem ali mednarodnem okolju,</p> <ul style="list-style-type: none"> <li>• razumeti delovanje organizacije in pomen odnosov v skupini na lokalnem, nacionalnem ali mednarodnem nivoju (vloga vodje, delovno okolje ter delovne situacije),</li> <li>• reševati kompleksne, praktične probleme, povezane z informacijskimi rešitvami izbranega urada, organizacije ali institucije,</li> <li>• prenosa teoretičnega znanja na praktične primere in se usposobiti za samostojno kritično razmišljanje in sposobnost analize in sinteze.</li> </ul> | <p>the development of competencies to work in a local, national or international environment,</p> <ul style="list-style-type: none"> <li>• 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),</li> <li>• solve complex, practical problems related to information solutions of administrative body, organization or institution,</li> <li>• transfer the theoretical knowledge to practical examples and to be trained for independent critical thinking and be capable of analysis and synthesis.</li> </ul> |
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| <b>Metode poučevanja in učenja:</b>                                                                                                                                                                                                                                                                                                               | <b>Learning and teaching methods:</b>                                                                                                                                                                                                                                                                                                                              |
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| <ol style="list-style-type: none"> <li>1. Seminar o študijski praksi.</li> <li>2. Seminarско delo / projektno delo.</li> <li>3. Problemsko učenje.</li> <li>4. E-učenje.</li> <li>5. Opravljanje prakse in priprava problemske naloge pod vodstvom delovnega mentorja.</li> <li>6. Individualne konzultacije z mentorjem na fakulteti.</li> </ol> | <ol style="list-style-type: none"> <li>1. Seminar on Student Placement.</li> <li>2. Coursework / project work.</li> <li>3. Problem based learning.</li> <li>4. E-learning.</li> <li>5. Practical work and preparation of a Problem-Solving report under supervision of working mentor.</li> <li>6. Individual consultations with Mentor at the Faculty.</li> </ol> |

| <b>Načini ocenjevanja:</b>                                                                                                           | <b>Delež/Weight</b> | <b>Assessment:</b>                                                                                                                                             |
|--------------------------------------------------------------------------------------------------------------------------------------|---------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1. Problemska naloga in dnevnik dela<br>Študent pridobi oceno na osnovi izpolnjenega pogoja: oddan evalvacijski vprašalnik študenta. | 75,00 %             | 1. Problem-Solving report and Work log<br>The student obtains a grade on the basis of the following condition: Submission of student evaluation questionnaire. |
| 2. Ocena mentorja v organizaciji                                                                                                     | 25,00 %             | 2. Assessment of mentor in the organisation                                                                                                                    |

| <b>Ocenjevalna lestvica:</b>                             | <b>Grading system:</b>                                         |
|----------------------------------------------------------|----------------------------------------------------------------|
| 5 - 10, pri čemer velja, da je pozitivna ocena od 6 - 10 | 5 - 10, a student passes the exam if he is graded from 6 to 10 |

| <b>Reference nosilca/Lecturer's references:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ol style="list-style-type: none"> <li>1. <a href="#">Dimovski, V., Peterlin, J., Kozjek, T., Kejžar, A., Blažica, B., &amp; Colnar, S. (2025).</a> Multidisciplinarni pristop k managementu starosti v sodobnih organizacijah (str. 160-170). V: Redek, T &amp; Ulčar T. (ur). <i>Gospodarske, družbene in tehnološke perspektive zelenega in digitalnega preboda Slovenije</i>. Ekonomska fakulteta Univerze v Ljubljani</li> <li>2. Kozjek, T. (2021). Vloga posameznikov in javnih uslužbencev v javni upravi (str. 137-155). V Stare, Janez, Pečarič Mirko: <i>Znanost o javni upravi</i>. Upravna misel.</li> <li>3. Kozjek, T. &amp; Bizjak Ferjan, M. (2023). Razvoj javnih uslužbencev. (str. 491-503). V: Pečarič, M. (ur.): <i>Vademekum slovenske javne uprave</i>. Upravna misel.</li> <li>4. Kozjek, T. &amp; Brezovar, N. (2022). Citizens mistreatment among public servants in social public services. <i>Danube: law and economics review</i>, 13(2), 82-106.</li> <li>5. Kozjek, T. &amp; Buzeti, J. (2023). Sodelovalno okolje (str. 479-490). V Pečarič, M. (ur): <i>Vademekum slovenske javne uprave</i>. Upravna misel.</li> <li>6. Kozjek, T. &amp; Erčulj, V. (2023). Analysis of student-related social stressors among school teachers. <i>Pedagoška obzorja = Didactica Slovenica : časopis za didaktiko in metodiko</i>, 38(1), 48-62.</li> <li>7. <a href="#">Kozjek, T. &amp; Franca, V. (2020).</a> Talent management in the public sector. <i>Central European public administration review</i>. 18(2), 53-71.</li> <li>8. <a href="#">Peterlin, J., Dimovski, V., Kejžar, A., Kozjek, T., Roblek, V. &amp; Colnar, S. (2025).</a> Relearning age management in contemporary organizations: the challenge and opportunity (str. 61-100). V: <a href="#">Chérine, Jneid</a> (ur). <i>Strategies and frameworks for relearning in organizations</i>. IGI Global.</li> </ol> |

9. Smalheiser, N. R., Hahn-Powell, G., [Hristovski, D.](#), & Sebastian, Y. (2023). From knowledge discovery to knowledge creation: how can literature-based discovery accelerate progress in science? (str. 140-147) *Artificial intelligence in science: challenges, opportunities and the future of research*. OECD.
10. Zhang, R., Kastrin, A. Hristovski, D., Fiszman, M., & Kilicoglu, H. (2024). NLP applications (str. 351-395) *Natural language processing in biomedicine: a practical guide*. Springer