

POLTAV UNIVERSITY OF ECONOMICS AND TRADE  
Educational and scientific institute of full-time education  
Department of Pedagogy and Social Sciences

**SYLLABUS**  
**academic discipline**  
**"Practical psychology"**  
**for the 2022-2023 academic year**

Course and semester of study	1st year, 2nd semester
Educational program/specialization	Management
Specialty	073 Management
Branch of knowledge	07 Management and administration
Degree of higher education	Bachelor

Name of the NPP that leads this discipline,  
scientific degree and academic title,  
position  
Sciences

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Schedule of educational classes	<a href="http://schedule.puet.edu.ua/">http://schedule.puet.edu.ua/</a>
Consultations	full-time: <a href="http://www.culture.puet.edu.ua/">http://www.culture.puet.edu.ua/</a> online: by e-mail, Mon-Fri from 10:00 a.m. to 5:00 p.m
Distance course page	<a href="https://el.puet.edu.ua/">https://el.puet.edu.ua/</a>

**Description of the academic discipline**

<b>Goal study of an academic discipline</b>	Acquisition by future specialists of theoretical knowledge and practical skills regarding the analysis of the mechanisms of psychological manifestations of the individual, social group and communication; formation of the ability to identify and solve psychological problems that arise in professional activities in the field of management and administration.
<b>Duration</b>	3 ECTS credits/90 hours (lectures 16 hours, practical classes 20 hours, independent work 54 hours)
<b>Forms and methods of education</b>	Lectures and practical classes in the classroom and field trips, independent work outside the schedule
<b>System of current and final control</b>	Current control: attending classes; implementation and defense of a practical task; discussion of lesson material; solving educational problems and cases; reports with abstracts and their discussion; testing; current modular work Final control: credit (PMK)
<b>Basic knowledge</b>	Availability of general knowledge of life safety, computer literacy, university education, admission to a specialty.
<b>Language of teaching</b>	Ukrainian

**List of competencies provided by this educational discipline, program learning outcomes**

Program learning outcomes(LO)	Competencies that should master the acquirer
• demonstrate skills interaction , leadership , team	• GK 4. Ability to apply knowledge in

Program learning outcomes(LO)	Competencies that should master the acquirer
<p>works (LO 9);</p> <ul style="list-style-type: none"> <li>• have skills justification effective tools motivation of the organization's personnel (LO 10) ;</li> <li>• demonstrate skills analysis situations and implementation communications in various spheres of activity organizations (LO 11);</li> <li>• identify the causes of stress , adapt yourself and members teams to stress situations , find ways to her neutralization (LO 14);</li> <li>• demonstrate ability act socially responsibly and publicly consciously based _ ethical considerations ( motives ), respect for diversity and interculturality (LO 15) ;</li> <li>• demonstrate skills independent work , flexible thinking , openness to new things knowledge , to be critical and self-critical (LO 16).</li> </ul>	<p>practical situations.</p> <ul style="list-style-type: none"> <li>• GK 9. Ability to learn and master modern knowledge.</li> <li>• GK12. Ability to generate new ideas (creativity). <ul style="list-style-type: none"> <li>• SK 12. The ability to work in a team and establish interpersonal interaction when solving professional tasks</li> </ul> </li> <li>• SK 19 . Understand principles psychology and use them in the professional activities .</li> </ul>

### Thematic plan of the educational discipline

Topic name	Types of work	Tasks of independent work in terms of topics
Module 1. Practical personality psychology		
Topic 1. Subject, tasks and methods psychology .	Attending classes; protection of homework; discussion of lesson material; performance of educational tasks; tasks of independent work; testing on a topic in a distance course.	Preparation reports or presentations on the topic of the seminar. Prepare for a discussion on the topic "What is the psychological culture of a manager?"
Topic 2. Cognitive mental processes .	Attending classes; protection of homework; discussion of lesson material; performance of educational tasks; tasks of independent work; testing on a topic in a distance course.	Preparation reports or presentations on the topic of the seminar. Performance of practical task No. 1: " Cognitive analysis advertising _ product ". Solving problems on a topic of your choice .
Topic 3. Emotional and volitional spheres a person	Attending classes; protection of homework; discussion of lesson material; performance of educational tasks; tasks of independent work; testing on a topic in a distance course.	Preparation reports or presentations on the topic of the seminar. Performing of practical task No. 2: " Research emotions of a person in the process works ". Mastering the basics of non-formal education with the distance course "Positive psychology " on the Coursera platform: <a href="https://www.coursera.org/course/positivepsych">https://www.coursera.org/course/positivepsych</a>
Topic 4. Individual and psychological properties .	Attending classes; protection of homework; discussion of lesson material; performance of educational tasks; tasks of independent work; testing on a topic in a distance course.	Preparation reports or presentations on the topic of the seminar. Completion of practical task No. 3: "Compilation of a psychological portrait of a person." Solving problems on a topic of your choice.
Topic 5. Psychology activities .	Attending classes; protection of homework; discussion of lesson material; performance of educational	Preparation reports or presentations on the topic of the seminar. Implementation of practical task No. 4:

<b>Topic name</b>	<b>Types of work</b>	<b>Tasks of independent work in terms of topics</b>
	tasks; tasks of independent work; testing on a topic in a distance course; current modular work	"Psychological analysis of future professional activity in the field of management and administration ". Solving problems on a topic of your choice.
<b>Module 2. Practical social psychology</b>		
Topic 6. Psychology groups .	Attending classes; protection of homework; discussion of lesson material; performance of educational tasks; tasks of independent work; testing on a topic in a distance course.	Preparation reports or presentations on the topic of the seminar. Performing tasks on a topic of your choice .
Topic 7. Psychology of communication.	Attending classes; protection of homework; discussion of lesson material; performance of educational tasks; tasks of independent work; testing on a topic in a distance course.	Preparation reports or presentations on the topic of the seminar. Performing tasks on a topic of your choice .
Topic 8. Communicative competence . _	Attending classes; protection of homework; discussion of lesson material; performance of educational tasks; tasks of independent work; testing on a topic in a distance course.	Preparation reports or presentations on the topic of the seminar. Completion of practical task No. 5: "Giving invaluable feedback".
Topic 9 . Psychological analysis conflicts .	Attending classes; protection of homework; discussion of lesson material; performance of educational tasks; tasks of independent work; testing on a topic in a distance course.	Preparation reports or presentations on the topic of the seminar. Implementation of practical task No. 6: " Analysis conflicting situation ". Performing tasks on a topic of your choice .
Topic 10. Social and psychological resource preservation and restoration mental health a person	Attending classes; protection of homework; discussion of lesson material; performance of educational tasks; tasks of independent work; testing on a topic in a distance course; current modular work.	Preparation reports or presentations on the topic of the seminar Performing tasks on a topic of your choice .

### **Information sources**

1. Atkinson E. R. Introduction to Psychology / Atkinson E. R., Atkinson R. L., Hilgard E. R. USA : Wadsworth Pub Co; 15th edition, 2009
2. Carroll E. Izard. Human Emotions. Springer Science & Business Media. 2013.
3. Maksymenko S. D. General Psychology: Text-book for the students of higher educational establishments / Maksymenko S. D. Vinnitsa : Nova Knyga, 2005.
4. Myers David. G. Social psychology. 6 editions. USA: McGraw-Hill College, 1999.
5. Robert S. Feldman. Adjustment: applying psychology in a complex world. USA: University of Massachusetts. -McGraw-Hill Book Company, 1989.
6. Todorova, I.S. Fundamentals of Psychology and Pedagogics: Textbook for self-study due to credit module system of curricular organization for the first year / I.S. Todorova, O.V. Globa. 2007. Method of access: Electronic reading-room of PUCCU.

7. Todorova I. S. Psychology: textbook for the students of the higher educational establishments with the English language of instruction / I. S. Todorova. Poltava: PUET, 2016.
8. Weiten, Wayne. Psychology: Themes and variations. 8th edition. California. 2008.

### **Educational discipline software**

- Microsoft Office suite of software products.

### **Policy of study of academic discipline and assessment**

• Due date and revision policy: Written practical assignments must be submitted for review during a practical session on the relevant topic. If the tasks are completed in violation of the deadlines without valid reasons, they may be evaluated for a lower grade (up to 50% of the possible maximum number of points for the type of activity). Current module works are carried out in the form of tests in written form or with the help of appropriate software for computer support of the educational process in the term provided by the work curriculum, the student has 2 attempts for testing. If the assessment for the current module work is unsatisfactory (less than 60% of the correct answers), the reassessment takes place in the form of an oral interview on the theoretical questions of the module.

• Academic Integrity Policy: Students must consciously adhere to the "Academic Integrity Regulations" ([http://puet.edu.ua/sites/default/files/polozhennya\\_pro\\_akademichnu\\_dobrochesnist\\_2020.pdf](http://puet.edu.ua/sites/default/files/polozhennya_pro_akademichnu_dobrochesnist_2020.pdf)); do not allow copying (from one another, from a text written by oneself, printed or electronic media, etc.) during the performance of individual educational tasks and didactic tests; to make high-quality links to sources of information when writing reports, preparing presentations, theses, etc.

• Attendance policy: attendance at lectures and practical classes is mandatory, if a student misses a class or receives an unsatisfactory grade, he must make up for the missed or incomplete by studying the materials on the relevant topic in the distance course, performing a thematic test for self-control, writing a synopsis with further protection during an individual consultation; for objective reasons (for example, illness, employment, internship, etc.), training can take place online (Moodle) upon agreement with the leading teacher. If the class (under emergency conditions) is held remotely, the student must contact the teacher according to the class schedule and additional instructions accordingly.

• Policy of enrollment of results of informal education:  
[http://puet.edu.ua/sites/default/files/polozhennya\\_pro\\_zarahuvannya\\_rezultativ\\_neformalnoyi\\_osvity\\_2020.pdf](http://puet.edu.ua/sites/default/files/polozhennya_pro_zarahuvannya_rezultativ_neformalnoyi_osvity_2020.pdf) poryadok –

### **Assessment**

The final grade for the study of the academic discipline is calculated through the current assessment

<b>Types of work</b>	<b>Maximum number of points</b>
Module 1 (topics 1-5): attending classes (9 points); practical tasks (5 points); discussion of lesson material (6 points); performance of educational tasks (5 points); reports with presentations and their discussion (10 points); testing (5 points); current module work (10 points)	50
Module 2 (topics 6-10): attending classes (9 points); practical tasks (5 points); discussion of lesson material (6 points); performance of educational tasks (5 points); reports with presentations and their discussion (10 points); testing (5 points); current module work (10 points)	50
Together	100

**The scale of evaluation of students of higher education according to the results of the study of the academic discipline**

<b>The sum of points for all types of educational activities</b>	<b>Evaluation according to the ECTS scale</b>	<b>Evaluation on a national scale</b>
90-100	A	Perfectly
82-89	B	Very good
74-81	C	Good
64-73	D	Satisfactorily
60-63	E	Satisfy enough
35-59	FX	Unsatisfactory with the possibility of reassembly
0-34	F	Unsatisfactory with mandatory repeated study of the academic discipline