

# 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 |
|--|------------------------|-----------|-------------|-----------|
| 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   |

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

| 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 |
|-------------------------|---------------------|--------------------|---|---|---|------|
| 10                      |                     |                    |   | 200   | 30  | 8    |

**Nosilec predmeta/Lecturer:** Žiga Kotnik

**Vrsta predmeta/Course type:** Obvezni/Core

**Jeziki/Languages:**

|                      |                         |
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| Predavanja/Lectures: | Angleščina, Slovenščina |
| Vaje/Tutorial:       | Angleščina, Slovenščina |

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

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**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 acquainted 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.

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|  | <ul style="list-style-type: none"> <li>Student in the organization defines the problem and prepares a Problem-Solving assignment under the supervision of a mentor from organization.</li> </ul> |
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**Temeljna literatura in viri/Readings:**

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

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| <p>Cilji:</p> <ul style="list-style-type: none"> <li>pozna zakonitosti in specifikke dela v organizaciji, povezani s programi, procesi in projekti v delovnem okolju,</li> <li>razume delo v delovnem okolju organizacije in razvije delovne kompetence,</li> <li>razume praktično reševanje določenega problema v okviru problemske naloge, ki ga rešuje ob podpori mentorja iz organizacije in mentorja na fakulteti.</li> </ul> <p>Kompetence:</p> <ul style="list-style-type: none"> <li>uporaba pridobljenih inter/multidisciplinarnih znanj s področja študija,</li> <li>uporaba informacijsko-komunikacijske tehnologije kot temeljne platforme za delovanje organizacije,</li> <li>sposobnost prepoznavanja problemov in oblikovanja predlogov za njihovo reševanje,</li> <li>sposobnost izdelave analitičnega projekta na osnovi študije primera, ki obravnava aktualno problematiko organizacije,</li> <li>delovne navade, delo v skupini, sposobnost komuniciranja s sodelavci, vodji skupin in vodstvenim osebjem v organizaciji in izven,</li> <li>sposobnost uporabe osnovnih in naprednih kvantitativnih in kvalitativnih metod.</li> </ul> |
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**Objectives and competences:**

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| <p>Objectives:</p> <ul style="list-style-type: none"> <li>knows the legal aspects and specificities of working within the organisation, related to processes, programs and projects in the working environment,</li> <li>understands work in a working environment of an organisation, and the development of work competencies,</li> <li>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.</li> </ul> <p>Competences:</p> <ul style="list-style-type: none"> <li>use acquired inter/multidisciplinary knowledge in the field of study,</li> <li>using information communication technologies as a fundamental platform of organization operation,</li> <li>the ability to recognize problems and to generalise problems in practice,</li> <li>to develop objectively research or discussion paper based on the case study analysis, where certain problem is analysed,</li> <li>working habits, team work, the ability to communicate with co-workers, group leaders and management staff in organization and beyond,</li> <li>ability to use basic and advanced quantitative and qualitative methods.</li> </ul> |
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**Predvideni študijski rezultati:**

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| Študent bo zmožen: |
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**Intended learning outcomes:**

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| Student will be able: |
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| <ul style="list-style-type: none"> <li>• dela v multidisciplinarnem okolju lokalnih, nacionalnih ali mednarodnih organizacije in razvoja kompetenc za delo v lokalnem, nacionalnem ali mednarodnem okolju,</li> <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 s področja dela 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> | <ul style="list-style-type: none"> <li>• 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,</li> <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 in the field of work 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 problemske naloge pod vodstvom mentorja s poročilom problemske naloge.</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 work on problem assignment under supervision of working mentor with a Problem-Solving report.</li> <li>6. Individual consultations with Mentor at the Faculty.</li> </ol> |

| <b>Načini ocenjevanja:</b>  | <b>Delež/Weight</b> | <b>Assessment:</b>  |
|---|---------------------|---|
| <ol style="list-style-type: none"> <li>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.</li> </ol> | 75,00 %             | <ol style="list-style-type: none"> <li>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.</li> </ol> |
| <ol style="list-style-type: none"> <li>2. Ocena mentorja v organizaciji</li> </ol>  | 25,00 %             | <ol style="list-style-type: none"> <li>2. Evaluation of mentor in the organisation</li> </ol>   |

#### **Reference nosilca/Lecturer's references:**

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| <ul style="list-style-type: none"> <li>• 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.). <i>INTED 2023 : conference proceedings : 17th annual International Technology, Education and Development Conference : 6-8 March, 2023, Valencia (Spain)</i>. Valencia: IATED Academy, 2023. Str. 2778-2786, tabele. INTED proceedings (Internet). ISBN 978-84-09-49026-4. ISSN 2340-1079. <a href="https://library.iated.org/view/KOTNIK2023STU">https://library.iated.org/view/KOTNIK2023STU</a>, DOI: <a href="https://doi.org/10.21125/inted.2023.0767">10.21125/inted.2023.0767</a>. [COBISS.SI-ID 147014915]</li> <li>• 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. <a href="https://www.eaco.eu/wp-content/uploads/2020/07/kotnik-umek-kovac-stanimirovic-vintar.pdf">https://www.eaco.eu/wp-content/uploads/2020/07/kotnik-umek-kovac-stanimirovic-vintar.pdf</a>. [COBISS.SI-ID 22190595]</li> <li>• 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,</li> </ul> |
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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 biznisa = Innovations and entrepreneurship in education and business. Sekcija 4*. Botevgrad: MVBUE: IBS. 2019. [http://ibsedu.bg/media/Conference/2019/Section\\_4\\_Innovative\\_solutions\\_in\\_education1.pdf](http://ibsedu.bg/media/Conference/2019/Section_4_Innovative_solutions_in_education1.pdf). [COBISS.SI-ID [5295022](#)]