

**MINISTRY OF EDUCATION AND SCIENCE OF UKRAINE
SUMY NATIONAL AGRARIAN UNIVERSITY**

**Management Department
Faculty of Economy and Management**

MODULE SYLLABUS

**Self-management for Lawyers
(compulsory / optional)**

Implemented in the “International Law” Academic Program

Area of specialization 293 “International Law”

At the first (bachelor) level of higher education

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Module syllabus agreed at the Management Department meeting	Minutes No <u>22</u> dated June <u>22</u> 2021 <i>N14</i>
	Head of Management Department Doctor of sciences, <i>Mykhailov</i> professor <u>A.M. Mykhailov</u>

Approved by:

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Syllabus review data:

The academic year in which changes are made	The Academic program attachment number with changes description	Changes revised and approved		
		Minutes No and date of the department meeting	Head of Department	Guarantor of the Academic program

1. MODULE OVERVIEW

1.	Title	Self-management for Lawyers			
2.	Faculty/Department	Economy and Management/ Management			
3.	Type (compulsory or optional)	Optional			
4.	Program(s) to which module is attached	293 “International Law”			
5.	Module can be suggested for (to be filled in for optional types)	071 Accounting and Taxation, 072 Finance, Banking and Insurance, 073 Management, 075 Marketing, 076 Entrepreneurship, Trade and Exchange Activities, 051 Economics			
6.	Level of the National Qualifications Framework	6			
7.	Semester and duration of module	8 semester, 15 weeks			
8.	ECTS credits number	4			
9.	Total workload and time allotment	Directed study			Self-directed study
		Lectures	Practicals	Labs	
		16	30	-	74
10.	Language of instruction	English			
11.	Module leader	Coordinator - Kharchenko Tetyana Mykolayivna, Phd, Associate Professor, Associate Professor of Management Department. Hours of consultations - every Tuesday at 12.15, office 303 e			
12.	Module leader contact information	Zirka-84@ukr.net			
13.	Module description	<p>Discipline Self-management for Lawyers direction</p> <p>on theoretical knowledge and practical skills for personal development manager, the formation of students' individual characteristics and behavioral skills necessary future leaders, the development of future management skills to organize personal work.</p> <p>Theoretical and practical training for students of issues: the definition of personal values and goals of the manager, the management of self-identity, the development of effective leadership skills, organization of management of managers at different levels, the application of modern scientific principles and directions of the manager, the use of time as a resource.</p>			
14.	Module aim	Formation of future specialists of modern managerial thinking and a system of special knowledge knowledge of the main categories and laws of the logic of self-management, generate their own ideas, make informed decisions; ability to justify the decision and be able to implement it; ability to planning, motivate personal work and control the implementation of decisions; use of analytical and methodological tools to			

		understand the essence and use of theoretical and practical knowledge of self-management; ability to characterize and understand the main directions of development personality in team; the ability to identify ways to improve work efficiency and the ability to further study with a high level of autonomy, to work both independently and in a team, the ability to act socially responsible and consciously, to communicate effectively in a multicultural environment.
15.	Module Dependencies (prerequisites, co-requisites, incompatible modules)	1. The educational component is based on such courses as: Public Speaking.
16.	The policy of academic integrity	<p>According to the Code of Academic Integrity of Sumy NAU, academic integrity is a set of principles, rules of conduct of participants in the educational process, aimed at forming an independent and responsible personality, able to solve problems in accordance with the educational level in accordance with law and public morality.</p> <p>Observance of academic integrity by applicants for higher education presupposes independent performance of educational tasks, tasks of current and final control, learning outcomes. It is expected that higher education students will adhere to the principles of academic integrity, aware of the consequences of its violation, as determined by the regulations of Sumy National Agrarian University, in particular the Code of Academic Integrity, Regulations on Prevention and Detection of Academic Plagiarism in Sumy NAU.</p> <p>https://snau.edu.ua/viddil-zabezpechennya-yakosti-osviti/zabezpechennya-yakosti-osviti/akademichna-dobrochesnist</p> <p>For violation of academic integrity, applicants for higher education may be held liable for such academic liability, namely:</p> <ul style="list-style-type: none"> - academic fraud (use of the telephone when writing written works) will lead to re-submission of work. - write-off - from the first warning to the cancellation of work; - plagiarism will lead to the cancellation of works.
17	Link in Moodle	https://cdn.snau.edu.ua/moodle/course/view.php?id=4170

2. CORRELATION BETWEEN MODULE LEARNING OUTCOMES AND PROGRAM LEARNING OUTCOMES

Disciplinary results of training (DRT)	How assessed
On successful completion of the module the learner will be able to:	
DRT 1. Understand the conceptual apparatus, understand the subject area, using the theoretical basis and learn to successfully use them in practice.	Multiple selection test on the MOODLE platform.

DRT 2. Anticipate trends of future changes, respond in a timely and adequate manner to constant changes in the external and internal environment, making maximum use of modern selfmanagement methods.	Individual task, project
DRT 3. Ability to work in a team and establish interpersonal interaction in solving professional problems, manage the organization and its departments.	Individual analytical task
DRT 4. Choose and use modern tools for communications and business meetings	Individual task

3. MODULE INDICATIVE CONTENT

Topics	Distribution of hours			Learning resources
	Directed study		Self-directed study	
	Lectures	Practicals	Labs	
Topic 1. Methodological approaches to self-management. 1. The essence of the concept of "Self-management". 2. Concept of self-management. 3. The main purpose and functions of self-management.	2	4		9 1, 2, 3, 4, 5, 6, 8, 9, 10, 11, 13
Topic 2. Planning personal work. 1. The concept of planning in self-management. 2. Selection of priority cases. 3. Distribution and cooperation of labor.	2	4		10 1, 2, 3, 4, 5, 6, 8, 9, 10, 11, 13
Topic 3. Organization of activities. 1. The concept of organization in self-management. 2. Workplace organization. 3. Biological regulators. Biorhythms.	2	4		10 1, 2, 3, 4, 5, 6, 8, 9, 10, 11, 13
Topic 4. Motivation as a factor of success. 1. The place and importance of motivation in the system of self-management. 2. Delegation in professional activity. 3. Methods of self-motivation.	2	4		10 1, 2, 3, 4, 5, 6, 8, 9, 10, 11, 13
Topic 5. Leadership and leadership. Definition and general characteristics of management. Fundamentals of management: influence,	2	4		9 1, 2, 3, 4, 5, 6, 8, 9, 10, 11, 13

leadership, power. Theories of leadership. Typology of leaders.					
Topic 6. Personality in the team. 1. The role and importance of the team. 2. Types and classification of groups. 3. Socio-psychological climate of the team and interpersonal relationships.	2	4		9	1, 2, 3, 4, 5, 6, 8, 9, 10, 11, 13
Topic 7. Information and communication. 1. The value and role of information. 2. The essence and features of communication. 3. Communication process, elements and stages of the process.	2	4		8	1, 2, 3, 4, 5, 6, 8, 9, 10, 11, 13
Topic 8. Cultural values of the individual. 1. The concept and essence of cross-cultural values. 2. Personal values. 3. Development of cross-cultural values of the individual in self-management.	2	2		9	1, 2, 3, 4, 5, 6, 8, 9, 10, 11, 13
Всього:	16	30		74	

4.METHODS OF TEACHING

DRT	Teaching methods (work to be done by the teacher <u>during</u> classes, consultations)	Number of hours	Teaching methods (what types of educational activities the <u>student</u> must perform <u>independently</u>)	Number of hours
DRT 1. Understand the conceptual apparatus, understand the subject area, using the theoretical basis and learn to successfully use them in practice.	Problem lecture, thematic discussion, "Round Table", "Brainstorming". analysis of specific situations, solving situational problems.	12	Work with literary sources, electronic resources with elements of search orientation, performance of individual tasks.	19
DRT 2. Anticipate trends of future changes, respond in a timely and adequate manner to constant changes in the external and internal environment, making maximum use of modern selfmanagement methods.	Problem lecture, thematic discussion, case study	10	Work with literary sources, electronic resources with elements of search orientation, performance of individual tasks.	19
DRT 3.	Problem lecture,	12	Work with literary	18

Ability to work in a team and establish interpersonal interaction in solving professional problems, manage the organization and its departments.	thematic discussion, analysis of specific situations (Case-study), tasks for teamwork .		sources, electronic resources with elements of search orientation, performance of individual tasks.	
DRT 4. Choose and use modern tools for communications and business meetings	Visualized lecture, script analysis, business game, "brainstorming".	12	Work with literary sources, electronic resources with elements of search orientation, performance of individual tasks.	18
		46		74

The following teaching methods will be used during lectures and practical classes:

Explanation. Interpretation of concepts, phenomena, principles, terms, etc., mainly when teaching new material.

Educational discussion. This discussion is an important issue, an exchange of views between higher education seekers and / or teachers, aimed not only at acquiring new knowledge, but also at creating an emotionally rich atmosphere that would contribute to a deep penetration into the truth.

Illustration. Use of presentations and other media content to support material that is being explained, discussed, or tasks being performed.

Demonstration. Demonstration by the teacher of educational materials in dynamics (use of professional programs, formulas, situations, etc.).

Written and oral tests. Selfconcentration and reproduction of knowledge and skills in a limited time and information sources.

Problem solving. Algorithmic search for a solution through the use of typical techniques, which, unlike the solution of cases, does not require identification of the problem and original approaches to its solution.

Demonstration and discussion of presentations. Visual display of media coverage of the oral presentation with elements of discussion.

Comparison. With its help establish common and distinctive features of objects and phenomena.

Exercise. In essence, they are repeated repetition of certain actions or activities in order to master them, which is based on understanding and is accompanied by conscious control and adjustment. The following types of exercises are used in the educational process : preparatory (prepare higher education students for the perception of new knowledge and ways to apply it in practice); introductory (promote the assimilation of new material based on the distinction of related concepts and actions); trial (the first tasks for the application of newly acquired knowledge); training (contribute to the formation of skills in standard conditions: by sample, instruction, task); creative (in terms of content and methodology of approach closer to real life situations); control (mainly educational: written, graphic, practical exercises).

Method of analysis. Its essence is to study objects or phenomena by individual features and relationships, in the division into elements, understanding the relationships between them.

5. EVALUATION BY EDUCATIONAL COMPONENT

5.1.1. To assess the expected learning outcomes provided

№	Methods of summative evaluation	Points / Weight in the overall score	Date of compilation
1.	Execution of workshops	15 /points / 15 %	At 5 weeks
2.	Multiple choice test (certification)	1 5 points / 1 5 %	At 7 weeks
3.	Multiple selection test (module 1)	20 points / 20%	At 8 weeks
4.	Project (preparation, presentation, defense) on a pre-selected topic IND.W.	1 5 points / 1 5 %	during the semester
5.	Execution of workshops	15 /points / 15 %	At 14 weeks
6.	Multiple selection test (module 2)	20 points / 20%	At 15 weeks

5.1.2. Evaluation criteria

Component	Unsatisfactorily	Satisfactorily	Fine	perfectly
Execution of workshops	< 6 points	7-10 points	11-13 points	14-15 points
	Task requirements not met	Most requirements are met, but some components are missing or insufficiently disclosed, there is no analysis of other approaches to the issue	All requirements of the task are fulfilled	All requirements of the task are fulfilled, creativity, thoughtfulness is shown, own solution of a problem is offered
Multiple choice test (certification)	< 6 points	7-10 points	11-13 points	14-15 points
	< 6 correct answers	7-10 correct answers	11-13 correct answers	14-15 correct answers
Multiple selection test (module 1)	< 5 points	6-10 points	11-15 points	16-20 points
	< 5 correct answers	6-10 correct answers	11-15 correct answers	16-20 correct answers
Project (preparation, presentation, defense) on a pre-selected topic IND.W.	< 6 points	7-10 points	11-13 points	14-15 points
	Task requirements not met	Most requirements are met, but some components are missing or insufficiently disclosed, there is no analysis of other approaches to the issue	All requirements of the task are fulfilled	All requirements of the task are fulfilled, creativity, thoughtfulness is shown, own solution of a problem is offered
Execution of workshops	< 6 points	7-10 points	11-13 points	14-15 points
	Task requirements not met	Most requirements are met, but some components are missing or insufficiently disclosed, there is no analysis of other approaches to the issue	All requirements of the task are fulfilled	All requirements of the task are fulfilled, creativity, thoughtfulness is shown, own solution of a problem is offered
Multiple selection test (module 2)	< 5 points	6-10 points	11-15 points	16-20 points
	< 5 correct answers	6-10 correct answers	11-15 correct answers	16-20 correct answers
Total:	< 60 points	60-74	75-89	90-100

5.2. Formative assessment:

To assess current progress in learning and understanding areas for further improvement

<i>N^o</i>	Elements of formative assessment	Date
1.	Oral interview after studying topics 1-4 , 4-8 .	After every 3rd lecture.
2.	Oral feedback from the teacher with instructions for workshops.	At 7 weeks
3.	Self-assessment of multiple-choice test.	At 8 weeks
4.	Execution of an individual task on the functioning of consulting in the industry.	At 10 weeks
5.	Group discussion of the Project	during the semester
6.	Discussion and mutual evaluation of the student's practical classes, test analysis	At 13 to 15 weeks

6. Suggested Reading

Methodical Support

1. Kharchenko T. M. “Self-management for Lawyers. Lecture notes” Lecture notes for studying the discipline for students of 3-4 courses, full-time specialty 293 "International Law", E.D. "Bachelor", Sumy: SNAU, 2020. 50 p.
2. Kharchenko T. M. “Self-management for Lawyers. Workbook”. Workbook for practical classes for students of 3-4 courses, full-time specialty 293 "International Law", E.D. "Bachelor", Sumy: SNAU, 2020. 60 p.
3. Kharchenko T. M. “Self-management for Lawyers. Guidelines for individual work”. Methodical instructions for independent study for students of 3-4 courses, full-time specialty 293 "International Law", E.D. "Bachelor", Sumy: SNAU, 2020. 60 p.
4. Educational - methodical materials of the course “Self-management for Lawyers” in the distance learning system MOODLE: <https://cdn.snau.edu.ua/moodle/course/view.php?id=4170>

Basic

5. Gemmy Allen, Warren Plunkett. Management (Meeting and Exceeding Customer Expectations), Wessex Inc., 11th Edition, 2016. 702 p.
6. [James Sagner](#). Management and Organizational Behavior: The Fast Track Series Paperback , 2018. 294 p.
7. Saponaro, Margaret Zarnosky, Evans, G. Edward. Collection Management Basics, 7th Edition (Library and Information Science Text) 7th Ed., 2019. 250 p.
8. [Keith Ord](#), [Robert Fildes](#), [Nikos Kourentzes](#). Principles of Business Forecasting--2nd ed., [Wessex, inc.](#), 2017. 588 p.
9. Gemmy Allen and Warren Plunkett. Management (Meeting and Exceeding Customer Expectations), Wessex Inc., 11th Edition, 2016, 702 p.
10. [James Sagner](#). Management and Organizational Behavior: The Fast Track Series Paperback, 2018. 294 p.
11. [Keith Ord](#), [Robert Fildes](#), [Nikos Kourentzes](#). Principles of Business Forecasting-2nd ed., [Wessex, inc.](#), 2017. 588 p.
12. [David S. Bright](#), [Anastasia H. Cortes](#). Principles of Management. Openstax, 2019. 673 p. <https://openstax.org/details/books/principles-management?Book%20details>
13. Susan Quinn. Management Basics. 2010. 75 p. <https://vulms.vu.edu.pk/Courses/MGMT622/Downloads/management-basics.pdf>
14. Mathias Weske: Business Process Management: Concepts, Languages, Architectures 2nd ed., Springer-Verlag Berlin Heidelberg, 2012. 403 p.

Information Resources

15. State Commission on Securities and Stock Market [Electronic resource]. –The mode of access: <http://www.ssmc.gov.ua>.
16. State Committee of Statistics [Electronic resource]. –The mode of access: <http://www.ukrstat.gov.ua>.
17. The Cabinet of Ministers of Ukraine [Electronic resource]. –The mode of access: <http://www.kmu.gov.ua>.
18. The Ministry of Economy [Electronic resource]. –The mode of access: <http://www.me.gov.ua>.
19. The Ministry of Finance [Electronic resource]. –The mode of access: <http://www.minfin.gov.ua>.
20. <http://www.management.com.ua>
21. <http://www.twirpx.com>
22. <http://www.nbu.gov.ua>