



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	The specialist graduate professional study in Tourism and Sport Management			
1.3 Course status (O,E)	Obligatory	1.6 Mode of instruction (number of hours)	Lectures	
1.4 Course code			Exercises	160
1.5 Course abbreviation	SP		Seminars	
1.6 Semester	IV		E-learning	
1.7 ECTS	12	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	Tomislav Hublin, Senior Lecturer	contact	thublin@mev.hr
		contact	
2.2 Assistant/s- title		contact	
		contact	
2.3 Instruction held by- title		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 all courses at the specialist graduate professional study Tourism and Sports Management
3.3 Course outcomes	After successfully completing the professional practice, students will be able to: O1 - Describe the activity, organizational structure and technology of work in the company or institution of professional practice O2 - Perform under supervision or independently individual stages of the practical task from the selected area of professional practice O3 - Analyze market needs O4 - Assess your knowledge acquired in the study through the prism of professional needs in the selected area of professional practice. O5 - Evaluate the selected area of professional practice through the prism of their professional interests, further professional development and employment opportunities
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	5	Practical task		Continuous knowledge check																		
		Written exam		Experimental work	5	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 1070 1326 1294"> <thead> <tr> <th>Activity specification</th> <th>Percent %</th> <th>Points</th> </tr> </thead> <tbody> <tr> <td>Class attendance</td> <td>20%</td> <td>20</td> </tr> <tr> <td>Practical task</td> <td>40%</td> <td>40</td> </tr> <tr> <td>Professional Practice Report</td> <td>40%</td> <td>40</td> </tr> <tr> <td>Total:</td> <td>100%</td> <td>100</td> </tr> </tbody> </table>									Activity specification	Percent %	Points	Class attendance	20%	20	Practical task	40%	40	Professional Practice Report	40%	40	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>Professional practice at the Specialist Graduate Professional Study of Tourism and Sports Management is conducted in the fourth semester after attending all courses in the study with the aim of improving a large number of generic and specific outcomes and in accordance with real possibilities given the specifics of the organization.</p> <ul style="list-style-type: none"> - Apply new technologies and techniques in the process of lifelong learning - Use information and communication technology in business practice for analysis, interpretation and presentation of data. - Critically evaluate arguments, assumptions and data in order to form opinions and contribute to solving the problem - Use a foreign language in business situations in an appropriate way - Apply the principles of strategic management in the management of companies in tourism and sports - Assess the demand function of the company and apply an appropriate pricing policy - Analyze the macroeconomic and microeconomic business environment - Determine the optimal level of business activity by analyzing the income and expenses of the company 	

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| | <ul style="list-style-type: none">- Apply the tools of financial analysis of capital budgeting for the preparation of investment studies and cost-benefit analysis- Design entrepreneurial projects in tourism and sports- Valorize entrepreneurial projects in tourism and sports- Manage human resources in tourism and sports- Create events in tourism and sports |
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