

BELARUS STATE ECONOMIC UNIVERSITY
DEPARTMENT OF ECONOMICS AND MANAGEMENT

APPROVED

The First Deputy Rector
Belarus State Economic University
Educational institution

 E.F. Kireeva

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**MANAGERIAL INTERNSHIP
PROGRAM
Major 1-26 80 03 «Business Administration»**


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RECOMMENDED BY:


Department of Economics and Management (Minutes No 10 of February 26. 2020)
Head of the Department of Economics and Management


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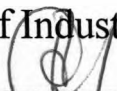
APPROVED AND RECOMMENDED FOR APPROVAL:

Council of the faculty of the Graduate School of Management and Business
(Minutes No 6 of February 26. 2020)

Chairman of the Faculty Council


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1. EXPLANATORY NOTE

1.1. In the system of vocational training of the second stage of higher education (master's degree), in the specialty 1-26 80 03 "Business Administration", an important role belongs to practice, which is a necessary stage in the preparation of graduate students for managerial activities. This type of process for training undergraduates provides a combination of their theoretical training with the formation of their managerial skills, in the course of direct participation in the organization of the enterprise, chosen as the basis of practice.

The internship by undergraduates of the specialty "Business Administration" is an obligatory part of the curriculum. Practice is provided in the 4th semester, duration 4 weeks (6 credits). This type of training is focused on in-depth professional and practical training of students.

1.2. The purpose of the practice is to provide graduate students with the skills to effectively manage the labor, financial, material, information and other resources of the enterprise.

This goal is achieved by solving the following tasks:

- consolidation of theoretical knowledge obtained by undergraduates at the university, their deepening and concretization in the process of practical activity;
- the acquisition and development of the necessary professional qualities of an employee of the management apparatus;
- the formation of managerial thinking, the development of the abilities of an effective manager;
- the assimilation of organizational and managerial skills of an innovative nature;
- mastering the methods of socio-psychological adaptation in the enterprise team, from the position of coordinator and organizer of the labor process.

1.3. The practice is carried out at the place of work of the undergraduate or at third-party enterprises with the human and scientific and technical potential necessary to deepen the professional and practical skills of the student, according to the curriculum and curriculum of the subjects he studies.

1.4. The places of practical training should be selected in accordance with the chosen research topic, and also provide for the possibility for the graduate student to receive the information necessary for analyzing the current organizational and economic situation, collecting analytical material sufficient to write a master's thesis.

2. CONTENTS OF PRACTICE

2.1. The main organizational and methodological document regulating the activities of undergraduates and managers of their practice is the program of practice.

2.2. Duration of internship is determined by the curriculum and is 3 academic weeks.

2.3. The educational and methodological guidance of practice is provided by the graduating department of economics and management. The organizational management of the practice is carried out by the head of the graduating department, together with the heads of undergraduates from the department and from the enterprise.

Graduating Department:

- develops and revises practice programs;
- Appoints the leaders of undergraduates;
- organizes meetings of graduate students on practical issues with the participation of their leaders from the department;
- provides guidance and control over the progress of undergraduate practice;
- discusses the results and analyzes the implementation of the practice program at the meetings of the department.

2.4. Before starting practice, the graduating department holds an organizational meeting. Its purpose is to explain to the undergraduates the order of practical training, its content and the volume of tasks, to issue practice diaries and other supporting documents.

2.5. As heads of practice from the department are, as a rule, the supervisors of undergraduates. They usually appoint associate professors and professors of the graduating department.

The functions of the teacher appointed by the head of the undergraduate practice from the department include:

- Issuance of individual assignments for internships to undergraduates;
- visiting practice bases and liaising with the leaders of the practice at the places of its passage;
- advising undergraduates on various issues of organization and practice;
- collection and verification of reports of undergraduates on practical training;
- the adoption of the protection of the report on the passage of practice, in the form of a differentiated classification.

2.6. Head of undergraduate practice from the enterprise:

- provides the necessary conditions for internships;
- advises undergraduates on all issues of internship;
- organizes the movement of undergraduates in jobs;
- controls the observance of production discipline and reports to the university about all cases of violation by the undergraduates of the rules of the internal labor schedule.

2.7. During the internship, the undergraduate is required to:

- complete the tasks stipulated by the program of practice and individual tasks;
- obey the internal labor regulations applicable at the enterprise, institution, organization;
- to study and strictly observe the rules of labor protection, safety measures and industrial sanitation;
- be responsible for the performance of production tasks, along with full-time employees;
 - timely submit to the head of the practice a fully completed diary on practical training, a written report on the completion of all tasks and pass the test in practice.

3. INFORMATION AND METHODOLOGICAL PART

3.1. According to the results of the practice, the undergraduate submits a report to the head of practice from the department. The report should be prepared in accordance with the program of practice and reflect the work actually performed by the undergraduate.

3.2. The practice report is issued in the following sequence:

- filling out and filling out a practice diary;
- preparation and execution of a report on the implementation of the practice program.

3.2.1. The practice diary should include:

- marks on the arrival (departure) of the graduate student at the place (from the place) of the practice;
- an individual task for the period of practice;
- a note on the passage of instructions on safety regulations;
- schedule of work;
- records of the types and content of work performed by the undergraduate during the period of practice;
- recall of a graduate student on the organization of practice and on the compliance of the conditions of practice with the requirements of the program;
- recall of the head of practice from the enterprise (can be made out as an application);
- recall of the supervisor from the department (can be made out as an application).

In these reviews, the student should be rated according to the results of his activities during the practice.

3.2.2. The report on the implementation of the practice program should contain the following structural elements:

1. Title page (see Appendix A);

2. Content.

3. Introduction (goals and objectives of the practice are indicated, its content is briefly described (what types of activities were carried out), a general description of the enterprise is given — the base of practice).

4. Analysis of the effectiveness of the use of resources at the enterprise - the basis of practice. It is necessary to analyze the main indicators of the production and economic activity of the enterprise — the bases of practice, differentiated and generalizing indicators of the effectiveness of its functioning, and also to assess the effectiveness of managing the labor, intellectual, financial, material, information and other resources of the enterprise under study.

5. Conclusions and suggestions (the author's suggestions on improving the economic efficiency of the enterprise - the basis of practice are stated).

6. Section devoted to the implementation of an individual assignment issued by the head of the undergraduate in his thesis.

The volume of the report is at least 30 pages (excluding applications). The report is drawn up in accordance with the requirements of the BSEU standards governing the design of student work (STP 20-04-2008, STP 20-05-2008).

3.2.3. The signature of the head of practice from the enterprise, which is present in the reporting materials (practice diary, testimonial-recall, report) must be affixed with the seal of the organization.

The report of the undergraduate should also be signed by the head of practice from the department.

3.3. After graduation, the undergraduate passes a differentiated test to his supervisor from the department, in accordance with the schedule of the educational process.

3.4. The undergraduate who has not completed the practice program, received a negative feedback on work or an unsatisfactory rating when defending the report is re-sent to practice in his spare time from study. At the same time, the duration of the practice provided for by the curriculum is maintained.

All changes in the terms of practice are approved by order of the Rector of the Belarusian State Economic University.

APPENDIX A

Sample title page on internship

MINISTRY OF EDUCATION OF THE REPUBLIC OF BELARUS
UO "BELARUSIAN STATE ECONOMIC UNIVERSITY"

Department of Economics and Management
(or)
(Department of International Business)

Report
on internship at (in)

(Company name)

Executor
2 year undergraduate student _____
BSEU

(last name and initials)

Practice Leader
from the department

(position, academic degree, academic rank)

(surname and initials)

Practice Leader
from the enterprise

(position)

(last name and initials)

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