

Basic data of the subject	
Academic unit:	Faculty of Management
Subject title:	Practice Diary
Study level:	Bachelor
Subject status:	Compulsory
Year of study:	II
Number of hours per week:	4
Value of credits - ECTS:	5
Lecturer of the subject:	Mr.sc.Binaze Jashari
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Subject discription:	
	<p>During this subject, students will be acquainted with concrete problems in manufacturing companies, they will be instructed to spend several working hours in companies and institutions in close and open environments. Students will receive specific assignments in their workplaces, the performance of which indicates the level of the acquisition of the knowledge anticipated in the study program. The tasks students receive are directly related to the tasks they need to do after graduation. Students will be monitored by a mentor from a company - an institution that monitors and evaluates performing tasks. During the professional practice, a "Diary" is held, which includes all the activities entrusted to the student. At the end of the practice, a certificate of practice is issued, with the signature of two persons: a teacher and a mentor. In the certificate, the written results, the observed results, or the achievements of the student during the practice are described.</p>
Prupose of the subject:	
	<p>The course objective is to meet students in practical conditions with specific problems in the field of engineering management and to have practical knowledge about engineering process. Also, the aim is for students to be able to apply scientific-professional and knowledge in practice.</p>
Expected learning outcome:	<p>After completion of this course the students will be able to:</p> <ul style="list-style-type: none"> • apply professional knowledge to solve practical, engineering-managerial problems within a selected company or institution. • understand the role of management engineers in the organizational structures. • understand the critical factors for organizational success.

Contribution to the student's workload (which should correspond to the student's learning outcomes)			
Activity	Hours	Days/week	Total
Lectures	1	15	15
Theoretical/laboratory exercises	1	15	15
Practical work	4	15	60
Contacts with the professor/consultations	2	1	2
Other exercises			
Test/ seminars	2	2	4
Homework			
Student study time (in library or at home)	1	10	10
Final preparation for examination	1	10	10
Time spent on assessment (tests, quiz, final exam)			4
Projects, presentations	3	2	6
Total			125
Teaching methodology:			
	Professional practice, which lasts 60 hours, is conducted by the student in IV semester under the guidance of a teacher - practitioner of professional practice.		
Assessment methods:			
	The student passes the professional practice exam, based on the content of the practical diary he has written. The exam is submitted and presented by the student as well as the success of the practice is evaluated from grades 6 to 10. The student, whose diary is not accepted, is obliged to repeat the professional practice.		
Literature			
Basic literature:	➤ <i>Factory data-organization of work</i>		
Described Learning Plan:			
Weeks	Lecture		
<i>First week:</i>	Recognition of the managerial organizational structures and manufacturing works at the factory.		
<i>Second week:</i>	Constructive bureau and project preparation		
<i>Third week:</i>	Design and schedule the working details		

<i>Fourth week:</i>	To get familiar with production programs and production assortment.
<i>Fifth week:</i>	Preparation of technical-technological documentation.
<i>Sixth week:</i>	Realization of the production process of the chosen job (detail)
<i>Seventh week:</i>	To conduct and measure the details obtained according to the standards
<i>Eighth week:</i>	To get acquainted with the preparation of works (plans and work programs).
<i>Ninth week:</i>	Analysis of all machines in the ward (complete production facilities, plants, tools - production equipment and transport and domestic and foreign transport facilities).
<i>Tenth week:</i>	Creating reports for processing machines
<i>Eleventh week:</i>	To analyze the process of supplying with raw materials.
<i>Twelfth week:</i>	Maintenance of production facilities.
<i>Thirteenth Week:</i>	Knowing the hygienic - technical protection unit.
<i>Fourteenth Week:</i>	Writing the diary report
<i>Fifteenth week:</i>	Presentation of the Practice Diary
Academic Policies and Rules of Conduct:	
<i>Regular attendance, keeping calm and active engagement in dialogue during lectures and exercises is mandatory.</i>	