PRAKSA

UČNI NAČRT PREDMETA/COURSE SYLLABUS

Predmet:	PRAKSA
Course title:	STUDENT PLACEMENT
Članica nosilka/UL Member:	UL FU

Študijski programi in stopnja	Študijska smer	Letnik	Semestri	Izbirnost
Upravljanje javnega sektorja, prva stopnja, univerzitetni	Upravljanje javnega sektorja (študijski program)	3. letnik	2. semester	obvezni

Univerzitetna koda predmeta/University course code: 0044863
Koda učne enote na članici/UL Member course code: 0666

Predavanja /Lectures	Seminar /Seminar	Vaje /Tutorials	Klinične vaje /Clinical tutorials	Druge oblike študija /Other forms of study	Samostojno delo /Individual student work	ECTS
10				200	30	8

Nosilec predmeta/Lecturer: Žiga Kotnik

Vrsta predmeta/Course type: Obvezni/Core

Jeziki/Languages:	Predavanja/Lectures:	Angleščina, Slovenščina
	Vaje/Tutorial:	

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

Prerequisites:

Vsebina:

- 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.

Content (Syllabus outline):

- 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 curriculum and based on the needs of the organization.
- Student in the organization defines the problem and prepares a Problem-Solving assignment

	under the supervision of a mentor from organization.

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. 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.

Cilji in kompetence:	**Objectives and competences:**
Cilji: Študent: • pozna zakonitosti in specifike 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. Kompetence: • 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, • sposobnost uporabe osnovnih in naprednih kvantitativnih in kvalitativnih metod.	Objectives: Student: • 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. Competences: • 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, • 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.

Predvideni študijski rezultati:	**Intended learning outcomes:**
Študent bo zmožen: • dela v multidisciplinarnem okolju lokalnih, nacionalnih ali mednarodnih organizacije in	Student will be able: • to work in a multidisciplinary environment of local, national or international organization and

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.	the development of competencies to work in a local, national or international environment, • understand the functioning of organiazion 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, organizacion or institution, • transfer the theoretical knowledge to practical examples and to be trained for independent critical thinking and be capable of analysis and synthesis.

Metode poučevanja in učenja:	**Learning and teaching methods:**
1. Seminar o študijski praksi. 2. Seminarsko 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.	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.

Načini ocenjevanja:	**Delež/Weight**	**Assessment:**
1. Poročilo problemske naloge z dnevnikom prakse 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. • Oddan evalvacijski vprašalnik študenta.	75,00 %	1. Report on Student Placement with Work log 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. • Submission of student evaluation questionnaire.
2. Ocena mentorja v organizaciji	25,00 %	2. Evaluation of mentor in the organisation

Reference nosilca/Lecturer's references:

• KOTNIK, Žiga. Students' aspects of mandatory practical training : how necessary is knowledge related to digital transformation for companies?. V: GÓMEZ CHOVA, Louis (ur.), GONZÁLEZ MARTÍNEZ, Chelo (ur.), LEES, Joanna (ur.). *INTED 2023 : conference proceedings : 17th annual International Technology, Education and Development Conference : 6-8 March, 2023, Valencia (Spain)*. Valencia: IATED Academy, 2023. Str. 2778-2786, tabele. INTED proceedings (Internet). ISBN 978-84-09-49026-4. ISSN 2340-1079. https://library.iated.org/view/KOTNIK2023STU, DOI: 10.21125/inted.2023.0767. [COBISS.SI-ID 147014915]
• KOTNIK, Žiga, UMEK, Lan, KOVAČ, Polonca, STANIMIROVIĆ, Dalibor, VINTAR, Mirko. Analysis of the key factors for successful public policy implementation : a qualitative study in Slovenia. Danube. 2020, vol. 11, iss. 2, str. 113-140, ilustr. ISSN 1804-8285. https://www.eaco.eu/wp-content/uploads/2020/07/kotnik-umek-kovac-stanimirovic-vintar.pdf. [COBISS.SI-ID 22190595]
• KOTNIK, Žiga. Connecting undergraduate students as partners in teaching environment : a case study from public administration course in Slovenia. V: GÓMEZ CHOVA, Louis (ur.), LÓPEZ MARTÍNEZ, A. (ur.), CANDEL TORRES, I. (ur.). *INTED 2019 : conference proceedings*. Valencia: IATED Academy. 2019, str. 1490-1498. https://library.iated.org/view/KOTNIK2019CON. [COBISS.SI-ID 5324974].

- KOTNIK, Žiga. Peer observation in higher education as an agent of change in teaching and learning. V: GÓMEZ CHOVA, Louis (ur.), LÓPEZ MARTÍNEZ, A. (ur.), CANDEL TORRES, I. (ur.). *INTED 2019 : conference proceedings*. Valencia: IATED Academy. 2019, str. 1499-1505, ilustr. https://library.iated.org/view/KOTNIK2019PEE. [COBISS.SI-ID 5297326]
- KOTNIK, Žiga. Peer student assistants as partners in the classroom : a case study from public administration course in Slovenia. V: *Inovacii v predpriemačestvo i biznesa = Innovations and entrepreneurship in education and business. Sekcija 4*. Botevgrad: MVBU: IBS. 2019. http://ibsedu.bg/media/Conference/2019/Section_4._Innovative_solutions_in_education1.pdf. [COBISS.SI-ID 5295022]