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# IMPLEMENTATION OF PROFESSIONAL TRAINING AT UP FTŠ TURISTICA

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Portorož, MARCH 2026

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## Attachments

- Učni načrt MTD: Strokovna praksa,
- Učni načrt MTP: Strokovna praksa I. 1. del
- Učni načrt MTP: Strokovna praksa I. 2. del
- Učni načrt MTP: Strokovna praksa II,
- Učni načrt MTP: Strokovna praksa,
- Učni načrt Turizem (UN): Strokovna praksa.

## 1. INTRODUCTION

Professional training of students in a real working environment at the University of Primorska, Faculty of Tourism Studies – Turistica is systematically regulated and represents an important part of the study process in study programmes where this is prescribed by the course syllabi. The organisation, objectives, conditions, procedures and implementation of professional training are defined in the course syllabi and in the Rules on the Implementation of Professional Training, adopted by the Senate of the UP Faculty of Tourism Studies on 22 November 2023.

Professional training is implemented in cooperation with mentor organisations (employers connected with the tourism sector) in Slovenia and, where required, also abroad (through the Erasmus programme), with which the Faculty has concluded cooperation agreements. In the working environment, students acquire practical experience under the guidance of a workplace mentor, develop professional competencies and link theoretical knowledge with practical work.

The organisation and implementation of professional training at faculty level involve cooperation between several stakeholders. The Professional Training Coordinator is responsible for coordination and organisation, administrative support, preparation of agreements with mentor organisations, and informing students and mentors. Academic staff responsible for the Professional Training courses are also involved in the implementation process.

The professional training process therefore involves the Professional Training Coordinator, higher education teachers and associates as course leaders, mentor organisations, workplace mentors and students.

Workplace mentors provide direct professional mentoring, monitor student progress and participate in the evaluation of student work. A workplace mentor must hold at least the same level of education as the student will obtain upon completion of studies and must be an expert in the relevant professional field. The mentor is responsible for guiding and supervising the student during professional training and acts as the contact person on behalf of the training organisation.

Upon completion of professional training, the mentor evaluates the student's work and signs the confirmation of completed professional training. The assessment confirms compliance of the completed training with the agreed training plan.

Higher education teachers and the Professional Training Coordinator ensure alignment of implementation with study programmes, monitor quality and achievement of learning outcomes. The Faculty provides appropriate conditions through a network of mentor organisations, qualified mentors, appropriate documentation and the information system "My Turistica – internal website of UP FTŠ Turistica", which enables monitoring, submission of documentation and evaluation.

## 2. ORGANIZATION AND IMPLEMENTATION OF PROFESSIONAL TRAINING

### 2.1 Course of students' professional practice

#### ❖ Planning of professional training

The Faculty, in cooperation with the Professional Training Coordinator, plans the implementation of professional training in accordance with course syllabi. Existing agreements with mentor

organisations are reviewed, new agreements are concluded where necessary, implementation schedules are defined and guidelines for students and mentors are updated.

❖ **Selection of training environment and mentor**

Students select a training organisation from the list of mentor organisations with which the Faculty has cooperation agreements or propose a new organisation that must meet the prescribed conditions. The Faculty verifies the suitability of the organisation and the mentor.

❖ **Implementation of practical training**

Professional training takes place in a real working environment under the guidance of a workplace mentor and with monitoring by the Professional Training Coordinator or course leader. Students develop professional competencies, acquire practical experience and integrate theoretical knowledge with practice

❖ **Documentation and assesment**

After completion of professional training, students submit the required documentation and final report in the information system. The workplace mentor assesses student performance and provides feedback on achieved competencies.

❖ **Evaluation and improvements**

The Faculty regularly evaluates professional training based on surveys of students and mentors. The results are analysed by the Professional Training Coordinator, who prepares a report and proposes improvement measures to enhance the quality of professional training.

2.2 Obseg strokovne prakse po študijskih programih (povzetek)

Tabela 1: Scope of professional Training by Study Programme

Study programme	Level	ECTS
Tourism Destination Management (Professional Bachelor)	1	18
Tourism Enterprise Management (Professional Bachelor – pre-revision)*	1	21
Tourism Enterprise Management (Professional Bachelor – revised)	1	15
Tourism (University Bachelor Programme)	1	9

\* before renovation 2nd and 3rd year in progress

\*\* after renovation 3rd year, first implementation in academic year 2027/2028

2.3 Tasks of stakeholders of professional practice in study programs (coordinator or provider of professional practice, mentors in the work environment, higher education teachers and associates, students)

Several stakeholders with diverse tasks participate in professional practice.

These stakeholders include:

- Faculties
- Professional practice coordinator
- Course leaders "Professional practice"
- Student
- Mentoring organization
- Professional mentor

**The obligations of the faculty are:**

- appointing a leader for the course "Professional practice", where this is foreseen by the study program,
- appointing a professional associate - professional practice coordinator for all courses in the field of professional practice in all study programs,
- paying contributions for special cases of insurance, in accordance with the valid Decision on determining contributions for special cases of insurance (Official Gazette of the Republic of Slovenia, No. 14/17 and amendments),
- providing mentors at the faculty when necessary,
- checking providers of professional practice, e.g. their needs, working conditions, mentors,
- taking care of the legal and formal aspect of the implementation of professional practice,

**The responsibilities of the professional practice coordinator are:**

- preparing a list of possible practice providers,
- preparing a tripartite contract signed by the dean, the practice provider and the student,
- maintaining appropriate documentation on providers and the implementation of professional practice,
- checking the formal conditions that professional mentors must meet,
- advising the professional mentor or other representatives of the professional practice provider on the administrative aspects of professional practice,
- proposing a mentor to the student, if necessary,
- resolving all possible formal complications related to the implementation of professional practice by individual students.

- The professional practice coordinator can also check the working conditions and work of the student at the practice provider.,

**The obligations of the professional practice course leader are:**

- carry out all activities in accordance with the course curriculum,
- determine the dates by which students must submit the required written product(s), if it is/are foreseen in the course curriculum,
- confirm the student's individual professional practice plan, which is part of the tripartite contract,
- advise and guide the student in selecting a suitable professional practice provider,
- if necessary, check the student's work with the professional practice provider,
- assess the student's written product(s) after the completed practice,
- assess the student in the professional practice course after the completed practice.

**The obligations of the student are:**

- participate in lectures and seminar exercises that are a preparation for performing professional practice,
- prepare an individual professional practice plan in agreement with the leader and professional practice coordinator and in cooperation with the professional mentor. The individual plan must be submitted and approved before the start of the professional internship,
- performing professional internship in accordance with the individual professional internship plan,
- following the instructions of the course leader or professional internship coordinator when working,
- following the regulations on occupational health and safety and using the prescribed means and equipment for personal protection (if relevant),
- careful preparation of documentation related to the professional internship: application for professional internship and finally a report on the completed professional internship with all attachments (instructions are available in the e-classroom),
- defending the professional internship (if so determined by the course leader of the professional internship),
- following the internal legal acts of the employer, faculty and UP. In the event of violations, the student is disciplinary liable according to the provisions of the rules on disciplinary liability of students at the University of Primorska,
- to protect any business secrets entrusted to him/her and, in accordance with the instructions of the internship provider, to take into account the protection of personal data and the employer's property,
- in the event of absence from performing professional internship in the organization, to deliver medical certificates and other documents to the course leader at the faculty and the professional mentor in the organization, on the basis of which the absence can be excused.

## Obligations of the mentoring organization and professional mentor in the work environment

The obligations of the internship provider where the student is doing the internship are:

- before signing the contract, coordinate the individual professional internship plan with the student and the professional internship subject holder,
- determine a mentor with at least a higher education degree,
- before starting work, inform the student about the working conditions, regulations on occupational health and safety, and the hazards associated with his work and provide him with appropriate personal protective equipment (if relevant),
- ensure professional internship in accordance with the agreed content of the professional internship (individual professional internship plan),
- protect the student's personal data in accordance with the legislation and take care of his dignity and good name,
- ensure the payment of appropriate contributions and reimbursements in accordance with the collective agreement of the activity that applies to the internship provider or other internal acts of the internship provider,
- register the student for insurance in the event of an injury at work and pay the appropriate contributions,
- enable coordination

### The obligations of a professional mentor in the work environment are to:

- participate in the preparation of the student's individual professional practice plan and ensure its implementation,
- professionally and correctly transfer knowledge and skills to the student,
- organize a stimulating work environment,
- confirm the record of attendance and completed tasks,
- have a respectful attitude towards the student and ensure that the student is respectful towards him and other employees,
- inform the faculty about any problems during the practice and, within the scope of possibilities or needs, participate in their elimination.

## 3. PROFESSIONAL TRAINING BY STUDY PROGRAMMES

Tabela 2: Basic data on study programmes and scope of professional training of UP FTŠ Turistica

Study programme	Level	Year	Course	ECTS	Hours
Tourism Destination	1	3	Professional Training	18	540

Management (Professional Bachelor)					
Tourism Enterprise Management (Professional Bachelor)	1	2	Professional Training I	6	180
Tourism Enterprise Management (Professional Bachelor)	1	3	Professional Training II	15	460
Tourism Enterprise Management (Professional Bachelor – revised)*	1	3	Professional Training	15	450
Tourism (University Bachelor Programme)	1	2	Professional Training	9	270

\* implementation in the academic year 2027/2028

#### - Content and plan of professional practice

The content and plan of professional practice is defined on the basis of the curricula of professional practice subjects (attachment to this document)

#### - Relevance of the organizations in which the students performed their professional practice (number of organizations/agreements concluded, other specifics)

The professional practice provider is a commercial or non-commercial organization in the field of the study program in which the student performs his/her practice.

The student can choose a professional practice provider from the following business entities:

- tourist information offices, municipal tourism services, local/regional/national tourist organizations, representative offices abroad,
- accommodation and catering organizations,
- food catering organizations,
- organizers of events, congresses, festivals and fairs,
- travel agencies/tour organizers with an emphasis on the creation of various tourist programs,
- marketing organizations with projects in the tourism field,

- development organizations in the field of development of tourist destinations and products,
- services/departments of protected areas, museums and other cultural institutions, associations in the field of culture and heritage, other organizations related to tourism

In the academic year 2024/2025, we cooperated with 81 mentoring organizations related to the tourism industry.

#### **- Suitability of mentors in the practical environment (conditions, education, etc.)**

A mentor in the work environment is a person with at least the same level of education as the student will achieve upon completion of their studies, who is an expert in their field related to tourism.

## **4. EVALUATION OF PROFESSIONAL TRAINING**

The main purpose of the evaluation of professional practice is to ensure and improve the quality of the educational process, increase the satisfaction of mentors and students, strengthen a stimulating learning environment and, at the same time, maintain high professional standards of the individual study program.

Based on the findings of the self-evaluation of study programs and the recommendations of NAKVIS evaluators, given within the framework of sample program evaluations, the faculty regularly takes measures to improve the implementation of professional practice. These also include updating the curricula of professional practice subjects and changes to internal acts that regulate the field of professional practice, with the aim of ensuring appropriate learning environments, improving the organization of training and more effectively achieving the intended competencies of students.

4.1 Implementation and course of the student survey (legal basis, implementation, basic information on the structure of the survey questionnaire, report and publication and notification of results, and other specifics).

#### **- Student survey**

- Every academic year, students also answered questions about the professional practice subject in the student survey via the VIS/ŠIS information system.
- Since the general survey does not provide us with enough information about the upgrading of this area, we have introduced a new, more specific survey in this academic year, which refers to the implementation of professional practice, which provides answers to the mentor-student relationship, the climate in the mentoring organization, acquired competencies, the role of the mentor coordinator, etc.

4.2 Obtaining the opinion of mentors (legal basis, implementation, basic information on the structure of the survey questionnaire/interview, report and publication and notification of results, and other specifics).

Mentors participate in evaluating professional practice in two ways

- through a mentor survey,

- through regular meetings (individual or group or focus groups)

Priloge: Course syllabus

UČNI NAČRT PREDMETA / COURSE SYLLABUS	
<b>Predmet:</b>	Strokovna praksa
<b>Course title:</b>	Professional Training

Študijski program in stopnja Study programme and level	Študijska smer Study field	Letnik Academic year	Semester Semester
Management turističnih destinacij, dodiplomski visokošolski strokovni, 1.stopnja	/	3	2
Tourism Destination Management, Undergraduate professional study programme, 1st level	/	3	2

**Vrsta predmeta / Course type**

obvezni / mandatory

**Univerzitetna koda predmeta / University course code:**

Predavanja Lectures	Seminar Seminar	Sem. vaje Tutorial	Lab. vaje Laboratory work	Teren. vaje Field work	Samost. delo Individ. work	ECTS
30			10		500	18

**Nosilec predmeta / Lecturer:**

viš. pred. mag. Igor Novel

**Jeziki /**

**Languages:**

**Predavanja /**

**Lectures:**

Slovenski/Slovene

**Vaje / Tutorial:**

Slovenski/Slovene

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

**Prerequisites:**

/

/

**Vsebina:**

**Content (Syllabus outline):**

<p><b>Strokovna praksa</b></p> <ul style="list-style-type: none"> <li>• Pomen</li> <li>• Cilji SP: operativni, taktični in strateški</li> </ul> <p><b>Zaposljivost študenta/diplomanta</b></p> <ul style="list-style-type: none"> <li>• Trg dela v gostinstvu in turizmu</li> <li>• Komponente zaposljivosti</li> <li>• Kompetence za učinkovit in uspešen nastop praktikanta/diplomanta</li> <li>• Pomen delovnih izkušenj za zaposljivost</li> <li>• Pomen vseživljenjskega učenja za osebni in karierni razvoj</li> </ul> <p><b>Karierni razvoj študenta/diplomanta</b></p> <ul style="list-style-type: none"> <li>• Pomen načrtovanja kariere</li> <li>• Priprava kariernega načrta</li> <li>• Priprava kakovostnega CV</li> <li>• Priprava motivacijskega pisma</li> <li>• Razgovor z a delo/prakso</li> </ul> <p><b>Priprave na prakso:</b></p> <ul style="list-style-type: none"> <li>• Strokovne praksa - cilji</li> <li>• Ciljna področja dela</li> <li>• Pridobljene strokovne kompetence na MTD</li> <li>• Pomen dobre priprave študenta na SP</li> <li>• Elementi kakovostne prakse</li> <li>• Varnost pri strokovni praksi</li> <li>• priprava CV, motivacijskega pisma,</li> </ul> <p><b>Praktično delo študenta v organizaciji</b></p> <ul style="list-style-type: none"> <li>• Spoznavanje organizacije</li> <li>• Spoznavanje delovnih procesov v GT</li> <li>• Priprava portfolia (končno poročilo, osebni načrt, certifikat)</li> </ul>	<p><b>Professional Training</b></p> <ul style="list-style-type: none"> <li>• Role of PT</li> <li>• Goals of PT: operative, tactical and strategic</li> </ul> <p><b>Student/graduate employability</b></p> <ul style="list-style-type: none"> <li>• Labour market in the tourism and hospitality industry</li> <li>• Employability components</li> <li>• Competencies for a successful performance in the industry</li> <li>• Work experiences and employability</li> <li>• Lifelong learning in the function of promoting career and personal development</li> </ul> <p><b>Career development</b></p> <ul style="list-style-type: none"> <li>• Impact of career planning</li> <li>• Career plan design</li> <li>• Preparation of quality curriculum vitae</li> <li>• Cover (motivation) letter</li> <li>• Work interview</li> </ul> <p><b>Preparation for internships</b></p> <ul style="list-style-type: none"> <li>• Goals of Practical Training</li> <li>• Target work environments and workplaces</li> <li>• Competencies gained within TDM</li> <li>• Impacts of internship planning</li> <li>• Elements of quality training</li> <li>• Safety and security issues</li> </ul> <p><b>Professional training in the TH industry</b></p> <ul style="list-style-type: none"> <li>• Introduction to the organization</li> <li>• Introduction to work processes in the THI</li> <li>• Portfolio building (final internship report, career plan, certificates)</li> </ul>
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**Temeljni literatura in viri / Readings:**

<p><i>Osnovna:</i></p> <ul style="list-style-type: none"> <li>• Rok, M. (2019). <i>Od prakse do zaposlitve</i>. Koper: Založba UP</li> <li>• Rok, M. (2015). <i>Poti v zaposljivost</i>. Koper: Založba UP</li> <li>• Tse, T.S.M. (2010). <i>What do hospitality students find important about internships? Journal of Teaching in Travel&amp;Tourism</i>, 10(3), 251-264, doi: 10.1080/15313221003792027</li> <li>• Pucelj J. (2005): <i>Iskanje prakse in zaposlitve : priročnik za študente</i>. Pedagoški center EF.</li> <li>• Brečko, D.(2006): <i>Načrtovanje kariere kot dialog med organizacijo in posameznikom</i>. Ljubljana: Planet GV</li> <li>• Forsyth, P. (2002): <i>Career Management</i>. Oxford: Capstone Publishing.</li> <li>• Harkison, T., Poulston, J. in Kim, J-H.G. (2011): <i>Hospitality graduates and managers: the big divide. International Journal of Contemporary Hospitality Management</i>, 23(3) 377- 392.</li> </ul>
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*Dopolnilna:*

- Lobnik-Zorko, A.(2000): Izpopolnitvi in uspehu naproti: mali priročnik za samozavestno načrtovanje svoje prihodnosti in kariere. Ljubljana: Delo.
- Lees, J. (2001): How to get a job you`ll love; a practical guide to unlocking your talents and finding your ideal career. London: McGraw-Hill.

**Cilji in kompetence:**

- Priprava študenta na učinkovit vstop v poslovno okolje in razvoj realističnih predstav o delovanju sektorja
- Priprava študenta na spoznavanje kultur organizacij
- Usposobitev za komuniciranje z različnimi deležniki in mreženje
- Usposabljanje študenta za pridobivanje, obdelovanje in vrednotenje podatkov iz različnih virov
- Usmerjanje študentov na razmislek o kariernih ciljih in poteh
- Usposobitev za pripravo učinkovite vloge za zaposlitev/prakso in CV
- Usmeritev študentov v evalviranje, izboljšavo oz. razvoj potrebnih kompetenc za trg dela v GT

**Objectives and competences:**

- Preparation of students to enter the TH business environment and development of realistic expectations of the TH industry
- Facilitating intern entry into work settings, and adjustment to different corporate cultures
- Development of communication skills in contacts with different stakeholders and networking
- Students evaluate and describe data gained through internships
- Students` deliberation on career goals and paths
- Preparation of motivation letters and CVs
- Students` reflection of necessary competencies for the labour market entry

**Predvideni študijski rezultati:**

- znanje in razumevanje pomena kompetenc za zaposljivost
- pridobivanje, nadgradnja in širitev znanj, spretnosti in veščin študenta v poslovnem okolju
- seznanjanje s poslovnim okoljem, uvajanje v delovne procese, razvoj sposobnosti za samostojno delo
- pridobljene delovne izkušnje in reference
- socializacija študenta v poslovnem okolju
- vzpostavitev mrež za potrebe profesionalnega razvoja

**Intended learning outcomes:**

- Knowledge and understanding of employability requirements
- Improvement of knowledge and skills in the business environments
- Student entry into the work environments, work processes, development of independancy at work
- Gained work experiences and references
- Socialisation of students in business environments
- Development of networking relationships in the function of professional progress



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3. NOVEL, Igor, TEŠANOVIĆ, Sanja. Prihodkovni vpliv ladij za križarjenje na določeno destinacijo : primer Slovenije.

V: OVSENIK, Marija (ur.). *Nova Evropa - nova turistična destinacija : zbornik = New Europe - new tourist destination* :

*proceedings*. Portorož: Turistica, Fakulteta za turistične študije, 2009. Str. 61-70. ISBN 978-961-6469-33-3.

[COBISS.SI-ID 1172446]

4. IVANKOVIČ, Gordana, JANKOVIĆ, Sandra, NOVEL, Igor. Celovita komparacija uspešnosti poslovanja dveh

turističnih destinacij - dveh turističnih držav = A holistic comparison of excellence in managing two different tourism

### UČNI NAČRT PREDMETA / COURSE SYLLABUS

**Predmet:** Strokovna praksa I. (1.del)

**Course title:** Professional Training I. (Part 1)

Študijski program in stopnja Study programme and level	Študijska smer Study field	Letnik Academic year	Semester Semester
Management turističnih podjetij, dodiplomski visokošolski strokovni, 1.stopnja	/	2	1
Tourism Enterprise Management, Undergraduate professional study programme, 1st level	/	2	1

**Vrsta predmeta / Course type**

obvezni / mandatory

**Univerzitetna koda predmeta / University course code:**

Predavanja Lectures	Seminar Seminar	Sem. vaje Tutorial	Lab. vaje Laboratory work	Teren. vaje Field work	Samost. delo Individ. work	ECTS
30			10		50	3

**Nosilec predmeta / Lecturer:**

viš. pred. mag. Igor Novel, doc. dr. Marijana Sikošek

<b>Jeziki /</b>	<b>Predavanja /</b>	slovenski / Slovene
<b>Languages:</b>	<b>Lectures:</b>	
	<b>Vaje / Tutorial:</b>	slovenski / Slovene

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

**Prerequisites:**

/

/

**Vsebina:**

**Content (Syllabus outline):**

**Zaposljivost študenta/diplomanta**

- Trg dela v gostinstvu in turizmu
- Komponente zaposljivosti
- Kompetence za učinkovit in uspešen nastop praktikanta/diplomanta
- Pomen delovnih izkušenj za zaposljivost
- Pomen vseživljenjskega učenja za osebni in karierni razvoj

**Priprave na prakso:**

- Strokovne praksa - cilji
- Ciljna področja dela
- Pomen dobre priprave študenta na SP
- Elementi kakovostne prakse
- Varnost pri strokovni praksi

**Student/graduate employability**

- Labour market in the tourism and hospitality industry
- Employability components
- Competencies for a successful performance in the industry
- Work experiences and employability
- Lifelong learning in the function of promoting career and personal development

**Preparation for internships**

- Goals of Practical Training
- Target work environments and workplaces
- Impacts of internship planning
- Elements of quality training
- Safety and security issues

**Temeljni literatura in viri / Readings:**

*Osnovna:*

- Rok, M. (2019). Od prakse do zaposlitve. Koper: Založba U
- Rok, M. (2015). Poti v zaposljivost. Koper: Založba UP
- Pucelj J. (2005): Iskanje prakse in zaposlitve : priročnik za študente. Pedagoški center EF.
- Brečko, D.(2006): Načrtovanje kariere kot dialog med organizacijo in posameznikom. Ljubljana: Planet GV
- Forsyth, P. (2002): Career Management. Oxford: Capstone Publishing.
- Tse, T.S.M. (2010). What do hospitality students find important about internships? Journal of Teaching in Travel&Tourism, 10(3), 251-264, doi: 10.1080/ 15313221003792027
- Harkison, T., Poulston, J. in Kim, J-H.G. (2011): Hospitality graduates and managers: the big divide. *International Journal of Contemporary Hospitality Management*, 23(3) 377- 392.

*Dopolnilna:*

- Lobnik-Zorko, A.(2000): Izpopolnitvi in uspehu naproti: mali priročnik za samozavestno načrtovanje svoje prihodnosti in kariere. Ljubljana: Delo.
- Lees, J. (2001): How to get a job you'll love; a practical guide to unlocking your talents and finding your ideal career. London: McGraw-Hill.

**Cilji in kompetence:**

**Objectives and competences:**

- Priprava študenta na učinkovit vstop v poslovno okolje in razvoj realističnih predstav o delovanju sektorja
- Priprava študenta na spoznavanje kultur organizacij
- Usposobitev za komuniciranje z različnimi deležniki in mreženje
- Usposabljanje študenta za pridobivanje, obdelovanje in vrednotenje podatkov iz različnih virov
- Usmerjanje študentov na razmislek o kariernih ciljih in poteh
- Usposobitev za pripravo učinkovite vloge za zaposlitev/prakso in CV
- Usmeritev študentov v evalviranje, izboljšavo oz. razvoj potrebnih kompetenc za trg dela v GT

**Predvideni študijski rezultati:**

- Preparation of students to enter the TH business environment and development of realistic expectations of the TH industry
- Facilitating intern entry into work settings, and adjustment to different corporate cultures
- Development of communication skills in contacts with different stakeholders and networking
- Students evaluate and describe data gained through internships
- Students` deliberation on career goals and paths
- Preparation of motivation letters and CVs
- Students` reflection of necessary competencies for the labour market entry

**Intended learning outcomes:**

- znanje in razumevanje pomena kompetenc za zaposljivost
- pridobivanje, nadgradnja in širitev kompetenc študenta
- seznanjanje s poslovnim okoljem, uvajanje v delovne procese, razvoj sposobnosti za samostojno delo
- pridobljene delovne izkušnje in reference
- spoznanje o pomenu socializacije študenta v poslovnem okolju
- spoznanje o pomenu mreženja

**Metode poučevanja in učenja:**

- Knowledge and understanding of employability requirements
- Improvement of competences
- Student entry into the work environments, work processes, development of independancy at work
- Work experiences and references
- Students` socialisation into business environments
- Developing networking relationships

**Learning and teaching methods:**

- predavanja
- demonstracije
- vaje
- študija primera
- e-učenje
- delo v realnem okolju

LV se izvedejo v e-učilnici. Utemeljitev: študent se pripravlja na vstop na trg dela s pomočjo refleksije naučenega in evalviranjem rezultatov procesov rekrutiranja kadrov (razvoj kompetenc zaposljivosti)

- lectures
- demonstrations
- exercises
- case study
- e-classwork
- work in a real environment

Delež (v %) /

**Načini ocenjevanja:**

Weight (in %)

**Assessment:**

<ul style="list-style-type: none"> <li>• Aktivno sodelovanje študenta</li> <li>• ocenjevanje dokumentov iz portfolia študenta</li> </ul>	<b>100%</b>	<ul style="list-style-type: none"> <li>• Students` active participation</li> <li>• Preliminary exam (assessment of portfolio documents)</li> </ul>
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**Reference nosilca / Lecturer's references** (3 do 5 na posameznega nosilca):

viš. pred. mag. Igor Novel:

1. NOVEL, Igor. Specifike hotelirstva kot faktor za uvajanje metode ciljnih stroškov v hotelirsko dejavnost.

*Organizacija : revija za management, informatiko in kadre*. [Tiskana izd.]. 2008, letn. 41, št. 2, str. a 139 - a 149. ISSN 1318-5454. [COBISS.SI-ID [928222](#)]

2. NOVEL, Igor. Analiza uspešnosti turistične dejavnosti v Sloveniji za leto 2008 = Analysis of successfulness in Slovenia's tourism business during 2008. V: BREZOVEC, Aleksandra (ur.), MEKINC, Janez (ur.). *Management, izobraževanje in turizem : kreativno v spremembe: znanstvena konferenca z mednarodno udeležbo, 22.-23. oktober 2009, Portorož : zbornik referatov = proceedings*. Znanstvena konferenca z mednarodno udeležbo Management, izobraževanje in turizem, Portorož, 22.-23. oktober 2009. Portorož: Turistica, Fakulteta za turistične študije, 2009. Str. 2073-2083. ISBN 978-961-6469-40-1. COBISS.SI-ID [1126622](#)]

3. NOVEL, Igor, TEŠANOVIĆ, Sanja. Prihodkovni vpliv ladij za križarjenje na določeno destinacijo : primer Slovenije. V: OVSENIK, Marija (ur.). *Nova Evropa - nova turistična destinacija: zbornik = New Europe - new tourist destination: proceedings*. Portorož: Turistica, Fakulteta za turistične študije, 2009. Str. 61-70. ISBN 978-961-6469-33-3. [COBISS.SI-ID [1172446](#)]

4. IVANKOVIČ, Gordana, JANKOVIČ, Sandra, NOVEL, Igor. Celovita komparacija uspešnosti poslovanja dveh turističnih destinacij - dveh turističnih držav = A holistic comparison of excellence in managing two different tourism destinations - two tourism countries. V: RAJKOVIČ, Vladislav (ur.), et al. *Ustvarjalna organizacija = Creative organization : zbornik 26. mednarodne konference o razvoju organizacijskih znanosti, Slovenija, Portorož, 28.-30. marec 2007 = proceedings of the 26th International Conference on Organizational Science Development, Slovenia, Portorož, March, 28th-30th, 2007*. Kranj: Moderna organizacija, 2007. Str. 637-645. ISBN 978-961-232-200-7.

5. SEDMAK, Gorazd, ROK, Marija, NOVEL, Igor, KRIŽAJ, Dejan. *Zaključno poročilo o rezultatu raziskave : zadovoljstvo študentov s strokovno prakso na UP Turistiki*. Portorož: Fakulteta za turistične študije - Turistica, 2010. [22] str., [16] pril. [COBISS.SI-ID [1204190](#)]

doc. dr. Marijana Sikošek:

#### **1.01 Izvirni znanstveni članek**

1. SIKOŠEK, Marijana. A review of research in meetings management : some issues and challenges. *Academica turistica*, ISSN 1855-3303, dec. 2012, year 5, no. 2, str. 61-76, ilustr. [COBISS.SI-ID [1448414](#)] kategorija: 1C (Z); uvrstitev: MBP; tipologijo je verificiral OSICD

2. SIKOŠEK, Marijana, KODRIČ, Borut. Pričakovanja študentov glede na razlike v kakovosti storitev visokošolskih zavodov. *Management*, ISSN 1854-4223, jesen 2011, leto 6, št. 3, str. 283-305, tabele. [http://www.fm.upr.si/zalozba/ISSN/1854-4231/6\\_283-305.pdf](http://www.fm.upr.si/zalozba/ISSN/1854-4231/6_283-305.pdf). [COBISS.SI-ID [4092887](#)] kategorija: 1C (Z); uvrstitev: MBP; tipologijo je verificiral OSICD točke: 15, št. avtorjev: 2

#### **1.16 Samostojni znanstveni sestavek ali poglavje v monografski publikaciji**

3. PERIĆ, Marko, KRSTINIĆ NIŽIĆ, Marinela, SIKOŠEK, Marijana. Guidance notes - setting out the seven steps to sustainable event and festival management. V: PERIĆ, Marko (ur.). *Zero waste guidelines for events and festivals*. Opatija: Faculty of Tourism and Hospitality Management; Portorož: Faculty of Tourism Studies - Turistica, 2015, str. 57-89, 102-103,

ilustr. <http://www.turistica.si/downloads/ZeroWaste/ZeroWaste.pdf>. [COBISS.SI-ID 1537601476] kategorija: 3C (Z); tipologijo je verificiral OSICD točke: 8.33, št. avtorjev: 3

#### 2.13 Elaborat, predštudija, študija

4. SIKOŠEK, Marijana (avtor, vodja projekta), BOJNEC, Štefan, FABJAN, Daša, URAN MARAVIČ, Maja. Obseg dejavnosti in neposredni ekonomski učinki kogresnega turizma v Sloveniji: primer Ljubljana. [Ljubljana]: Javna agencija SPIRIT Slovenija, Sektor za turizem, Oddelek za raziskave in razvoj, 2014. [http://www.slovenia-convention.com/wp-content/uploads/2015/02/POSLOVNA-SRECANJA-Pilotna\\_raziskava-Ljubljana-Zakljucno-porocilo.pdf](http://www.slovenia-convention.com/wp-content/uploads/2015/02/POSLOVNA-SRECANJA-Pilotna_raziskava-Ljubljana-Zakljucno-porocilo.pdf). [COBISS.SI-ID 1538115268] kategorija: SU (S) točke: 0.5, št. avtorjev: 4

5. PLEVNIK, Matej (urednik), ŠIMUNIČ, Boštjan (urednik), SIKOŠEK, Marijana (urednik), JAPELJ, Venčeslav (urednik). Zbornik predavanj Banka Koper 2. istrskega maratona. Koper: Univerza na Primorskem, Znanstveno-raziskovalno središče, Univerzitetna založba Annales, 2015. 29 str., tabele, ilustr. ISBN 978-961-6964-12-8. [http://www.istrski-maraton.si/images/2015/Zbornik\\_BK2IM\\_2015.pdf](http://www.istrski-maraton.si/images/2015/Zbornik_BK2IM_2015.pdf). [COBISS.SI-ID 278741504] kategorija: SU (S) točke: 2.5, št. avtorjev: 4

6. SIKOŠEK, Marijana (urednik), FABJAN, Daša (urednik), Mednarodna znanstveno-strokovna konferenca Kamen pripoveduje. *Kamen pripoveduje = Kamen priča = Stone & Stone: Zbornik povzetkov = Zbornik sažetaka = Stone & Stone*. Portorož: Fakulteta za turistične študije - Turistica, 2014. III, [40] str. ISBN 978-961-6469-63-0. [COBISS.SI-ID [275669248](#)] kategorija: SU (S) točke: 5, št. avtorjev: 2

### UČNI NAČRT PREDMETA / COURSE SYLLABUS

<b>Predmet:</b>	Strokovna praksa I. (2.del)
<b>Course title:</b>	Professional Training I. (Part 2)

Študijski program in stopnja Study programme and level	Študijska smer Study field	Letnik Academic year	Semester Semester
Management turističnih podjetij, dodiplomski visokošolski strokovni, 1.stopnja	/	2	2
Tourism Enterprise Management, Undergraduate professional study programme, 1st level	/	2	2

**Vrsta predmeta / Course type**

obvezni /mandatory

**Univerzitetna koda predmeta / University course code:**

Predavanja Lectures	Seminar Seminar	Sem. vaje Tutorial	Lab. vaje Laboratory work	Teren. vaje Field work	Samost. delo Individ. work	ECTS
5					85	3

Nosilec predmeta / Lecturer:

viš. pred. mag. Igor Novel, doc. dr. Marijana Sikošek

Jeziki /

Predavanja / Sloveni/Slovene

Languages:

Lectures:

Vaje / Tutorial: Sloveni/Slovene

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

Prerequisites:

Opravljena SP I. - 1.del (3.semester)

Preliminary exam into Practical Training (semester 3)

Vsebina:

Content (Syllabus outline):

Praktično delo študenta v organizaciji

- Spoznavanje organizacije
- Spoznavanje delovnih procesov v GT
- Priprava portfolia (končno poročilo, osebni načrt, certifikat)

Professional training in the industry

- Introduction to the organization
- Introduction to work processes
- Portfolio building (final internship report, career plan, certificates)

Temeljni literatura in viri / Readings:

Osnovna:

- Rok, M. (2019). *Od prakse do zaposlitve*. Koper: Založba UP
- Rok, M. (2015). *Poti v zaposljivost*. Koper: Založba UP
- Tse, T.S.M. (2010). What do hospitality students find important about internships? *Journal of Teaching in Travel&Tourism*, 10(3), 251-264, doi: 10.1080/15313221003792027
- Pucelj J. (2005): *Iskanje prakse in zaposlitve : priročnik za študente*. Pedagoški center EF.
- Brečko, D.(2006): *Načrtovanje kariere kot dialog med organizacijo in posameznikom*. Ljubljana: Planet GV
- Forsyth, P. (2002): *Career Management*. Oxford: Capstone Publishing.
- Harkison, T., Poulston, J. in Kim, J-H.G. (2011): Hospitality graduates and managers: the big divide. *International Journal of Contemporary Hospitality Management*, 23(3) 377- 392.

Dopolnilna:

- Lees, J. (2001): *How to get a job you`ll love; a practical guide to unlocking your talents and finding your ideal career*. London: McGraw-Hill.
- Lobnik-Zorko, A.(2000): *Izpopolnitvi in uspehu naproti: mali priročnik za samozavestno načrtovanje svoje prihodnosti in kariere*. Ljubljana: Delo.

Cilji in kompetence:

Objectives and competences:

- Študent se seznani z dejavnostjo podjetja/institucije, organiziranostjo, finančnim, kadrovskimi in tržnimi vidiki, okoljem in konkurenco
- Študent se uvaja v delovne procese v GT
- Opis in vrednotenje pridobljenih podatkov
- Vživljanje v okolje organizacije, spoznavanje kulture

- Students get to know the company activities, organisation structure, financial, HR and marketing aspects, company`s environment and its competitors
- Students get to know work processes in the hospitality and tourism industry
- Students evaluate and describe data gained through internships

- Razvoj realističnih predstav o poslovnem okolju
- Usposobitev za komuniciranje z gosti, poslovnimi partnerji, sodelavci in nadrejenimi v turističnem/ hotelirskem poslovnem okolju
- Mreženje

**Predvideni študijski rezultati:**

- Facilitating intern entry into work settings, adjustment to different corporate cultures
- Development of realistic expectations of the TH industry
- Development of communication skills in contacts with business partners, guests, colleagues and superiors
- Networking

**Intended learning outcomes:**

- znanje in razumevanje pomena kompetenc za zaposljivost
- pridobivanje, nadgradnja in širitev znanj, spretnosti in veščin študenta v poslovnem okolju
- seznanjanje s poslovnim okoljem, uvajanje v delovne procese, razvoj sposobnosti za samostojno delo
- pridobljene delovne izkušnje in reference
- socializacija študenta v poslovnem okolju,
- vzpostavitev mrež za potrebe profesionalnega razvoja

**Metode poučevanja in učenja:**

- Knowledge and understanding of employability requirements
- Improvement of knowledge and skills in the business environments
- Student entry into the work environments, work processes, development of independancy at work
- Gained work experiences and references
- Socialisation of students in business environments
- Development of networking relationships in the function of professional progress

**Learning and teaching methods:**

Delo pod supervizijo mentorjev.

Delo v realnem okolju

Working under mentors` supervision.

Work in a real environment.

Delež (v %) /

**Načini ocenjevanja:**

Weight (in %)

**Assessment:**

Ocenjevanje poročil in ostalih dokumentov iz portfolia študenta

100%

Assessment of students` internship portfolios

**Reference nosilca / Lecturer's references (3 do 5 na posameznega nosilca):**

viš. pred. mag. Igor Novel:

1. NOVEL, Igor. Specifike hotelirstva kot faktor za uvajanje metode ciljnih stroškov v hotelirsko dejavnost.

*Organizacija : revija za management, informatiko in kadre.* [Tiskana izd.]. 2008, letn. 41, št. 2, str. a 139 - a 149. ISSN 1318-5454. [COBISS.SI-ID 928222]

2. NOVEL, Igor. Analiza uspešnosti turistične dejavnosti v Sloveniji za leto 2008 = Analysis of successfulness in Slovenia's tourism business during 2008. V: BREZOVEC, Aleksandra (ur.), MEKINC, Janez (ur.). *Management, izobraževanje in turizem: kreativno v spremembe: znanstvena konferenca z mednarodno udeležbo, 22.-23. oktober 2009, Portorož : zbornik referatov = proceedings.* Znanstvena konferenca z mednarodno udeležbo Management, izobraževanje in turizem, Portorož, 22.-23. oktober 2009. Portorož: Turistica, Fakulteta za turistične študije, 2009. Str. 2073-2083. ISBN 978-961-6469-40-1. COBISS.SI-ID 1126622]

3. NOVEL, Igor, TEŠANOVIĆ, Sanja. Prihodkovni vpliv ladij za križarjenje na določeno destinacijo: primer Slovenije. V: OVSENIK, Marija (ur.). *Nova Evropa - nova turistična destinacija : zbornik = New Europe - new tourist destination: proceedings.* Portorož: Turistica, Fakulteta za turistične študije, 2009. Str. 61-70. ISBN 978-961-6469-33-3. [COBISS.SI-ID 1172446]

4. IVANKOVIČ, Gordana, JANKOVIČ, Sandra, NOVEL, Igor. Celovita komparacija uspešnosti poslovanja dveh turističnih destinacij - dveh turističnih držav = A holistic comparison of excellence in managing two different tourism destinations - two tourism countries. V: RAJKOVIČ, Vladislav (ur.), et al. *Ustvarjalna organizacija = Creative organization: zbornik 26. mednarodne konference o razvoju organizacijskih znanosti, Slovenija, Portorož, 28.-30. marec 2007 = proceedings of the 26th International Conference on Organizational Science Development, Slovenia, Portorož, March, 28th-30th, 2007*. Kranj: Moderna organizacija, 2007. Str. 637-645. ISBN 978-961-232-200-7.

5. SEDMAK, Gorazd, ROK, Marija, NOVEL, Igor, KRIŽAJ, Dejan. *Zaključno poročilo o rezultatu raziskave: zadovoljstvo študentov s strokovno prakso na UP Turistiki*. Portorož: Fakulteta za turistične študije - Turistica, 2010. [22] str., [16] pril. [COBISS.SI-ID 1204190]

doc. dr. Marijana Sikošek:

1. SIKOŠEK, Marijana. A review of research in meetings management : some issues and challenges. *Academica turistica*, ISSN 1855-3303, dec. 2012, year 5, no. 2, str. 61-76, ilustr. [COBISS.SI-ID 1448414] kategorija: 1C (Z); uvrstitev: MBP; tipologijo je verificiral OSICD

2. SIKOŠEK, Marijana, KODRIČ, Borut. Pričakovanja študentov glede na razlike v kakovosti storitev visokošolskih zavodov. *Management*, ISSN 1854-4223, jesen 2011, leto 6, št. 3, str. 283-305, tabele. [http://www.fm.upr.si/zalozba/ISSN/1854-4231/6\\_283-305.pdf](http://www.fm.upr.si/zalozba/ISSN/1854-4231/6_283-305.pdf). [COBISS.SI-ID 4092887] kategorija: 1C (Z); uvrstitev: MBP; tipologijo je verificiral OSICD točke: 15, št. avtorjev: 2

3. PERIČ, Marko, KRSTINIČ NIŽIČ, Marinela, SIKOŠEK, Marijana. Guidance notes - setting out the seven steps to sustainable event and festival management. V: PERIČ, Marko (ur.). *Zero waste guidelines for events and festivals*. Opatija: Faculty of Tourism and Hospitality Management; Portorož: Faculty of Tourism Studies - Turistica, 2015, str. 57-89, 102-103, ilustr. <http://www.turistica.si/downloads/ZeroWaste/ZeroWaste.pdf>. [COBISS.SI-ID 1537601476] kategorija: 3C (Z); tipologijo je verificiral OSICD točke: 8.33, št. avtorjev: 3

4. SIKOŠEK, Marijana (avtor, vodja projekta), BOJNEC, Štefan, FABJAN, Daša, URAN MARAVIČ, Maja. Obseg dejavnosti in neposredni ekonomski učinki kogresnega turizma v Sloveniji : primer Ljubljana. [Ljubljana]: Javna agencija SPIRIT Slovenija, Sektor za turizem, Oddelek za raziskave in razvoj, 2014. [http://www.slovenia-convention.com/wp-content/uploads/2015/02/POSLOVNA-SRECANJA-Pilotna\\_raziskava-Ljubljana-Zakljucno-porocilo.pdf](http://www.slovenia-convention.com/wp-content/uploads/2015/02/POSLOVNA-SRECANJA-Pilotna_raziskava-Ljubljana-Zakljucno-porocilo.pdf). [COBISS.SI-ID 1538115268] kategorija: SU (S) točke: 0.5, št. avtorjev: 4

5. PLEVNIK, Matej (urednik), ŠIMUNIČ, Boštjan (urednik), SIKOŠEK, Marijana (urednik), JAPELJ, Venčeslav (urednik). Zbornik predavanj Banka Koper 2. istrskega maratona. Koper: Univerza na Primorskem, Znanstveno-raziskovalno središče, Univerzitetna založba Annales, 2015. 29 str., tabele, ilustr. ISBN 978-961-6964-12-8. [http://www.istrski-maraton.si/images/2015/Zbornik\\_BK2IM\\_2015.pdf](http://www.istrski-maraton.si/images/2015/Zbornik_BK2IM_2015.pdf). [COBISS.SI-ID 278741504] kategorija: SU (S) točke: 2.5, št. avtorjev: 4

6. SIKOŠEK, Marijana (urednik), FABJAN, Daša (urednik), Mednarodna znanstveno-strokovna konferenca Kamen pripoveduje. *Kamen pripoveduje = Kamen priča = Stone & Stone: Zbornik povzetkov = Zbornik sažetaka = Stone & Stone*. Portorož: Fakulteta za turistične študije - Turistica, 2014. III, [40] str. ISBN 978-961-6469-63-0. [COBISS.SI-ID 275669248] kategorija: SU (S) točke: 5, št. avtorjev: 2

#### UČNI NAČRT PREDMETA / COURSE SYLLABUS

**Predmet:** Strokovna praksa II.

**Course title:** Professional Training II.

Študijski program in stopnja

Študijska smer

Letnik

Semester

Study programme and level	Study field	Academic year	Semester
Management turističnih podjetij, dodiplomski visokošolski strokovni, 1.stopnja	/	3	2
Tourism Enterprise Management, Undergraduate professional study programme, 1st level	/	3	2

Vrsta predmeta / Course type

obvezni / mandatory

Univerzitetna koda predmeta / University course code:

Predavanja Lectures	Seminar Seminar	Sem. vaje Tutorial	Lab. vaje Laboratory work	Teren. vaje Field work	Samost. delo Individ. work	ECTS
10			10		430	15

Nosilec predmeta / Lecturer:

viš. pred. mag Igor Novel

Jeziki /

Languages:

Predavanja /  
Lectures:

Vaje / Tutorial:

Slovenski/Slovene

Slovenski/Slovene

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

Prerequisites:

/

/

Vsebina:

Content (Syllabus outline):

**Zaposljivost študenta/diplomanta**

- Trg dela v gostinstvu in turizmu
- Komponente zaposljivosti
- Kompetence za učinkovit in uspešen nastop praktikanta/diplomanta
- Pomen delovnih izkušenj za zaposljivost
- Pomen vseživljenjskega učenja za osebni in karierni razvoj

**Karierni razvoj študenta/diplomanta**

- Pomen zgodnjega načrtovanja kariere
- Priprava kariernega načrta
- Razgovor z a delo/prakso

**Student/graduate employability**

- Labour market in the tourism and hospitality industry
- Employability components
- Competencies for a successful performance in the industry
- Work experiences and employability
- Lifelong learning in the function of promoting career and personal development

**Career development**

- Impact of early career planning
- Career plan design
- Work interview

**Priprave na prakso:**

- Strokovne praksa - cilji
- Ciljna področja dela
- Pridobljene strokovne kompetence na MTP
- Pomen dobre priprave študenta na SP
- Elementi kakovostne prakse
- Varnost pri strokovni praksi

**Praktično delo študenta v organizaciji**

- Spoznavanje organizacije
- Spoznavanje delovnih procesov v GT
- Priprava portfolia (končno poročilo, osebni načrt, certifikati)

**Preparation for internships**

- Goals of Practical Training
- Target work environments and workplaces
- Competencies gained within TEM
- Impacts of internship planning
- Elements of quality training
- Safety and security issues

**Professional training in the TH industry**

- Introduction to the organization
- Introduction to work processes in the THI
- Portfolio building (final internship report, career plan, certificates)

**Temeljni literatura in viri / Readings:***Osnovna:*

- Rok, M. (2019). *Od prakse do zaposlitve*. Koper: Založba UP
- Rok, M. (2015). *Poti v zaposljivost*. Koper: Založba UP
- Tse, T.S.M. (2010). What do hospitality students find important about internships? *Journal of Teaching in Travel&Tourism*, 10(3), 251-264, doi: 10.1080/ 15313221003792027
- Pucelj J. (2005): *Iskanje prakse in zaposlitve : priročnik za študente*. Pedagoški center EF.
- Brečko, D.(2006): *Načrtovanje kariere kot dialog med organizacijo in posameznikom*. Ljubljana: Planet GV
- Forsyth, P. (2002): *Career Management*. Oxford: Capstone Publishing.
- Harkison, T., Poulston, J. in Kim, J-H.G. (2011): *Hospitality graduates and managers: the big divide*. *International Journal of Contemporary Hospitality Management*, 23(3) 377- 392.

*Dopolnilna:*

- Lobnik-Zorko, A.(2000): *Izpopolnitvi in uspehu naproti: mali priročnik za samozavestno načrtovanje svoje prihodnosti in kariere*. Ljubljana: Delo.
- Lees, J. (2001): *How to get a job you`ll love; a practical guide to unlocking your talents and finding your ideal career*. London: McGraw-Hill.

**Cilji in kompetence:**

- Priprava študenta na učinkovit vstop v poslovno okolje in razvoj realističnih predstav o delovanju sektorja
- Priprava študenta na spoznavanje kultur organizacij
- Usposobitev za komuniciranje z različnimi deležniki in mreženje
- Usposabljanje študenta za pridobivanje, obdelovanje in vrednotenje podatkov iz različnih virov
- Usmerjanje študentov na razmislek o kariernih ciljih in poteh
- Usposobitev za pripravo učinkovite vloge za zaposlitev/prakso in CV

**Objectives and competences:**

- Preparation of students to enter the TH business environment and development of realistic expectations of the TH industry
- Facilitating intern entry into work settings, and adjustment to different corporate cultures
- Development of communication skills in contacts with different stakeholders and networking
- Students evaluate and describe data gained through internships
- Students` deliberation on career goals and paths
- Preparation of motivation letters and CVs
- Students` reflection of necessary competencies for the labour market entry

- Usmeritev študentov v evalviranje, izboljšavo oz. razvoj potrebnih kompetenc za trg dela v GT

**Predvideni študijski rezultati:**

**Intended learning outcomes:**

- znanje in razumevanje pomena kompetenc za zaposljivost
- pridobivanje, nadgradnja in širitev znanj, spretnosti in veščin študenta v poslovnem okolju
- seznanjanje s poslovnim okoljem, uvajanje v delovne procese, razvoj sposobnosti za samostojno delo
- pridobljene delovne izkušnje in reference
- socializacija študenta v poslovnem okolju
- vzpostavitev mrež za potrebe profesionalnega razvoja

- Knowledge and understanding of employability requirements
- Improvement of knowledge and skills in the business environments
- Student entry into the work environments, work processes, development of independancy at work
- Gained work experiences and references
- Socialisation of students in business environments
- Development of networking relationships in the function of professional progress

**Metode poučevanja in učenja:**

**Learning and teaching methods:**

- predavanja
- demonstracije
- vaje
- študije primera
- delo v e-učilnici
- delo v realnem okolju

Utemeljitev: študent se pripravlja na vstop na trg dela s pomočjo refleksije naučenega in evalviranjem rezultatov procesov rekrutiranja kadrov (razvoj kompetenc zaposljivosti)

- lectures
- demonstrations
- exercises
- case studies
- e-classwork
- work in a real environment.

Delež (v %) /

**Načini ocenjevanja:**

**Weight (in %)**

**Assessment:**

<ul style="list-style-type: none"> <li>• Študent mora aktivno sodelovati</li> <li>• ocenjevanje dokumentov iz portfoliia študenta (motivacijsko pismo in CV)</li> <li>• supervizij mentorjev</li> <li>• ocenjevanje dokumentacije s SP (končno poročilo, osebni načrt, certifikati delodajalcev)</li> </ul>	<p>100%</p>	<ul style="list-style-type: none"> <li>• Students` active participation</li> <li>• Preliminary exam (assessment of CV, cover letter)</li> <li>• Mentors` supervision</li> <li>• Assessment of portfolio documents: final reports, personal plans, employers` certificates)</li> </ul>
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**Reference nosilca / Lecturer's references** (3 do 5 na posameznega nosilca):

viš. pred. mag. Igor Novel:

1. NOVEL, Igor. Specifike hotelirstva kot faktor za uvajanje metode ciljnih stroškov v hotelirsko dejavnost. *Organizacija : revija za management, informatiko in kadre*. [Tiskana izd.]. 2008, letn. 41, št. 2, str. a 139 - a 149. ISSN 1318-5454. [COBISS.SI-ID 928222]
2. NOVEL, Igor. Analiza uspešnosti turistične dejavnosti v Sloveniji za leto 2008 = Analysis of successfulness in Slovenia's tourism business during 2008. V: BREZOVEC, Aleksandra (ur.), MEKINC, Janez (ur.). *Management, izobraževanje in turizem: kreativno v spremembe : znanstvena konferenca z mednarodno udeležbo, 22.-23. oktober 2009, Portorož: zbornik referatov = proceedings*. Znanstvena konferenca z mednarodno udeležbo Management, izobraževanje in turizem, Portorož, 22.-23. oktober 2009. Portorož: Turistica, Fakulteta za turistične študije, 2009. Str. 2073-2083. ISBN 978-961-6469-40-1. COBISS.SI-ID 1126622]
3. NOVEL, Igor, TEŠANOVIĆ, Sanja. Prihodkovni vpliv ladij za križarjenje na določeno destinacijo : primer Slovenije. V: OVSENIK, Marija (ur.). *Nova Evropa - nova turistična destinacija : zbornik = New Europe - new tourist destination: proceedings*. Portorož: Turistica, Fakulteta za turistične študije, 2009. Str. 61-70. ISBN 978-961-6469-33-3. [COBISS.SI-ID 1172446]
4. IVANKOVIČ, Gordana, JANKOVIČ, Sandra, NOVEL, Igor. Celovita komparacija uspešnosti poslovanja dveh turističnih destinacij - dveh turističnih držav = A holistic comparison of excellence in managing two different tourism destinations - two tourism countries. V: RAJKOVIČ, Vladislav (ur.), et al. *Ustvarjalna organizacija = Creative organization : zbornik 26. mednarodne konference o razvoju organizacijskih znanosti, Slovenija, Portorož, 28.-30. marec 2007 = proceedings of the 26th International Conference on Organizational Science Development, Slovenia, Portorož, March, 28th-30th, 2007*. Kranj: Moderna organizacija, 2007. Str. 637-645. ISBN 978-961-232-200-7.
5. SEDMAK, Gorazd, ROK, Marija, NOVEL, Igor, KRIŽAJ, Dejan. *Zaključno poročilo o rezultatu raziskave: zadovoljstvo študentov s strokovno prakso na UP Turistiki*. Portorož: Fakulteta za turistične študije - Turistica, 2010. [22] str., [16] pril. [COBISS.SI-ID 1204190]

#### UČNI NAČRT PREDMETA / COURSE SYLLABUS

<b>Predmet:</b>	Strokovna praksa
<b>Course title:</b>	Professional Training

Študijski program in stopnja Study programme and level	Študijska smer Study field	Letnik Academic year	Semester Semester
Management turističnih podjetij, dodiplomski študijski program 1.stopnje		3	2
Tourism Enterprise Management, 1st / Bachelor's degree study programme		3	2

**Vrsta predmeta / Course type**

Obvezni / Mandatory

**Univerzitetna koda predmeta / University course code:**

Predavanja Lectures	Seminar Seminar	Sem. vaje Tutorial	Lab. vaje Laboratory work	Teren. vaje Field work	Samost. delo Individ. work	ECTS
/	/	/	/	/	450	15

Nosilec predmeta / Lecturer:

viš. pred. mag. Igor Novel

Jeziki /

Languages:

Predavanja /  
Lectures:

slovenski / Slovene

Vaje / Tutorial:

slovenski / Slovene

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

Opravljenе vse obveznosti Uvod v strokovno prakso.

Prerequisites:

Completion of all requirements for the Introduction to Professional Training

Vsebina:

Praktično delo v izbrani organizaciji skladno s potrjenim planom prakse ter pod vodstvom mentorja.

Content (Syllabus outline):

Practical work in the chosen organisation according to an approved professional training plan and under the guidance of a mentor.

Temeljni literatura in viri / Readings:

Osnovna:

1. Rok, M. (2019). Od prakse do zaposlitve. Koper: Založba U
2. Rok, M. (2015). Poti v zaposljivost. Koper: Založba UP
3. Interni dokumenti organizacije
4. Pravni akti za relevantna področja

Namen in cilji predmeta:

Objectives and competences:

<p><b>Splošne kompetence, ki jih razvija ta predmet:</b></p> <ul style="list-style-type: none"> <li>- Priprava študenta na učinkovit vstop v poslovno okolje in razvoj realističnih predstav o delovanju sektorja</li> <li>- Priprava študenta na spoznavanje kultur organizacij</li> <li>- Usposobitev za komuniciranje z različnimi deležniki in mreženje</li> <li>- Usposabljanje študenta za pridobivanje, obdelovanje in vrednotenje podatkov iz različnih virov</li> <li>- Usmerjanje študentov k izgradnji trajnostne kariere in določitev o kariernih ciljih in poteh</li> </ul> <p><b>Predmetno specifične kompetence:</b></p> <ul style="list-style-type: none"> <li>- Usposobitev za pripravo učinkovite vloge za zaposlitev/prakso in CV</li> <li>- Usmeritev študentov v evalviranje, izboljšavo oz. razvoj potrebnih kompetenc za trg dela v panogi</li> <li>- Usposobitev študenta pri uporabi digitalnih kanalov za učinkovito osebno trženje</li> </ul>	<p><b>Basic competences:</b></p> <ul style="list-style-type: none"> <li>- Preparation of students to enter the TH business environment and development of realistic expectations of the TH industry</li> <li>- Facilitating intern entry into work settings, and adjustment to different corporate cultures</li> <li>- Development of communication skills in contacts with different stakeholders and networking</li> <li>- Students evaluate and describe data gained through internships</li> <li>- Students` deliberation on career goals and paths</li> </ul> <p><b>Subject specific competences:</b></p> <ul style="list-style-type: none"> <li>- Preparation of motivation letters and CVs</li> <li>- Students` reflection of necessary competencies for the labour market entry</li> <li>- Training the student in the use of digital channels for effective personal marketing</li> </ul>
<p><b>Predvideni študijski rezultati:</b></p>	<p><b>Intended learning outcomes:</b></p>
<ul style="list-style-type: none"> <li>- znanje in razumevanje pomena kompetenc za zaposljivost</li> <li>- pridobivanje, nadgradnja in širitev kompetenc študenta</li> <li>- seznanjanje s poslovnim okoljem, uvajanje v delovne procese, razvoj sposobnosti za samostojno delo</li> <li>- pridobljene delovne izkušnje in reference</li> <li>- spoznanje o pomenu socializacije študenta v poslovnem okolju</li> <li>- spoznanje o pomenu mreženja in učinkovitega osebnega trženja</li> </ul>	<ul style="list-style-type: none"> <li>- Knowledge and understanding of employability requirements</li> <li>- Improvement of competences</li> <li>- Student entry into the work environments, work processes, development of independancy at work</li> <li>- Work experiences and references</li> <li>- Students` socialisation into business environments</li> <li>- Developing networking relationships and succesfully personal marketing</li> </ul>
<p><b>Metode poučevanja in učenja:</b></p>	<p><b>Learning and teaching methods:</b></p>
<p><b>Načini dela pri predmetu:</b></p> <ul style="list-style-type: none"> <li>- Delo pod supervizijo mentorjev.</li> <li>- Delo v realnem okolju.</li> </ul> <p><b>Potrebni materialni viri za izvedbo predmeta:</b></p> <p>Potrebna je standardna oprema predavalnice (tabla, projektor, računalnik...).</p> <p><b>Evalvacija:</b></p> <p>Metode in oblika evalvacije kakovosti dela:</p> <ul style="list-style-type: none"> <li>- Sprotna komunikacija v pedagoškem procesu</li> <li>- Ocenjevanje uspešnosti izvajanja predmeta (anonimna anketa študentov)</li> <li>- Samoevalvacija z analizo uspešnosti študentov skozi oblike preverjanja znanja</li> <li>- Sprotna komunikacija z organizacijami</li> </ul> <p><b>Povezanost z drugimi predmeti:</b></p>	<p><b>Conditions and Resources</b></p> <ul style="list-style-type: none"> <li>- Working under mentors` supervision.</li> <li>- Work in a real environment.</li> </ul> <p><b>The necessary material resources for implementation of the course:</b></p> <p>There should be standard equipment lecture (whiteboard, projector, computer ...)</p> <p><b>Evaluation:</b></p> <p>Methods and form of work quality evaluation:</p> <ul style="list-style-type: none"> <li>- Real-time communication in the pedagogical process</li> <li>- Evaluating the success of course implementation (anonymous student survey)</li> <li>- Self-evaluation by analyzing students` performance through forms of knowledge testing</li> <li>- communication with organizations</li> </ul> <p><b>Connection with other subjects:</b></p>

Vsi strokovni predmeti  <b>Posebnosti predmeta:</b> / Delitev na skupine: Vsak študent samostojno pripravi portfolio.		All courses  <b>Special features</b> of the course: Split into groups: Each student individually prepare a portfolio.
<b>Načini ocenjevanja:</b>	Delež (v %) / Weight (in %)	<b>Assessment:</b>
<b>Obveznosti študentov:</b> - Aktivno sodelovanje študenta  <b>Oblike preverjanja in ocenjevanja znanja:</b> - Ocenjevanje dokumentov iz portfolia študenta	100	<b>Course requirements:</b> - Students` active participation  <b>Assessment:</b> - Assessment of portfolio documents
<b>Reference nosilca / Lecturer's references:</b>		
<u>viš. pred. mag. Igor Novel:</u>		
<ol style="list-style-type: none"> <li>NOVEL, Igor. Specifike hotelirstva kot faktor za uvajanje metode ciljnih stroškov v hotelirsko dejavnost. <i>Organizacija: revija za management, informatiko in kadre</i>. [Tiskana izd.]. 2008, letn. 41, št. 2, str. a 139 - a 149. ISSN 1318-5454. [COBISS.SI-ID 928222]</li> <li>NOVEL, Igor. Analiza uspešnosti turistične dejavnosti v Sloveniji za leto 2008 = Analysis of successfulness in Slovenia's tourism business during 2008. V: BREZOVEC, Aleksandra (ur.), MEKINC, Janez (ur.). <i>Management, izobraževanje in turizem: kreativno v spremembe: znanstvena konferenca z mednarodno udeležbo, 22.-23. oktober 2009, Portorož: zbornik referatov = proceedings</i>. Znanstvena konferenca z mednarodno udeležbo Management, izobraževanje in turizem, Portorož, 22.-23. oktober 2009. Portorož: Turistica, Fakulteta za turistične študije, 2009. Str. 2073-2083. ISBN 978-961-6469-40-1. COBISS.SI-ID 1126622]</li> <li>NOVEL, Igor, TEŠANOVIĆ, Sanja. Prihodkovni vpliv ladij za križarjenje na določeno destinacijo: primer Slovenije. V: OVSENIK, Marija (ur.). <i>Nova Evropa - nova turistična destinacija: zbornik = New Europe - new tourist destination: proceedings</i>. Portorož: Turistica, Fakulteta za turistične študije, 2009. Str. 61-70. ISBN 978-961-6469-33-3. [COBISS.SI-ID 1172446]</li> <li>IVANKOVIČ, Gordana, JANKOVIČ, Sandra, NOVEL, Igor. Celovita komparacija uspešnosti poslovanja dveh turističnih destinacij - dveh turističnih držav = A holistic comparison of excellence in managing two different tourism destinations - two tourism countries. V: RAJKOVIČ, Vladislav (ur.), et al. <i>Ustvarjalna organizacija = Creative organization: zbornik 26. mednarodne konference o razvoju organizacijskih znanosti, Slovenija, Portorož, 28.-30. marec 2007 = proceedings of the 26th International Conference on Organizational Science Development, Slovenia, Portorož, March, 28th-30th, 2007</i>. Kranj: Moderna organizacija, 2007. Str. 637-645. ISBN 978-961-232-200-7.</li> <li>SEDMAK, Gorazd, ROK, Marija, NOVEL, Igor, KRIŽAJ, Dejan. <i>Zaključno poročilo o rezultatu raziskave: zadovoljstvo študentov s strokovno prakso na UP Turistici</i>. Portorož: Fakulteta za turistične študije - Turistica, 2010. [22] str., [16] pril. [COBISS.SI-ID 1204190]</li> <li>NOVEL, Igor, JUGOVEC, Sabina. Spremembe produkta križarjenj ob pojavu pandemije covid-19. V: NEMEC RUDEŽ, Helena (ur.), ZABUKOVEC BARUCA, Petra (ur.). <i>Marketinški pristopi in trendi v turizmu v novi realnosti</i>. Brezplačna elektronska izd. Koper: Založba Univerze na Primorskem, 2022. Str. 89-113, graf. prikazi. Zbirka Turistica. ISBN 978-961-293-207-7, ISBN 978-961-293-208-4. ISSN 2820-6509.</li> </ol>		

### UČNI NAČRT PREDMETA / COURSE SYLLABUS

<b>Predmet:</b>	Strokovna praksa
<b>Course title:</b>	Professional training

Študijski program in stopnja Study programme and level	Študijska smer Study field	Letnik Academic year	Semester Semester
Turizem, dodiplomski univerzitetni študijski program I stopnje	/	2	3, 4
Tourism, undergraduate, university study programme	/	2	3, 4

Vrsta predmeta / Course type

Obvezni / mandatory

Univerzitetna koda predmeta / University course code:

Predavanja Lectures	Seminar Seminar	Sem. vaje Tutorial	Lab. vaje Laboratory work	Teren. Vaje Field work	Samost. delo Individ. work	ECTS
15	/	15	/	/	240	9

Nosilec predmeta / Lecturer:

prof. dr. Metod Šuligoj, doc. dr. Janja Gabruč

Jeziki /

Predavanja /Lectures:

slovenski / Slovene

Languages:

Vaje / Tutorial:

slovenski / Slovene

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

/

Prerequisites:

/

Vsebina:

**Zaposljivost študenta/diplomanta:**

- Trg dela v turizmu
- Komponente zaposljivosti
- Kompetence za učinkovit in uspešen nastop praktikanta
- Pomen delovnih izkušenj za zaposljivost študentov.

**Priprav načrta strokovne prakse/praktikuma:**

- Namen in Cilji
- Predstavitev organizacije, kjer se bo strokovna praksa/praktikum opravljala
- Planirane naloge (tudi terminski plan)
- Planirani rezultati strokovne prakse
- Predvidena tveganja in njihovo obvladovanje
- Prošnja za strokovno prakso
- Življenjepis (Europass).

**Praktično delo (praktikum) študenta v organizaciji**

- Celovita in kompleksna opredelitev organizacije v kateri študent dela: pravna oblika in organizacijska struktura, struktura zaposlenih, glavni procesi, kompleksen

**Content (Syllabus outline):**

**Employability of students/graduates:**

- Labour market in tourism
- Elements of employability
- Competences for an effective and successful intern performance
- Impacts of work experiences on employability of HE graduates

**Developing an internship/practicum program schedule:**

- Purpose and Objectives
- Presentation of the organization at which students will carry out the internship/practicum
- Planned tasks (including time schedule)
- Planned results of the internship
- Estimated Risks and their management
- Formal application for the internship
- Biography (Europass).

**Professional training (practicum) at the company:**

- Comprehensive and complex definition of the organization at which the student carries out the internship: the legal form and

<p>opis produkta, strukture gostov, uspešnost poslovanja, opredelitev konkurence (če je relevantno) ter ostale posebne značilnosti glede na dejavnost organizacije</p> <ul style="list-style-type: none"> <li>• V primeru projektnega dela se smiselno uporabi opredelitev iz predhodne alineje.</li> <li>• priprava portfolia (pisni izdelek z opisom organizacije, zaključno poročilo s časovnico, načrt praktikuma z dodanimi rezultati, CV, dokazila)</li> </ul>	<p>organizational structure, the structure of employees, the main processes, complex product description, guest structure, performance, identification of the competition (if applicable) and other specific characteristics depending on the activity of the organization.</p> <ul style="list-style-type: none"> <li>• In the case of project work, mutatis mutandis to statements from previous indent it shall apply.</li> <li>• Preparation of the portfolio (written description of the organization, a final report with the timetable, planned tasks and achievements, CV, supporting documents/proofs).</li> </ul>
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### Temeljni literatura in viri / Readings:

Rok, M. (2019). *Od prakse do zaposlitve*. Koper: Založba Univerze na Primorskem, 2019.

Rok, M., Vinkler, J. (2015). *Poti v zaposljivost*. Koper: Založba Univerze na Primorskem.

Šuligoj, M. (2012). *Izzivi zaposlovanja in dela v turizmu: zbornik prispevkov*. Portorož: Fakulteta za turistične študije – Turistica.

### Namen in cilji predmeta:

Študent/-ka spozna načine vključevanja v realno delovno okolje. Z delom v takšnem okolju pridobi delovne izkušnje (predvsem veščine) potrebne za delo po koncu študija.

#### **Splošne kompetence, ki jih razvija ta predmet:**

- Oblikovanje analitičnega in organizacijskega mišljenja;
- Oblikovanje odnosa do predmetnega področja;
- Razvijanje sposobnosti iskanja relevantnih informacij, znanja in kontaktov;
- Razvijanje občutka za medsebojne odnose in timsko delo;
- Razvijanje timskega pristopa pri reševanju konkretnih poslovnih težav;
- Povezovanje vsebin z različnih strokovnih področij;
- Apliciranje pridobljenih znanj na primere iz prakse.

#### **Predmetno specifične kompetence:**

- Študent se seznani in razume možne načinom vstopa na trg dela.
- Študent se v organizaciji po lastnem izboru seznani z dejavnostjo podjetja/institucije, organiziranostjo, finančnim, kadrovskimi in tržnimi vidiki, okoljem in konkurenco, ipd.
- Študent zna ovrednotiti pridobljenih podatkov
- Študent se je sposoben vživeti v okolje organizacije, organizacijsko kulturo
- Razvoj realističnih predstav o poslovnem okolju
- Študent zna komuniciranje z gosti, poslovnimi partnerji, sodelavci, nadrejenimi

### Predvideni študijski rezultati:

### Objectives and competences:

Student learns ways to integrate into a real work environment. By working in such environment, he/she gains the work experience (especially skills) required for work after graduation.

#### **General competencies:**

- developing analytical and organisational thinking
- developing a relationship to the subject area;
- developing the ability to find relevant information, knowledge and contacts;
- developing a sense of mutual relationships and teamwork;
- developing a teamwork in solving concrete business issues;
- linking content from different professional fields;
- Application of acquired knowledge to practical examples.

#### **Specific competencies:**

- Students are familiar with the potential mode of entry into the labour market.
- Students get to know the company activities, organisation structure, financial, HR and marketing aspects, company's environment and its competitors, etc.
- Students can evaluate data gained through internships.
- Facilitating intern entry into work settings, adjustment to different corporate cultures.
- Development of realistic expectations of the industry.
- Student can communicate with business partners, guests, colleagues and supervisors

### Intended learning outcomes:

- nadgradnja in širitev kompetenc študenta, ki jih je pridobil pri drugih predmetih
- spoznavanje in razumevanje poslovnega okolja, uvajanje v delovne procese, razvoj sposobnosti za samostojno delo
- pridobljene delovne izkušnje in reference
- socializacija študenta v poslovnem okolju, mreženje
- reševanje strokovnih problemov v realnem okolju
- komuniciranje v strokovnem jeziku

**Metode poučevanja in učenja:**

- improvement of competences acquired in other subjects
- student entry into the work environments, work processes, development of independancy at work
- work experiences and references
- developing networking relationships
- solving professional problems in a real environment
- communication in professional language

**Learning and teaching methods:**

- Predavanja
- Diskusija
- Nadzorovano praktično delo
- Delo v realnem okolju

**Potrebni materialni viri za izvedbo predmeta:**

- Predavalnica z. avdiovizualno opremo
- E-učilnica
- Dostop do interneta za študente med predavanji, vajami in delom v konkretni turistični organizaciji

Specifični delovni pogoji so zagotovljeni v organizaciji kjer študent/ka dela.

- Lectures
- Discussion
- Supervised training
- Work in a real environment

**Material resources:**

- Lecture room with. audiovisual equipment
- e-Learning website
- Internet access for students during lectures, tutorials and work at a specific tourism organization

Specific working conditions are provided by the organization in which the student works

**Načini ocenjevanja:**

Delež (v %) /  
Weight (in %)

**Assessment:**

Načrt praktikuma (pogoj za začetek praktikuma).	20%	Developed an internship program schedule (the prerequisite for the internship).
Dokumenti iz portfoliia študenta; mnenje iz organizacije.	80 %	Documents from the student's portfolio; assessment from the organization

**Reference nosilca / Lecturer's references (3 do 5 na posameznega nosilca):**

prof. dr. Metod Šuligoj:

- Turčič, L., Šuligoj, M. Vzpostavitev korporativne akademije v turističnih organizacijah. V: Štrukelj, T. (ur.), Boršič, Darja (ur.). Inoviranje posameznika, podjetij in družbe za družbeno odgovornost in dobro počutje: strokovna monografija, (Knjižna zbirka Sodobna ekonomija in poslovanje - SEP). Maribor: Ekonomsko-poslovna fakulteta, 2014, str. 52-64.
- Šuligoj, M. External experts' integration into educational processes at university: a question of educational quality. Raziskave in razprave, 2014, vol. 7, no. 2, str. 3-22.
- Šuligoj, M., Jovanović, T. Education for dark tourism: some contemporary facts and issues. V: Gržinić, J. (ur.), Kostić-Bobanović, M. (ur.), Currie, D. M. (ur.). *Tourism education in an age of change*. Pula: Juraj Dobrila University of Pula, Faculty of Economics and Tourism "Dr. Mijo Mirković". 2019, str. 93-113