



## UČNI NAČRT / COURSE SYLLABUS

<b>Predmet / Course</b>	Strokovna praksa / Internship
<b>Šifra predmeta / Course Code</b>	B13SPRAK-SP12-ESD
<b>Nosilec predmeta / Course Coordinator</b>	Izr. prof. dr. Aleš Trunk
<b>Vrsta predmeta / Type of the course</b>	izbirni / elective
<b>Jezik / Language</b> - Vaje / Tutorials - Predavanja / Lecture	Slovenski / Slovene, Angleški / English Slovenski / Slovene, Angleški / English
<b>Študijski program / Programme</b>	Ekonomija v sodobni družbi (1. stopnja) / Economy in contemporary society (1st cycle)
<b>Letnik / Year</b>	3.
<b>Primarno študijsko področje / Primary Study Field</b>	Poslovne vede - Klasius 34
<b>Pogoji za vključitev / Requirements</b>	/

Predavanja Lectures	Vaje Tutorials	Druge oblike študija Other Type of Study	Samostojno delo Individual work	Ure dela Work hours	ECTS
0	30	0	270	300	12

### Vsebina / Content:

<p>1. V podjetju oz. organizaciji se vključujejo v takšna dela, ki omogočajo spoznavanje z urejenostjo podjetja ter poslovnimi, delovnimi in informacijskimi procesi, ki potekajo znotraj ali zunaj podjetja.</p> <p>2. Pri svojem delu prihajajo v kontakt z različnimi notranjimi in zunanji udeleženci podjetja oz. organizacije (stranke, dobavitelji, zaposleni raznih poslovnih področij, management).</p> <p>3. Uporabljajo lahko tudi praktične veščine računalništva, osnovnih softverskih rešitev, komuniciranja, tujih jezikov ipd., kar so pri svojem študiju tudi spoznavali.</p> <p>4. Ena izmed možnosti, ki omogočajo spoznavanje z raznolikostjo v podjetju, je rotacija med delovnimi mesti.</p> <p>5. Na ta način lahko v času 6 tednov, kolikor traja strokovna praksa, študenti spoznajo ključna področja delovanja podjetja oziroma organizacije.</p>	<p>1. During their 6 week internship in a company or organisation students become familiar with its organisation and functioning, as well as with business, work and information processes that take place inside and outside the company.</p> <p>2. They get to deal with its various internal and external stakeholders (e.g. customers, suppliers, employees from various departments, management).</p> <p>3. They also have an opportunity to put to practice their computer and communication skills as well as their knowledge of foreign languages, etc.</p> <p>4. They may also have a chance to rotate between jobs in order to grasp the diversity and get to know various aspects of the company.</p> <p>5. This allows them to become familiar with the key areas of the operation of the company or organisation of their placement.</p>
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### Splošne kompetence / General Competencies:

<p><i>Študent bo pridobil znanje in spretnosti na naslednjih splošnih vsebinskih področjih:</i></p> <p><b>SPL1:</b> Delo s podatki in informacijami; <b>SPL3:</b> Medosebne, socialne spretnosti; <b>SPL8:</b> Spretnosti kritičnega mišljenja; <b>SPL11:</b> Spretnosti organiziranja in načrtovanja (npr. lastnega dela, dela drugih); <b>SPL12:</b> Spretnosti verbalne komunikacije (npr. retorika, predstavitvene veščine);</p>	<p><i>Student will acquire knowledge and skills in the following general areas:</i></p> <p><b>SPL1:</b> Work with data and information; <b>SPL3:</b> Interpersonal, social skills; <b>SPL8:</b> Critical thinking; <b>SPL11:</b> Organising and planning skills; <b>SPL12:</b> Verbal communication skills (e.g. rhetorics, presentation skills);</p>
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### **Predmetno specifične kompetence / Course Specific Competencies:**

<i>Študent bo pridobil znanje in spretnosti na naslednjih specifičnih vsebinskih področjih:</i>	<i>Student will acquire knowledge and skills in the following specific areas:</i>
<b>PSP1:</b> Značilnosti organizacije, funkcijska področja in razmerja med njimi.; <b>PSP2:</b> Pregled poslovanja, problemi, izzivi in njihovo reševanje, svetovalni načrt.; <b>PSP4:</b> Metode in orodja za analizo notranjega in zunanjega okolja in določanje razvojnih perspektiv organizacije; <b>PSP7:</b> Upravljanje s spremembami; <b>PSP9:</b> Vidik etike na vsebinskem področju predmeta; <b>PSP18:</b> Splošna razgledanost na vsebinskem področju predmeta.	<b>PSP1:</b> Organizations' characteristics, functional areas and the relationships between them; <b>PSP2:</b> Organisational audit, problems and challenges in business, problem solving, consultancy plans; <b>PSP4:</b> Methods and tools for analysis of an organisation and its environment to identify perspectives; <b>PSP7:</b> Change management; <b>PSP9:</b> Principles of ethics; <b>PSP18:</b> General overview of the course content area.

### **Predvideni študijski izidi / Intended Learning Outcomes:**

<i>Študent bo dosegel naslednje študijske izide:</i>	<i>Student will achieve the following learning outcomes:</i>
<ol style="list-style-type: none"><li>1. Razume delovanja in razvoja sodobnih organizacij.</li><li>2. Zna uporabiti in združiti znanja s področij organizacije, managementa, prava, informatike, komuniciranja, tehnologije in etike ter razumevanja družbenega in političnega dogajanja z znanji poslovnih in ekonomskih ved.</li><li>3. Zna rešiti poslovne probleme sodobnih podjetij in drugih organizacij, družbenih in državnih institucij in služb.</li><li>4. Zna uporabiti preprostejše metode poslovne in ekonomske analize.</li><li>5. Zna samostojno opravljati strokovna dela v poslovni praksi.</li><li>6. Zna presojati relevantna socialna, znanstvena ali etična vprašanja.</li><li>7. Zna rešiti strokovne probleme.</li></ol>	<ol style="list-style-type: none"><li>1. Understands the functioning and development of contemporary organisations.</li><li>2. Knows how to use and integrate knowledge in the fields of organisation, management, law, informatics, communication, technology and ethics, and to understand social and political developments with the knowledge of business and economic sciences.</li><li>3. Knows how to solve business problems of contemporary businesses and other organisations, public and state institutions and services.</li><li>4. Knows how to use the basic methods of business and economic analysis.</li><li>5. Knows how to network and search for job opportunities.</li><li>6. Knows to assess relevant social, scientific and ethnic issues.</li><li>7. Knows how to solve expert problems.</li></ol>

### **Oblike in metode poučevanja in učenja / Types and Methods of Teaching and Learning**

<i>Oblike dela</i>	Frontalna oblika poučevanja; Delo v manjših skupinah; Samostojno delo študenta;
<i>Types of Teaching and Learning</i>	Frontal teaching; Work in smaller groups or pairs; Independent student work;
<i>Metode dela</i>	Razlaga; Razgovor/diskusija/debata; Delo z besedilom; Javni nastop; Praktično delo;
<i>Teaching and Learning Methods</i>	Explanation; Conversation/discussion/debate; Work with text; Public presentation; Practical work;

### **Načini ocenjevanja v % / Types of Student Assessment**

Sprotno ustno ocenjevanje / Oral Assessment	/
Sprotno pisno ocenjevanje / Written Assessment /	/
Daljši pisni izdelek /Longer written casework <sup>1</sup>	90
Javni nastop s predstavitevjo rezultatov / Presentations <sup>2</sup>	10
Končni pisni izpit / Final written examination/	/

<sup>1</sup> Seminarska ali projektna naloga, raziskovalna naloga ipd.

<sup>2</sup> Plakat, naloga, prispevek

Končni ustni izpit / Final oral examination	/
Udeležba in sodelovanje / Participation and cooperation	/
<b>Lestvica ocenjevanja / Grading scale</b>	opisna/descriptive

### Temeljna literatura / Literature:

1. Gradivo delavnice Priprava na strokovno prakso
2. Gradivo delavnice Izdelava poročila strokovne prakse.
3. Gradiva gostov in predavateljev
4. Predloga Načrta Strokovne prakse / učenja v praksi, s komentarji in napotki
5. Predloga Poročila o opravljeni Strokovni praksi / Učenju v praksi, s komentarji in napotki
6. Poročilo za priznavanje Strokovne prakse / Učenja v praksi, s komentarji in napotki
7. Pravilnik o opravljanju Strokovne prakse / Učenja v praksi

### Reference nosilca / Lecturer's references:

#### 1.01 Izvirni znanstveni članek

1. TRUNK, Aleš, KLEMENČIČ MIRAZCHIYSKI, Eva, MIRAZCHIYSKI, Plamen. Attitudes towards future unemployment and European cooperation to reduce unemployment among 8th graders in EU/European countries. *European journal of investigation in health, psychology and education*, ISSN 2254-9625. [Online ed.], 2022, vol. 12, no. 2, str. 218-235, ilustr. <https://www.mdpi.com/2254-9625/12/2/17>, doi: 10.3390/ejihpe12020017.
2. LEP, Žan, TRUNK, Aleš, BABNIK, Katarina. Value orientations and institutional trust as contributors to the adoption of online services in youth : a cross-country comparison. *Frontiers in psychology*, ISSN 1664-1078, May 2022, vol. 13, str. 1-15, tabele, graf. prikazi. <https://www.frontiersin.org/articles/10.3389/fpsyg.2022.887587/full>.
3. DERMOL, Valerij, KLEMENČIČ MIRAZCHIYSKI, Eva, TRUNK, Aleš, CAYIR, Kenan. Teachers' competencies for working in an intercultural environment. *Human Systems Management*, ISSN 1875-8703, 2021, no. 5, vol. 40, str. 711-721, tabele. <https://content.iospress.com/articles/human-systems-management/hsm211206>, doi: 10.3233/HSM-211206.
4. BILAL, Muhammad, TRUNK, Aleš, JIANQIU, Zeng, DUKHAYKH, Suad, FAN, Mingyue. Understanding the effects of eWOM antecedents on online purchase intention in China. *Information*, ISSN 2078-2489, Apr. 2021, vol. 12, iss. 5, str. 12050192-1- 12050192-15, ilustr. <https://www.mdpi.com/2078-2489/12/5/192>, doi: 10.3390/info12050192.
5. TRUNK, Aleš, KOČAR, Sergeja, TRUNK ŠIRCA, Nada. Education and training for financial literacy : the role of banks - case study Slovenia. *International journal of innovation and learning*, ISSN 1471-8197, 2017, vol. 22, no. 3, str. 385-406. <http://www.inderscience.com/info/inarticle.php?artid=86735>, doi: 10.1504/IJIL.2017.10007819.

Dr. Trunk je vključen v več Erasmus+ projektov, ki se ukvarjajo predvsem z EU integracijo, socialno vključenostjo, izobraževanjem in internacionalizacijo (EU projekti v teku; dr. Trunk je vključen kot strokovnjak):

Project title	Project type	Duration
<a href="#">Integrated Technological and Information Platform for wildfire Management (SILVANUS)</a>	Horizon 2020 Framework Programme	1.10.2021 - 31.3.2025
<a href="#">The MEDiterranean countries: Towards Internationalisation at Home (MED2IaH)</a>	Erasmus+, Capacity Building in Higher Education (CBHE)	15.1.2020 – 14.1.2023
<a href="#">University and Business Inclusive Digital Learning Coaches (UnInLeCo)</a>	Erasmus+, KA2: Cooperation partnerships in higher education	01.11.2021 - 01.11.2023
<a href="#">RespectNET - Respectful Communication through Media Education Network</a>	Erasmus+, KA2: Strategic Partnerships	01.12.2021 - 31.07.2024

<a href="#">Pandemic Response Using Digital Media and Technology in Higher Education and Training (PRUDMET)</a>	Erasmus+, KA2: Partnerships for Digital Education Readiness	01.05.2021 - 30.04.2023
<a href="#">Multimedia Competencies for University Staff to Empower University – Community Collaborations (MUST)</a>	Erasmus+, KA2: Strategic Partnerships	31.12.2020 - 30.06.2023
<a href="#">Internationally active – professionally valuable (InterAct)</a>	Erasmus+, KA2: Strategic Partnerships for Higher Education	01.12.2020 - 30.11.2022
<a href="#">Indonesian Higher Education Leadership (iHiLEAD)</a>	Erasmus+, KA2: Capacity Building in the Field of Higher Education	01.11.2020 - 31.10.2023
<a href="#">LittleBigEntrepreneurs – Design Thinking and Gaming Applied to Entrepreneurship Education</a>	Erasmus+, KA2: Strategic Partnerships for School Education	01.09.2020 - 31.08.2023
<a href="#">Virtual Albanian European Universities Exchange (VALEU-X)</a>	Erasmus+, KA2: Capacity Building in the Field of Higher Education	15.01.2020 - 14.01.2023
<a href="#">Inclusive University – A Set of Tools Dedicated to HEI for Better Respond to Disabled Student’s Needs</a>	Erasmus+, KA2: Strategic Partnerships	01.09.2019 - 31.12.2021