



POLYTECHNIC OF MEĐIMURJE IN ČAKOVEC

COURSE SYLLABUS

ACADEMIC YEAR: 2020/2021

1. GENERAL COURSE INFORMATION

1.1 Course name	Professional practice			
1.2 Study program/s	Undergraduate professional study programme Management of tourism and sports			
1.3 Course status (O,E)	Obligatory	1.6 Mode of instruction (number of hours)	Lectures	
1.4 Course code			Exercises	120
1.5 Course abbreviation	SP		Seminars	
1.6 Semester	IV		E-learning	
1.7 ECTS	4	1.7 Place and time of instruction	Premises of the employer where they have agreed and approved professional practice	

2. TEACHING STAFF

2.1 Course leader/s-title	Tibor Rodiger, Senior Lecturer	contact	trodiger@mev.hr
2.3 Contact	trodiger@mev.hr	contact	

3. COURSE DESCRIPTION

3.1 Course goals	Introducing the student to the way of doing business of the organization in which he conducts professional practice through participation in daily activities, direct observation of the work of employees, but also performing tasks of more or less complexity. Establish contacts with the labor market and create preconditions for potential employment. Applying the acquired competencies during the studies in solving specific practical tasks and gaining work experience, practical knowledge and skills related to the selected activity of professional practice. Getting acquainted with the real work environment, work tasks performed there and connecting with people from the profession.
3.2 Prerequisites	Attended courses of the previous part of the study
3.3 Course outcomes	After successfully completing the professional practice, students will be able to: O1 - Apply the knowledge acquired from general and professional subjects in their practical work (assessed by the mentor) O2 - Describe the activity, organizational structure and technology of work in the company or institution of professional practice, and state it in the diary of professional practice O3 - Perform under supervision or independently individual stages of the practical task from the selected area of professional practice, which is described in the journal of professional practice through daily activities O4 - Assess the knowledge acquired in the study through the prism of professional needs in the selected area of professional practice. Evaluate the selected area of professional practice through the prism of their professional interests, further professional development and employment opportunities (assessed by the student independently)

3.4 Course content	Attending a professional internship with participation in all available work tasks and activities of the organization in which the internship is conducted.																				
3.5 Types of coursework	Lectures	x	Exercises		Blended e-learning	Individual activities	Laboratory														
	Seminars and workshops		Distant learning	x	Field classes	Multimedia and network	x Mentorship														
	Other																				
3.6 Language of instruction	Croatian/English.																				
3.7 Monitoring students' work (enter the number of ECTS credits for each activity so that the total number of ECTS credits is equal to the total ECTS value of the course, 1 ECTS = 30 hours)	2	Class attendance		Seminars		Essay															
		Class activity		Project		Report/paper															
		Midterm exams	1	Practical task		Continuous knowledge check															
		Written exam		Experimental work	1	Professional Practice Report															
		Oral exam		Research																	
3.8 Assessment and evaluation of students' work during classes and at the final exam	<p>The evaluation of work on professional practice is performed by the head of professional practice on the basis of the Certificate of Professional Practice issued by the mentor and the Report on Practice prepared by the student. Checking the attendance of professional practice and conscientious performance of tasks entrusted to the student is carried out by the mentor of professional practice. The internship report is prepared by the student and submitted to the head of the internship.</p> <table border="1" data-bbox="603 1106 1326 1274"> <thead> <tr> <th>Activity specification</th> <th>Percent %</th> <th>Points</th> </tr> </thead> <tbody> <tr> <td>Class attendance</td> <td>50%</td> <td>50</td> </tr> <tr> <td>Practical task</td> <td>25%</td> <td>25</td> </tr> <tr> <td>Professional Practice Report</td> <td>25%</td> <td>25</td> </tr> <tr> <td>Total:</td> <td>100%</td> <td>100</td> </tr> </tbody> </table>						Activity specification	Percent %	Points	Class attendance	50%	50	Practical task	25%	25	Professional Practice Report	25%	25	Total:	100%	100
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3.9 Assessment criteria – analysis per learning outcomes																					
3.10 Specific features related with taking the course	The evaluation of work on professional practice is performed by the head of professional practice on the basis of the Certificate of Professional Practice issued by the mentor and the Report on Practice prepared by the student. Checking the attendance of professional practice and conscientious performance of tasks entrusted to the student is carried out by the mentor of professional practice. The internship report is prepared by the student and submitted to the head of the internship.																				
3.11 Students obligations	Conscientiously and dedicatedly carry out the tasks entrusted to him by the mentor. Adhere to the instructions on work and safety at work given by the mentor and authorized persons in the company or institution attending the internship. On a daily basis, record work activities and collect contributions for the internship diary and submit it within the set deadlines. Participate in professional practice in accordance with the schedule provided by the study plan																				
3.12 Written assignments	Record work activities and collect contributions for the internship diary and submit it within the set deadlines.																				
3.13 Required reading	1.	Instructions for professional practice																			
	2.	Rulebook on professional practice and field teaching																			

3.14 Additional reading	1.	Supplementary literature is used in accordance with the needs arising from the activities carried out in professional practice
4 ADDITIONAL COURSE INFORMATION		
4.1 Quality control	<p>Quality control is carried out on the basis of a questionnaire filled out by the responsible person / mentor in the company in which the internship was conducted and a student survey, and in accordance with the regulations of the Polytechnic of Međimurje in Čakovec.</p> <p>The quality of the effects of the implementation of the internship is checked on the basis of the Internship Report prepared by the student, the certificate on the internship issued by the mentor and on the basis of the communication of the internship leader with the student and the mentor.</p>	
4.2 Contact the teacher	<p>The head of the internship will organize an education before the students go on the internship, where the students will be introduced to the way of conducting the internship. Students can contact the head of the internship during the consultation period and via e-mail. The student communicates with the mentor of the professional practice according to the needs, and in accordance with the rules and customs of the organization in which he performs the professional practice. It is desirable that students come to the consultation as often as possible for any ambiguities.</p>	
4.3 Information about the course	<p>Before the students go on a professional internship, the mentor will organize an education where students will be introduced to how to conduct a professional internship. Students are required to be informed about the implementation of the internship through the Ordinance on professional practice and field teaching and the Instructions for professional practice which are available on the website of the Polytechnic of Međimurje in Čakovec.</p>	
4.4 Course contribution to the study program	<p>O1 Present information, ideas, problems and solutions to the professional and general public</p> <p>O2 Apply new technologies and techniques in the process of lifelong learning</p> <p>O3 Critically evaluate arguments, assumptions and data in order to form an opinion and contribute to the solution of the problem</p> <p>O6 Make business decisions taking into account economic, environmental, legal and ethical norms</p> <p>O8 Determine how organizations operate in a changing market environment</p> <p>O10 Analyze the business performance of the organization and the company</p>	