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
Uprava, prva stopnja, visokošolski strokovni	Javna uprava (smer)	3. letnik	2. semester	obvezni
Uprava, prva stopnja, visokošolski strokovni	Poslovna uprava (smer)	3. letnik	2. semester	obvezni

Univerzitetna koda predmeta/University course code:	0060896
Koda učne enote na članici/UL Member course code:	1631

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:	izr. prof. dr. Tatjana Kozjek
Vrsta predmeta/Course type:	Obvezni/Core

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

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

Vsebina:	Content (Syllabus outline):
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 iz upravnega, pravnega, ekonomskega, organizacijskega, politološkega ali informacijskega vidika. 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.	1. Getting acquired 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 from administrative, legal, economical, organizational, political or informational aspects. 5. Mentor in organization determines the content of the student program in accordance with the curriculum and based on the needs of the organization.

	6. 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: • 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: • 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 predavanju za prakse. • 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 lecture for internship. • Submission of student evaluation questionnaire.
2. Ocena mentorja v organizaciji	25,00 %	2. Evaluation of mentor in the organisation

Ocenjevalna lestvica:	**Grading system:**
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

Reference nosilca/Lecturer's references:

1. Dimovski, V., Peterlin, J., Kozjek, T., Kejžar, A., Blažica, B., & Colnar, S. (2025). Multidisciplinarni pristop k managementu starosti v sodobnih organizacijah (str. 160-170). V: Redek, T & Ulčar T. (ur). *Gospodarske, družbene in tehnološke perspektive zelenega in digitalnega prehoda Slovenije.* Ekonomska fakulteta Univerze v Ljubljani
2. Kozjek, T. (2021). Vloga posameznikov in javnih uslužbencev v javni upravi (str. 137-155). V Stare, Janez, Pečarič Mirko: *Znanost o javni upravi.*. Upravna misel.
3. Kozjek, T. & Bizjak Ferjan, M. (2023). Razvoj javnih uslužbencev. (str. 491-503). V: Pečarič, M. (ur.): *Vademekum slovenske javne uprave*. Upravna misel.
4. Kozjek, T. & Brezovar, N. (2022). Citizens mistreatment among public servants in social public services. *Danube: law and economics review,* 13(2), 82-106.
5. Kozjek, T. & Buzeti, J. (2023). Sodelovalno okolje (str. 479-490). V Pečarič, M. (ur): *Vademekum slovenske javne uprave.* Upravna misel.
6. Kozjek, T. & Erčulj, V. (2023). Analysis of student-related social stressors among school teachers. *Pedagoška obzorja = Didactica Slovenica : časopis za didaktiko in metodiko,* 38(1), 48-62.
7. Kozjek, T. & Franca, V. (2020). Talent management in the public sector. *Central European public administration review*. 18(2), 53-71.

8. Peterlin, J., Dimovski, V., Kejžar, A, Kozjek, T., Roblek, V. & Colnar, S. (2025). Relearning age management in contemporary organizations: the challenge and opportunity (str. 61-100). V: Chérine, Jneid (ur).*Strategies and frameworks for relearning in organizations*. IGI Global.