



UČNI NAČRT PREDMETA / COURSE SYLLABUS

Predmet:	Delovna praksa
Course title:	Work placement

Študijski program in stopnja <i>Study programme and level</i>	Študijska smer <i>Study field</i>	Letnik <i>Academic year</i>	Semester <i>Semester</i>
Menedžment kakovosti dodiplomska (prva)	Program nima smeri	3.	6.
Quality Management Undergraduate (first)	The program has no study fields	3	6

Vrsta predmeta / Course type:	Obvezni	Required
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Univerzitetna koda predmeta / University course code:	011042-01
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Predavanja <i>Lectures</i>	Seminar <i>Seminar</i>	Sem. vaje <i>Tutorial</i>	Lab. vaje <i>Laboratory work</i>	Teren. vaje <i>Field work</i>	Samost. delo <i>Individ. work</i>	ECTS
-	-	-	-	-	540 ur	18

Nosilec predmeta / Lecturer:	izr. prof. dr. Boris Bukovec
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Jeziki / Languages:	Predavanja / Lectures:	Vaje / Tutorial:
	Slovenski, angleški	Slovenski, angleški
	Slovenian, English	Slovenian, English

Pogoji za vključitev v delo oz. za opravljanje študijskih obveznosti:

- Vpis v tretji letnik študija.
- Vrnjena in podpisana pogodba delodajalca.

Prerequisites:

- Enrolment in the second year of study
- Signed contract with the employer that is submitted back to the school.

Vsebina:

- Z namenom osmišljanj in uporabe teoretičnih znanj, pridobljenih med študijem, se za študenta oblikuje prilagojen program delovne prakse z upoštevanjem vsebinskih smernic:
- Spoznavanje vrste dejavnosti organizacije.
 - Spoznavanje položaja organizacije v okolju.
 - Spoznavanje organiziranosti organizacije in njene procesne strukture.
 - Spoznavanje materialnih in kadrovskih pogojev za delo organizacije.
 - Spoznavanje in delo na različnih delovnih mestih ter

Content (Syllabus outline):

- The purpose of the work placement programme is to use the theoretical knowledge gained throughout the study programme. As such, an individualized work placement programme is developed taking into account the following guidelines:
- To understand about various types of organizations
 - To understand organization's position in the environment
 - To understand material and human resource requirements for work in an organization
 - Understanding and be able to work in various positions

- spoznavanje zahtevanih znanj za opravilo le-teh.
- Spoznavanje različnih delovnih mest in poklicev.
- Izdelava operativnih projektnih nalog s področja organizacije in obvladovanja celovite kakovosti procesov.
- Omogočanje sodelovanja pri timskem delu.
- Navajanje na delovno disciplino in odgovorno opravljanje nalog.
- Navajanje na kulturo delovnega okolja in pravil obnašanja v organizaciji.
- Spoznavanje sistema vodenja organizacije s poudarkom na sistemu vodenja kakovosti in odličnosti.
- Seznanitev z informacijskim sistemom organizacije.
- Sodelovanje pri pripravi in izvedbi projektov.

- as well as learn about required skills that are needed for such positions
- Learning about various job positions and occupations
- Creating project tasks from the organization field and total quality management processes
- Providing opportunities to cooperate in team work
- Becoming used to work discipline and responsibly carrying out tasks
- Becoming used to the culture of the work environment and rules of behavior in an organization
- Learning about an organization's management systems with an emphasis on quality management systems and excellence
- Become acquainted with an organization's information system
- Cooperating in preparing and carrying out projects

Temeljna literatura in viri / Readings

- Pravilnik o izvajanju delovne prakse študentov na Fakulteti za organizacijske študije v Novem mestu (SA-FOŠ-038).
- Rules and Regulations on Work Placement for Students at the Faculty of Organisation Studies in Novo mesto

Cilji in kompetence:

- Poznavanje in razumevanje procesov, procesno zasnovane organizacije ter sposobnost obvladovanja nenehnega izboljševanja.
- Uporaba in razvoj metod in tehnik za uspešno in učinkovito obvladovanje procesov ter nenehno izboljševanje kakovosti dela, proizvodov in storitev.
- Sposobnost analize, sinteze ter fleksibilne uporabe znanja v praksi.
- Usposobljenost za obvladovanje organizacijskih sprememb v organizaciji kot odziv na spremembe v okolju.
- Občutljivost za ljudi, usmerjanje razmerij med njimi ter razvoj komunikacijskih sposobnosti in spretnosti v domačem in mednarodnem okolju.
- Usposobljenost za vodenje oddelka in/ali skupine, organiziranje aktivnega in samostojnega dela ter usposabljanje zaposlenih.
- Sposobnost interdisciplinarnega povezovanja znanj različnih predmetov.
- Internalizacija gradnikov sodobne organizacijske teorije, temelječe na organizaciji kot ciljno usmerjenih razmerij med ljudmi.
- Sposobnost razumevanja in uporabe sodobnih teorij organizacije v praktičnem okolju.
- Obvladovanje temeljnih znanj in praktičnih pristopov, potrebnih za učinkovito in uspešno obvladovanje sistema vodenja organizacije s poudarkom na vodenju z zgledom, poslovnem komuniciranju, obvladovanju projektov, informatizaciji procesov in sistemskem

Objectives and competences:

- Comprehending and understanding processes, process-based organizations and the ability to manage continuous improvements.
- Use and develop methods and techniques for efficient and effective process management and continuous improvement of quality of work, products, and services.
- Ability to analyze, synthesize, and to apply knowledge in practice.
- The ability to manage organizational change within an organization in response to changes in the environment.
- Sensitivity to individuals, directing relationships among them, and the development of communication skills and skills in domestic and international environments.
- Ability to lead departments and / or groups, organizing active and independent tasks, and training employees.
- The ability to connect interdisciplinary knowledge from various subjects.
- Internalisation of building blocks within contemporary organization theory that is based on an organization as a target-oriented relationship among individuals and people.
- Ability to understand and apply contemporary organization theories in a practical environment.
- Applying basic knowledge and practical approaches to achieve effective and efficient management of an organization with an emphasis on leadership by example, business communication, management of

razmišljanju. – Usposobljenost za obvladovanje in nenehno izboljševanje dela v proizvodnih oziroma storitvenih organizacijah.	projects, informatisation of processes and systematic thinking. – Training for managing and continuously improving work in production and service organizations.
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Predvideni študijski rezultati:	Intended learning outcomes:
Študent/študentka: – Pozna in razume pomen organizacije in organizacijskih procesov. – Pozna in razume vlogo organizacijske funkcije v poslovnih odnosih. – Razume interakcijsko delovanje dejavnikov, ki vplivajo na uspešnost in učinkovitost organizacije. – Pozna in uporablja pristope, modele in orodja organizacijske prakse s področja sodobnih teorij organizacije. – Uporablja osnovna znanja in veščine s področja organizacije. – Reflektira in kritično ovrednoti različne izkušnje iz področja organizacije. – Proaktivno in kritično spremlja in reflektira aktualno dogajanje na področju organizacije. – V povezavi z drugimi predmeti pozna, razume in reflektira kompleksnost strokovnih in družbenih nalog zaposlenih v organizaciji. – Pozna in razume umeščenost organizacijske funkcije v širše družbene, kulturne in vrednotne kontekste ter z refleksijo teh kontekstov oblikuje intelektualno proaktiven odnos do sveta.	The student will: – Know and understand the meaning of organization and organizational processes. – Know and understand the role of organizational function in business relations. – Understand the interaction among factors that influence the success and effectiveness of organizations. – Knows and uses approaches, models, and tools of organizational practices from the field of contemporary theories of organization. – Use basic knowledge and skills from the field of organization. – Reflect and critically evaluate various experiences from the field of organization. – Proactively and critically monitor and reflect on current developments in the field of organization. – In connection with other courses, know, understand and reflect on the complexity of professional and social tasks of employees in organizations. – Know and understand how organization fits with society in large, within the context of culture and value-laden as well as reflect from these contexts to form an intellectually active relationship to the world.

Metode poučevanja in učenja:	Learning and teaching methods:
– Strokovna praksa poteka v organizacijah, na šoli ali inštitutu. – Individualne in skupinske konzultacije z mentorjem v šoli in organizaciji.	– Work placement takes place in organizations, at school or at an institute – Individual and group consultations with mentors at school and in the organization

Načini ocenjevanja:	Delež / Weight (%)	Assessment:
– 12 KT pridobi študent na podlagi pozitivne ocene mentorja v izbrani organizaciji. – 6 KT pridobi na podlagi priprave pisnega poročila delovne prakse in pozitivno ocenjenega ustnega zagovora poročila, ki je del (e)portfolia, ki mora vsebovati: <ul style="list-style-type: none"> – poročilo o delovni praksi in evidenčni list (OBR-FOŠ-100 in OBR-FOŠ-102), speta v mapo s prozorno platnico – vprašalnik o delovni praksi za študenta (OBR-FOŠ-103) 	70% 30%	– 12 ECTS is received when the student receives a positive evaluation from the mentor at the chosen organization – 6 ECTS is received after the written report on work placement is written along with a positive oral report defence that also is part of the (e)portfolio, which includes: <ul style="list-style-type: none"> – Work Placement Report and Record Sheet (OBR-FOŠ-100 and OBR-FOŠ-102) that is stapled in a folder with a sheer cover – Questionnaire completed by the student on the work placement (OBR-FOŠ-103)

Reference nosilca / Lecturer`s references:

- BUKOVEC, Boris. Nova paradigma obvladovanja sprememb. Nova Gorica: Fakulteta za uporabne družbene študije, 2009. 296 str., ilustr., tabele. ISBN 978-961-6718-07-3. [COBISS.SI-ID [239891712](#)]
- BUKOVEC, Boris, MARKIČ, Mirko. The level of integration of various models for organisational change management in Slovenian organisations. International journal of business and systems research. [Tiskana izd.], 2008, vol. 2, no. 4, str. 431-446. [COBISS.SI-ID [2839255](#)]
- BUKOVEC, Boris, OVSENIK, Rok. Fundamentals of the new paradigm of quality organizational change management. V: OVSENIK, Rok (ur.), KIERETA, Iwona (ur.). Destination management. Frankfurt am Main [etc.]: P. Lang, 2006, 2006, str. 90-133. [COBISS.SI-ID [796638](#)]
- BUKOVEC, Boris. Management človeških virov in obvladovanje organizacijskih sprememb. Organizacija (Kranj), feb. 2006, letn. 39, št. 2, str. 117-123. [COBISS.SI-ID [512559223](#)]
- BUKOVEC, Boris. Pomen voditeljstva v procesu obvladovanja sprememb. Organizacija (Kranj), jan. 2005, letn. 38, št. 1, str. 39-45. [COBISS.SI-ID [14544439](#)]