



INSTITUTION OF HIGHER EDUCATION
"KROK" UNIVERSITY



**Methodical recommendations
for organization and contents of regulation (administrative) practice
for applicants of higher education of "Master" degree
on specialty
8.18010020 "Educational Institution Management"**

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“Methodical recommendations on organization and contents of regulation (administrative) practice ”

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Methodical recommendations for organization and contents of regulation (administrative) practice designed for the organization and quality of practice for applicants of higher education of "Master" degree for all forms of education by curriculum of preparation specialists on specialty of specific categories **8.18010020 “Educational Institution Management”**

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INTRODUCTION

Scientific management (administrative) training of applicants is an important practical step in training highly qualified specialists in the field of educational management.

An internship of applicants of higher education of "Master" degree provides implementation of one of the leading principles of learning in higher education – connecting the theory and practice which reflects the complex dialectic professional training, where the integral formation of the master - the future head of the institution is its practical training. During the internship knowledges of masters “Educational Institution Management” are deepened and fixed ; the ability to analyze the activities of individual business units (and in the whole institution) is developing; also there is a developing of the ability to organize the planning of the institution, of plans system implementation, managerial and communication skills and the skills of the future leader.

Contents of practice aimed at mastering the basic skills and managerial skills, to form the new generation of the manager of the institution and its business units, which has mastered new conceptual and technological approaches to work, management by results program-based and student-orientated approaches to management introducing innovations in the implementation of innovative projects and processes.

Specification of practice program linked to the basic requirements for education and qualification characteristics of in the specialty "Educational Institution Management". In particular, the training program provides a synthesis and improvement of knowledge and skills which are gained during the theoretical learning in University, mastering applicants of modern methods and forms of organization of educational process, provides undergraduates conditions for the consolidation of professional, managerial and psychological knowledge, promotes professional skills directly in the workplace of the head of the institution, provides training to the final certification (performance of diploma work).

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Each applicant is provided by program of practice and individual tasks for a period of probation.

Training of applicants of higher education of "Master" degree is the final element of practical training, it is conducted according to the curriculum of the specialty in the third semester before direct writing of diploma work and continues for twelve weeks.

1. THE PURPOSE AND OBJECTIVES OF THE PRACTICE

1.1. The purpose of management (administrative) practice

The main goal of the training is mastering applicants of modern methods and forms of organization of the educational process, applicants provide the conditions for consolidation professional, managerial and psychological knowledge, formation of professional skills directly in the workplace head of the institution, generalization and improvement of knowledge and skills gained during the theoretical training; preparation for state certification (performance of diploma work).

1.2. The main tasks of practice

Training of applicants of "Master" degree specialty 8.18010020 "Educational Institution Management" follows the next tasks:

- familiarize the applicants with the organizational structure of the educational institutions, relationships between departments, document between them, functions and contents of job descriptions;
- familiarization with the basic functional tasks of structural units of the institution;
- familiarize applicants with the current state of planning and organization of educational process in an educational institution;
- consolidation, enrichment and deepening the of applicant’s theoretical knowledges based on their use in specific managerial situations;
- acquiring practical skills of analytical and economic, research, organizational and managerial work in the education sphere, mastering progressive technologies of management of educational institution;
- familiarization with specific functional responsibilities of officers on the profile of future activities;
- consolidation of knowledge about modern methods and forms of administrative activities, etc.

1.3. The knowledge and skills that are formed during the practical training of Masters

- Educate the professional meaningful qualities of the head of institution;
- consolidate knowledge of modern methods and forms of administrative activity;
- master the technology of marketing research in activities of educational institutions in the educational market and the labor market;
- ensure real conditions for the disclosure of professional competence and management skills by applicants of "Master" higher education degree;
- organizing and conducting an experimental selection of materials for diploma, including independent research.

2. ORGANIZING AND MANAGING OF THE PRACTICE

2.1. Peculiarities of managerial (administrative) training

Training of applicants of higher education degree "Master" is the final element of practical training, it is conducted according to the curriculum of the specialty in the third semester before direct writing of diploma work and continues for twelve weeks.

Scientific-management training involves two stages:

First: Management practices;

Second: Scientific practices (scientific and research tasks, usually on the topic of diploma work).

2.2. Requirements for the practice objects

The basis for training conducting usually is effectively operating educational institutions of various types and accreditation levels and ownership, leading to one or other educational activities.

To the leadership of the practice heads of schools and departments of leading teachers, employees of research institutions are involved.

Responsibility for organizing, conducting and control practices rests with the heads of higher education institutions. Educational and methodical management and execution practices is provided by the appropriate department of educational institution.

2.3. Duties of the Head of Practice from University

Head of Practice of the higher education institution must:

- To control the preparation of bases of practice before practice and take the necessary measures to ensure its successful implementation;
- Ensure all organizational measures before going to the practice applicants: instructing about the order of practice and safety, providing applicants of practice documents (referral program, diary, schedule, individual tasks, the topic of diploma, methodical recommendations);
- Notify about applicant’s reporting system of practice, adopted by the Department, namely the submission of a written report, individual tasks, preparation of reports, the timing of their submission at the end of practice;
- Applicant’s advising in providing relevant sections (parts) of the practice report writing;
- Coordinate with the of diploma work supervisor
- the content of individual practice
- To coordinate the content of individual practice with the diploma work supervisor and to monitor the progress of its implementation;

2.4. Duties of the applicant when passing practice

Applicants of Magistracy when passing practice are required to:

- Before practice carefully review its program and in case of any questions to solve them instructional meeting;
- Before the start of practice to get from the Head of Practice of the higher education institution a consultation about practice and about processing of accounting documents;

- Get necessary documents (referral, program);
- Before practice to choose the theme of diploma work, which must be relevant to the master's works of Management Technologies Department and to get individual from the Head of Practice of the higher education institution;
- To perform a full program of practice and individual task given by Head of diploma work;
- Be responsible for the quality and timeliness of performed work;
- Prepare a report from the practice, receive a review and assessment of the practice from the head of the basis of practice.
- In due time to formalize reporting documents and protect the practice report no later than 10 days after the end of practice.

3. CONTENTS OF SCIENTIFIC AND MANAGERIAL (ADMINISTRATIVE) PRACTICE

Contents conduct training aimed at mastering fundamental skills and managerial skills, to form the new generation of the manager of educational institution and its structural units, who is fluent in new conceptual and technological approaches to perform activities, can provide management by results, program-based and student-orientated approaches to management, implements innovations in realization of innovative projects and processes.

During the practical training applicants must secure and depth their theoretical knowledge in all disciplines of the curriculum, must collect primary material for the actual writing of the diploma. Within this phase of the learning process applicant must be under the supervision of the head of practice, and in the stage of independent work to implement the information gathering for report writing, and for the execution of individual parts.

Passage of practice should take place in accordance with the calendar schedule of production practices listed in Annex A.

Content, training consists of general and individual parts. The general part provides research, analysis and coverage of practices base as management facility. Individual part involves the trainee individual task, which is issued before the start of practice.

3.1. General part

The program of practice in the general part involves analysis of the following areas:

1. General characteristics of educational institution: history of creation; ownership and legal form and their transformation under conditions of market relations; organizational and legal support activities; range of services provided by the institution, dynamics of volumes of educational services in the last 3-5 years; quantity, structure and relationship of elements of the internal environment (services, departments, branches, etc.); quantitative and qualitative characteristics of facility management. Trainees should familiarize themselves with nearest prospect of international relations development, provide characteristic of the efficacy of the educational institution and determine its current financial and economic situation, it's place in the educational strategy of the state.

2. Relationships with the external environment: characteristic of the main partners and users of educational services; relationships with other educational institutions, organizations and institutions: banks, financial institutions, research organizations, government agencies and services, NGOs, etc; analysis of the stability of the system relationships in the education sphere, their impact on the effectiveness of the training facility.

3. Estate and the property of educational institution: the property of the institution, including fixed assets (FA) and current assets (CA) in value and kind; ownership of property; sources of property; Dynamics of changes of FA and CA in the last 3-5 years, the reasons for these changes; the degree of physical and moral deterioration FA.

4. Organizational structure and organization management of educational institution: get acquainted with the structure of the institution and its units (basic, support and service), with the mechanism of their relationship, legal status. Familiar with the organizational structure of the institution, to identify its type, make the circuit structure of Educational Institution Management. Study the content and procedure for planning of the institution; determine the level of organization and effectiveness of control in institution.

5. Departments of the institution and their activities: to analyze the composition, functionality departments of the institution; examine the forms and methods of its basic units (departments); explore the features of planning, accounting and quality control of educational institution, determine the location of planning activities in the overall plan of institution; master the techniques of planning in educational institution; analyze the financial state of educational institution; get acquainted with the organization of the contract; master the basic principles and methods of analysis of educational institution.

6. Characteristics of personnel structure of the institution: state, dynamics, quality, advanced training.

3.2. Individual part

Individual part helps applicants to involve the implementation of individual tasks and is an important step in addressing the main problems of practice. Individual tasks are included in the program to gain applicants skills independently resolve industrial, scientific or organizational problems during practice. Achieving these goals is aimed at the revitalization of candidates, raising initiatives and provide specific content of practice and dedication.

Summary and fundamental research directions within the individual part of training are determined according to the chosen thesis topic. Issuance of individual tasks, their clarification and specification are performed by diploma work supervisor (with their obligatory consultation with the head of practice from the University before the start of practice). Consulting and controlling of individual tasks of diploma work are leading by supervisor of this work.

Results of individual part implementation must be represented by applicant in practice report as a separate section (as basic documents of the institution, tables, diagrams, drawings, calculations, models, etc.), which reflect the content of the analysis. These materials in the future should be reflected in the diploma work, and can be used in the preparation of reports, articles, etc.

4. SUMMARIZING THE PRACTICE.

ACCOUNTING DOCUMENTS FROM PRACTICE

The results of practice and completion of individual task must be prepared by applicant as a written report, and with characteristics and conclusions of managers of the company and supervisors of education institution submits these documents to the graduating department of management technologies for verification by the Commission and admission of the applicant to the protection report.

The main reporting document from practice is a written report.

A written report from the practice should include fulfillment material of practice tasks and individual job.

The report should have a clear construction, logical sequence, convincing arguments, evidence and substantiation of conclusions recommendations. The report must contain: the title page (Annex B); content, that must include the names of the parts and subparts of the report and page numbers on which they begins (Annex B); text part, according to the program of practice, distributed a general and individual part; conclusions and suggestions, list of references; applications.

The report must be consisted of the following parts:

1. **Introduction**, which states the basis on which the applicant passed practice (full official name of the institution, ownership, level of accreditation).

2. **The main part** should contain a brief description of the environment, the main types of educational activities, property and ownership, organizational structure and management of educational activities in educational institution and a

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specific description of the work that has been done by competitor during practice, report of work that was not provided by the program of practice , done scientific researches.

3. Report on completion of individual task must be presented as a part or section of part / parts of diploma work;

4. The final part is must include applicant's own conclusions about the effectiveness of his/her practice, it should include an analysis of personal achievements and observations, and suggestions for improving the organization and conducting of applicants training.

The total volume of the report must include 25 - 30 pages of printed text. The left field - 30 mm, right - 10 mm, top and bottom - 20 mm. The report should be flashed and conveyed to the department of management technologies within a week.

Calendar event schedule
of scientific and administrative (administrative) practice
for applicants of 8.18010020 "Educational Institution Management"

#	Contents of practice	Terms
1	Tasks and supporting documents for practice, introductory briefing.	First day
Під керівництвом викладача (керівника практики)		
2.	<ul style="list-style-type: none"> - Instructing applicants, familiarity with the institution, its development and main areas of work; - Determination of ownership, organizational and legal forms of management, organizational and legal support activities (licenses, etc.), quantitative and qualitative characteristics of the object of management, range of services of the institution, their dynamics over the past 3-5 years; - Familiarization with the structure of the institution, the leadership and its other employees; - Clarification of system of requirements for the basic units of the institution (libraries, educational-methodological department, accounting department, personnel department, etc.) and the organization of learning activities of students or applicants; - Study of the system of employees advanced training, their career opportunities, encouragement and motivation; - Analysis of the financial condition of the institution. 	Week 1-3
3.	<ul style="list-style-type: none"> - Studying the organization systems of planning work in educational institution; - Familiarization with the current plans of educational institution and its units (the training process schedule, timetable etc.); - Study of major accounting documentation of departments; - Familiarizing students with scientific and methodological work; - Determining the level of organization and effectiveness of the implementation of educational activity quality control in educational institution; - Familiarization with the international activities in educational institution and the development of international relations; - Determination of the educational institution's property (classroom equipment fund, library fund of educational institution, etc.); - Completion of individual task; - Development of the organizational structure of educational 	Week 4-8

	<p>institution;</p> <ul style="list-style-type: none"> - An overall analysis of educational institution’s work and comparing of its achievements with the results of other similar educational institutions; - Analyzing the environment (competitors, partners, customers, etc.) and its impact on the practice facility; - Providing comments and suggestions for improving the quality of educational services; - Develop recommendations on the expansion of international relations and attract new investors; - Proposals for the development of an educational institution. 	
	<p>Scientific practice (implementation of scientific research tasks)</p>	
4	<ul style="list-style-type: none"> - collecting materials for research; - an analysis and synthesis of submissions received, identify positive experiences and deficiencies in the educational institution of diploma work issues; - developing proposals to improve the activities and decision-making in educational institution. 	Week 9-11
5	Preparing accounting documents of practical training	Wek 12
6	Assessment for reports on scientific management training	Within ten days after the end of practice

A sample of title page

INSTITUTION OF HIGHER EDUCATION

"KROK" UNIVERSITY

Department of management technologies

REPORT

on scientific and administrative (administrative) practice

Student of specialty

(specify code and name of specialty)

(full name)

(signature)

Practices base _____
(indicate the name)

Head of practices from practices base

(position, full name)

(signature)

Head of practices from University

(position, degree, academic status)

(full name)

(signature)

A sample of plan for report

PLAN

Introduction
1. **General part**.....
1.1. General characteristics of educational institution
1.2. Relationships with an external environment
1.3. The property of educational institution.....
1.4. Organizational structure and organization of management of educational activities in educational institution
1.5. Departments of educational institution and their activities
2. **Individual part**.....
(2.1....2.n – names of the individual directions of research)
Conclusions and recommendations....
References
. .
Annexes
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