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**Federal State Autonomous Educational Institution for Higher Education PEOPLES'
FRIENDSHIP UNIVERSITY OF RUSSIA
Agrarian and Technological Institute**

WORKING COURSE SYLLABUS

Career management

Recommended by the Methodological Council for the Education Field:

36.05.01 Veterinary medicine

1. GOALS AND OBJECTIVES OF THE DISCIPLINE

The aim of mastering the discipline "**Career Management**" is the analysis and generalization of current trends in career research and career processes, consideration of the essence and types of management of business career and career processes at the levels of the individual, organization and society. Special tests for self-assessment and professional self-determination of employees are proposed.

2. REQUIREMENTS FOR THE RESULTS OF MASTERING THE DISCIPLINE

The development of the discipline "**Career Management**" is aimed at creating the following competencies (parts of competencies) for students:

Table 2.1. List of competencies formed by students during the development of the discipline (results of the development of the discipline)

Code	Competence	Indicators of competence accomplishment (within the discipline)
GPC-3	The ability to carry out and improve professional activities in accordance with regulatory legal acts in the field of agro-industrial complex.	GPC-3.1 He knows modern legal norms, both state and international, regulating activities in the field of veterinary medicine, veterinary and sanitary expertise and agro-industrial complex.
		GPC-3.2 He has the skills to update legal information, including in the field of agro-industrial complex.
		GPC-3.3 Carries out activities in accordance with regulatory legal acts in the field of agro-industrial complex, as well as in the field of veterinary medicine and veterinary and sanitary expertise.
UK-1	The ability to carry out a critical analysis of problem situations based on a systematic approach, to develop a strategy of action.	UK-1.1 Analyzes the task, highlighting its basic components;
		UK-1.2 Defines and ranks the information required to solve the task;
		UK -1.3 Searches for information to solve the task by various types of queries;
		UK-1.4 Offers solutions to the problem, analyzes the possible consequences of their use;
		UK -1.5 Analyzes the ways of solving problems of a philosophical, moral and personal nature based on the use of basic philosophical ideas and categories in their historical development and socio-cultural context.

UK -2	The ability to manage a project at all stages of its life cycle.	<p>UK-2.1 Formulates a problem, the solution of which is directly related to the achievement of the project goal;</p> <p>UK -2.2 Defines the links between the tasks set and the expected results of their solution;</p> <p>UK -2.3 Within the framework of the tasks set, determines the available resources and restrictions, the current legal norms;</p> <p>UK -2.4 Analyzes the schedule for the implementation of the project as a whole and chooses the best way to solve the tasks, based on the current legal norms and available resources and limitations;</p> <p>UK -2.5 Monitors the progress of the project, adjusts the schedule in accordance with the results of the control.</p>
UK -6	The ability to determine and implement the priorities of one's own activity and ways to improve it based on self-assessment and lifelong education.	<p>UK-6.1 Controls the amount of time spent on specific activities;</p> <p>UK-6.2 Develops tools and methods of time management when performing specific tasks, projects, goals;</p> <p>UK -6.3 Analyzes its resources and their limits (personal, situational, temporary, etc.), for the successful completion of the task;</p> <p>UK -6.4 Finds and uses sources of additional information to increase the level of general and professional knowledge;</p> <p>UK -6.5 Analyzes the main opportunities and tools of continuing education in relation to their own interests and needs, taking into account the conditions, means, personal capabilities, stages of career growth, time prospects for the development of activities and the requirements of the labor market;</p> <p>UK -6.6 Defines the tasks of self-development, goals and priorities of professional growth;</p> <p>UK -6.7 Distributes tasks into long-, medium- and short-term ones with justification of relevance and analysis of resources for their implementation.</p>
UK -7	The ability to maintain a proper level of physical fitness to	UK-7.1 Selects health-saving technologies to maintain a healthy lifestyle, taking into

	ensure a full-fledged social and professional activity.	account the physiological characteristics of the body;
		UK-7.2 Plans his working and free time for an optimal combination of physical and mental load and ensuring working capacity;
		UK -7.3 Observes and promotes the norms of a healthy lifestyle in various life situations and in professional activities.

3. COURSE IN HIGHER EDUCATION

The discipline "**Career Management**" belongs to the part formed by the participants of educational relations of the block B1 of the Educational Program of Higher Education.

As part of the Educational Program of Higher Education, students also master other disciplines and /or practices that contribute to achieving the planned results of mastering the discipline "**Career Management**".

Table 3.1. List of Higher Education Program components disciplines that contribute to expected learning outcomes

Competence code	Competence	Previous Disciplines (Modules)	Subsequent Disciplines (Modules)
GPC -3	The ability to carry out and improve professional activities in accordance with regulatory legal acts in the field of agro-industrial complex.	Jurisprudence Life safety Breeding with the basics of private animal husbandry Veterinary Pharmacology Toxicology Parasitology and invasive diseases Epizootology and infectious diseases Organization of veterinary business General and veterinary ecology Veterinary sanitation Technology of processing livestock products Veterinary deontology Economics and	Fundamentals of social and legal knowledge

		<p>organization of agricultural production</p> <p>Laboratory diagnostics of infectious and invasive diseases</p> <p>Organization of state veterinary supervision</p> <p>Veterinary and industrial laboratories with the basics of design</p>	
UK -1	<p>The ability to carry out a critical analysis of problem situations based on a systematic approach, to develop a strategy of action.</p>	<p>History</p> <p>Philosophy</p> <p>Life safety</p> <p>Obstetrics, gynecology and andrology</p> <p>Internal non-infectious diseases</p> <p>General surgery</p> <p>Private Veterinary surgery</p> <p>Parasitology and invasive diseases</p> <p>Epizootology and infectious diseases</p> <p>Veterinary and sanitary examination</p> <p>Organization of veterinary business</p> <p>Mathematics</p> <p>Fundamentals of Economics and Management</p> <p>Veterinary deontology</p> <p>Fundamentals of intellectual work</p> <p>Zoopsychology</p> <p>Organization of state veterinary supervision</p>	<p>Space technologies in the service of the agro-industrial complex</p> <p>Reconstructive and reconstructive surgery</p>
UK -2	<p>The ability to manage a project at all stages of its life cycle.</p>	<p>Philosophy</p> <p>Organization of veterinary business</p> <p>Mathematics</p> <p>Introduction to the specialty</p> <p>Fundamentals of Economics and Management</p> <p>Veterinary deontology</p>	<p>Space technologies in the service of the agro-industrial complex</p>

		Economics and organization of agricultural production Fundamentals of intellectual work Personality psychology and professional self-determination Veterinary and industrial laboratories with the basics of design	
UK -6	The ability to determine and implement the priorities of one's own activity and ways to improve it based on self-assessment and lifelong education.	Philosophy Internal non-infectious diseases General surgery Private Veterinary surgery Epizootology and infectious diseases Organization of veterinary business Mathematics Introduction to the specialty Veterinary deontology Fundamentals of intellectual work Personality psychology and professional self-determination	Fundamentals of social and legal knowledge Reconstructive and reconstructive surgery
UK -7	The ability to maintain a proper level of physical fitness to ensure a full-fledged social and professional activity.	Life safety Physical Culture Applied physical education	-

4. COURSE WORKLOAD AND TRAINING ACTIVITIES

Course workload of the discipline "**Career Management**" is 2 credits.

*Table 4.1. Types of academic activities during the period of the HE program mastering for **full-time** study*

Types of academic activities	HOURS	Semesters			
		9	-	-	-
Contact academic hours	36	36	-	-	-
including					

Lectures		-	-	-	-	-
Lab work		36	36	-	-	-
Seminars (workshops/tutorials)		-	-	-	-	-
Self-study		28	28	-	-	-
Evaluation and assessment (exam/pass/fail grading)		8	8	-	-	-
Course workload	Academic hour	72	72	-	-	-
	Credit unit	2	2	-	-	-

Table 4.2. Types of academic activities during the period of the HE program mastering for *part-time* study

Types of academic activities	HOURS	Semesters				
		9	-	-	-	
Contact academic hours	18	18	-	-	-	
including						
Lectures	-	-	-	-	-	
Lab work	18	18	-	-	-	
Seminars (workshops/tutorials)	-	-	-	-	-	
Self-study	48	48	-	-	-	
Evaluation and assessment (exam/pass/fail grading)	6	6	-	-	-	
Course workload	Academic hour	72	72	-	-	-
	Credit unit	2	2	-	-	-

5. CONTENT OF THE DISCIPLINE

Table 5.1 Content of the discipline (module) by type of academic work

Name of the discipline section	Content of the section (topics)	Types of academic activities
Section 1. Theoretical and methodological issues of business career management	Topic 1.1 Business career as a socio-economic category.	Lab work.
	Topic 1.2 Life plans and career.	Lab work.
	Topic 1.3. The main characteristics of the concept of "business career management".	Lab work.
Section 2. Practical activity in the organization for the management of career	Topic 2.1. Personnel management and career processes in the organization.	Lab work.
	Topic 2.2. Attracting, selecting and hiring new employees.	Lab work.

processes	Topic 2.3. Planning of career processes in the organization.	Lab work.
	Topic 2.4. Evaluation of works and employees.	Lab work.
Section 3. Practical recommendations for individual career management	Topic 3.1. Career goals and career planning	Lab work.
	Topic 3.2. Self-assessment from a career perspective. Professional orientation and choice of profession.	Lab work.
	Topic 3.3. Organization and regulation of individual career	Lab work.
Section 4. Specifics of career management of certain categories of employees	Topic 4.1. Features of career management of managers (executives) and young professionals.	Lab work.
	Topic 4.2. Specifics of career management of young professionals.	Lab work.

6. CLASSROOM INFRASTRUCTURE AND TECHNOLOGY SUPPORT REQUIREMENTS

Table 6.1. Material and technical support of the discipline

<i>Classroom for Academic Activity Type</i>	<i>Equipping the classroom</i>	Specialized educational/laboratory equipment, software and materials for the development of the discipline (if necessary)
Lecture	An auditorium for conducting lecture-type classes, equipped with a set of specialized furniture; a board (screen) and technical means of multimedia presentations.	-
Laboratory	An auditorium for laboratory work, individual consultations, routine monitoring and interim certification, equipped with a set of specialized furniture and equipment.	-
Self-studies	An auditorium for independent work of students (can be used for seminars and consultations), equipped with a set of specialized furniture and computers with access to an electronic information and educational environment.	-

7. RECOMMENDED SOURCES FOR COURSE STUDIES

Main reading:

1. Kabashov, S.Y. Moral, ethical and legal foundations of state and municipal management: professional ethics, personnel policy, career planning and anti-corruption : textbook / S.Y. Kabashov. — Moscow : RANEPА Case, 2014. — 216 p. — ISBN 978-5-7749-0944-5. — Text : electronic // Electronic library system "Lan" : [website]. — URL: <https://e.lanbook.com/book/74989>
2. Organization of veterinary business 2019.-300 p <https://e.lanbook.com/book/142440>

Additional Reading:

1. Nikitin, I.N. Veterinary entrepreneurship : textbook / I.N. Nikitin. — 4th ed., reprint. and add. — Saint Petersburg : Lan, 2018. — 372 p. — ISBN 978-5-8114-3160-1. — Text : electronic // Electronic library system "Lan" : [website]. — URL: <https://e.lanbook.com/book/108461>
2. Chaliapina, I.P. Strategic planning of the activity of the agro-industrial complex enterprise : a textbook / I.P. Chaliapina, O.Y. Antsiferova, E.A. Myagkova. — Saint Petersburg : Lan, 2017. — 140 p. — ISBN 978-5-8114-2390-3. — Text : electronic // Electronic library system "Lan" : [website]. — URL: <https://e.lanbook.com/book/91874>
3. Nikitin, I.N. National and international veterinary legislation : textbook / I.N. Nikitin, A.I. Nikitin. — St. Petersburg : Lan, 2017. — 376 p. — ISBN 978-5-8114-2316-3. — Text : electronic // Electronic library system "Lan" : [website]. — URL: <https://e.lanbook.com/book/90062>
4. Professional ethics and deontology of veterinary medicine : textbook / A.A. Stekolnikov, F.I. Vasilevich, A.I. Yatushevich [et al.]; edited by A.A. Stekolnikov. — St. Petersburg : Lan, 2015. — 448 p. — ISBN 978-5-8114-1906-7. — Текст : электронный // Электронно-библиотечная система «Лань» : [сайт]. — URL: <https://e.lanbook.com/book/64340>
5. Nikitin, I.N. Organization and economics of veterinary business: textbook / I.N. Nikitin. — 6th ed., reprint. and add. — Saint Petersburg : Lan, 2014. — 368 p. — ISBN 978-5-8114-1609-7. — Text : electronic // Electronic library system "Lan" : [website]. — URL: <https://e.lanbook.com/book/44760>

Resources of the Internet information and telecommunication network:

1. Electronic library system of RUDN and third-party Electronic library systems to which university students have access on the basis of concluded contracts:

- Electronic library system of RUDN - ELS RUDN <http://lib.rudn.ru/MegaPro/Web>
- ELS "University Library online" <http://www.biblioclub.ru>
- ELS Yurayt <http://www.biblio-online.ru>
- ELS "Student Consultant" www.studentlibrary.ru
- ELS "Lan" <http://eZlanbook.com/>
- ELS "Trinity Bridge" <http://www.trmost.com/>

2. Databases and search engines:

- electronic fund of legal and regulatory and technical documentation <http://docs.cntd.ru/>
- search engine Yandex <https://www.yandex.ru/>
- search engine Google <https://www.google.ru/>
- abstract database SCOPUS <http://www.elsevierscience.ru/products/scopus/>

Educational and methodological materials for independent work of students during the development of the discipline/ module*:

1. A course of lectures on the discipline "**Career Management**".

2. Laboratory workshop on the discipline "**Career Management**".

* - All educational and methodological materials for independent work of students are placed in accordance with the current procedure on the discipline page in the **Telecommunication educational and Information System!**

8. MID-TERM ASSESSMENT

Evaluation materials and a point-rating system* for assessing the level of competence formation (part of competencies) based on the results of mastering the discipline "**Career Management**" are presented in the Appendix to this Work Program of the discipline.

* - Assessment Materials and a Point Rating System are formed based on the requirements of the relevant local regulatory act of the RUDN.

DEVELOPER:

Professor of the Department of Veterinary Medicine

Position, Basic curriculum

Signature

Nikishov A. A.

Full name.

HEAD OF THE DEPARTMENT:

Department of Veterinary Medicine

Name Basic Curriculum

Signature

Vatnikov Yu.A.

Full name.

HEAD OF THE HIGHER EDUCATION PROGRAM:

Director of the Department of Veterinary Medicine

Position, Basic curriculum

Signature

Vatnikov Yu.A.

Full name