

THE LITHUANIAN UNIVERSITY OF HEALTH SCIENCES
VETERINARY ACADEMY
THE FACULTY OF ANIMAL SCIENCE
PROCEDURE FOR PRACTICE OF STUDENTS OF MASTER'S STUDY PROGRAM OF
ANIMAL AND HUMAN INTERACTION

I. BASIC CONCEPTS

- 1. Student Practice** is a part of the study process, during which students work in a Practice Institution according to their specialty and acquire practical skills, abilities and experience required for independent work in accordance with the established requirements.
- 2. Practice list of institutions** – a list of companies, institutions, farms or associations (hereinafter referred to as institutions) compiled by the Faculty of Animal Science and LSMU Career center, where students can perform Practice.
- 3. Practice Institution** - a place where a student performs a Practice.
- 4. Institution's Practice Supervisor** -an employee of the institution where the student is doing a Practice, appointed by the head of the institution.
- 5. LSMU VA Practice Supervisor** – an approved lecturer in the university department responsible for the planning and organization of Practices.
- 6. Practice report** - an analysis of the activities of the institution where the student has done the Practice in general or in certain areas / aspects of the activity.
- 7. Practice Assessment Commission** - a commission formed by the dean's decree, which evaluates the student's work during the Practice with a grade based on the Practice report.

II. GENERAL PROVISIONS

8. Practice procedure for students of LSMU Veterinary Academy of Animal Science is prepared in accordance with:

8.1 The law of Science and Studies of the Republic of Lithuania (on 30 April 2009, No. XI 242). (Žin., 2009, Nr.54-2140).

8.2 The law by the order of the Minister of Education and Science of the Republic of Lithuania „For students practical training contract No. V-1011 (TAR, 2016-11-16, No. 26902).

8.3 The regulations for Studies of Lithuanian University of Health Sciences (approved by University Senate, decision No. 123-03 on 20 June 2019).

8.4 Law on the Approval, Entry into Force and Implementation of the Labor Code of the Republic of Lithuania (on 14 September 2016, No. XII-2603).

9. The purpose of student Practice procedure is to establish the procedure for planning and organizing the Practice of the students of the Faculty of Animal Science of Master's study program of Animal and Human Interaction of the Veterinary Academy of the Lithuanian Academy of Sciences, the requirements for the performance of the Practice. Also, to provide favourable conditions for students to acquire practical specialty skills, to establish the procedure for assessment of practice and the requirements for practice report.

III. OBJECTIVES AND TASKS OF STUDENT PRACTICE

10. The aim of the practice: providing theoretical and practical knowledge to improve students professionalism. The Practice aims to develop students' critical thinking, ability to work independently and in a team.

11. Practice tasks:

- 11.1 deepen theoretical and practical knowledge and skills;
- 11.2 to acquire additional skills and abilities required for independent work;
- 11.3 to develop responsibility, self-confidence, self-esteem and respect for another person, objective self-esteem.

IV. PRACTICE PROCEDURE

12. The Practice consists of the following stages: assignment to the Practice Institutions, start, Practice performance and end of the Practice.

V. PRACTICE DURATION AND PROCEDURE FOR ASSIGNMENT

13. The Master's study plans of Animal and Human Interaction provide the time and duration of the Practice. The Practice is carried out on the most advanced societies of cynologists and felinologists, horse breeding and training centers, aquaculture, hippotherapy and canine therapy centers, animal shelters, universities and scientific institutions, pet shops, the State Border Guard Service, customs, the Department of Prisons under the Ministry of Justice of the Republic of Lithuania, the Lithuanian Police, compound feed factories.

14. Students can choose a place of Practice but must notify it at least 14 days before the start of it. Students who do not indicate a certain place are assigned to the Practice Institutions at the discretion of the administration. The student gets to the desired place of Practice if there are enough practice places in the specified institution.

15. Students can offer Practice Institutions which have contracts with LSMU VA. The place of Practice must meet the goals and objectives of Animal and Human Interaction study programme of the Faculty of Animal Science.

16. The decision to allow a student to do a Practice at a specified institution must be made no later than one week before the start of the Practice.

17. Start of Practice:

17.1 The exact time of the Practice is indicated on the study plan.

17.2 Students apply to the head of the Practice Institution when they arrive to the institution on the specified day.

17.3 Students who delay to start their Practice for more than two weeks without the valid reason, are forbidden to do their Practice at a certain institution. In that case student is considered to have an academic debt which can be liquidated in accordance with LSMU First and Second Degree and Integrated Studies Regulations.

17.4 A tripartite Practice agreement is signed between the University, the Practice Institution and the student.

17.5 Within 5 working days from the signing of the contract, the student must deliver one copy of the contract to the Dean's Office of the Faculty of Animal Sciences of the Veterinary Academy of LSMU or send it by post to:

Lithuanian University of Health Sciences
Veterinary Academy
Faculty of Animal Science
Tilzes str. 18, LT-47181 Kaunas

17.6 The student must fulfill all the assignments of the supervisor related to the activities of the Practice Institution, take an active interest in the activities of the institution.

17.7 The student must observe work discipline and follow the provisions of the Labor Code during the Practice.

17.8 If the student's work at the Practice Institution does not meet the goals, in the opinion of the Practice Supervisor, the Supervisor may:

17.8.1 apply to the Practice Institution and ask to assign the student work that meets the goals of the Practice;

17.8.2 apply to the Dean of Animal Science Faculty and ask to assign student to another Practice Institution.

18. If a student is unable to come to the Practice Institution due to illness or other justifiable circumstances, he / she must inform (in writing, including by e-mail) the head of the Practice Institution and the Dean of the Faculty of Animal Science of LSMU VA and the Practice Supervisor of LSMU VA on the same day. When the student comes back, he/she must submit documents justifying the absence to the Institution's Practice Supervisor and the Practice Supervisor within 3 days.

19. A student, during time of Practice, in consultation with the Practice Supervisor, prepares the Practice report, which is the main document for the Practice evaluation.

20. The Practice Supervisor of the institution writes a review about the student's Practice.

21. At the end of the Practice period, the student must keep the workplace tidy, return the work tools and documents provided to him / her. The Head of institution must be informed about the performance / non-performance of the last assignments assigned to a student, a student returns the permits to enter the Practice Institution.

VI. PRACTICE MANAGEMENT

22. Procedure for appointment of the Practice Supervisor and his / her responsibilities:

22.1 The student's Practice is supervised by the Practice Supervisor appointed by the decree of the Dean of the Faculty of Animal Science of LSMU VA.

22.2 The Practice Supervisor of LSMU VA advises the student on the issues of preparing the Practice report.

23. Procedure for appointment of the Head of the Practice Institution and his / her responsibilities:

23.1 The students Practice is supervised by the Practice Supervisor of the Institution appointed by the head of the institution. He assigns to the student work related to the activities of the institution that meets the objectives of the Practice.

23.2 The Practice Supervisor of the institution writes a review at the end of the student's Practice (Annex No.1).

23.3 Supervisors of Practice institution and Practice Supervisors can provide recommendations for quality of Practice to the committee of study program of Animal and Human Interaction of LSMU VA Animal Science Faculty.

VII. STUDENT RIGHTS AND RESPONSIBILITIES

24 The rights, duties and responsibilities of a student performing a Practice are established by the Statute of LSMU and the LSMU First and Second Degree and Integrated Studies Regulations, also this procedure.

25. Student rights:

25.1 to carry out the planned Practice tasks and receive the necessary advice;

25.2 to refuse to execute the assignments of the Practice Supervisor of the institution in writing, notifying the Practice Supervisor thereof, if the assignments are not related to the goals of the student's Practice;

25.3 to require the necessary conditions for the implementation of the Practice program;

25.4 to make proposals for the implementation of the Practice.

26. Student responsibilities:

26.1 to comply with the internal rules of procedure of the University and the institution of Practice and the legal acts of the Republic of Lithuania regulating the practice of professional activity;

26.2 adhere to the principles of professional ethics;

26.3 properly perform the tasks assigned by the Practice Supervisor;

26.4 make timely reports on the performed practice.

27. If the student, due to justified reasons, fails to do the Practice, it is performed in accordance with the procedure adopted by LSMU.

28. A Practice that is not completed or not credited within the set time is the student's academic debt, which the student must liquidate in accordance with the terms specified in the study regulations of the Lithuanian University of Health Sciences.

VIII. SETTLEMENT PROCEDURES FOR PRACTICE

29. The final assessment for Practice is made by Practice Assessment Commission formed by the Dean's decree. Student participation is required during the assessment of the Practice.

30. Evaluation score of Practice made by commission is determined on the basis of these provisions:

30.1 The Practice report must reflect all the practical work of the student in the practical institution (Annex No.2). The Practice report must be signed by the student and submitted to the LSMU VA Practice Supervisor for information.

30.2 In the Practice report, the student must perform a general or specific analysis of the activities of the Practice Institution.

30.3 The Practice report, student's oral presentation and answers to the questions are main criteria for student's Practice assessment.

30.4 Recommended components of a Practice report:

a) title page;

b) introduction (1 pg.);

c) analytical part (12-15 pg., Times New Roman 12 font);

d) conclusions and recommendations (1-2 pg.).

31. Practice assessment criteria:

31.1. The student's Practice is evaluated by the Assessment Commission on a ten-point system. The Practice is assessed on the basis of the following criteria:

31.1.1. Criteria of professional competence. The Practice Assessment Commission evaluates how the student applied and improved the professional knowledge acquired during the Practice. The Commission, when evaluating the student's Practice, evaluates the quality of the analysis of the general structure and functions of the Practice Institution or certain areas / aspects of activities provided in the Practice report.

31.1.2. Independence criteria. The Practice Assessment Commission evaluates how the student independently performed an analysis of the structure and activities of the Practice Institution.

31.1.3. Criteria for activity and initiative. The Practice Assessment Commission evaluates how and to what extent student's Practice contributed to better functioning of Practice Institution. Also how well the student got acquainted with the structure and functions of the Practice Institution.

31.1.4. Criteria of clarity and completeness. The Practice Assessment Commission takes into account the clarity and completeness of the structure and presentation of the Practice report when evaluating the Practice.

32. Description of practice evaluation:

Perfectly (10 points) - the activities of the institution and the work performed during the Practice are described in detail and comprehensively in the report, the acquired practical work skills are discussed, the student was proactive and innovative during the Practice;

very good (9 points) - the work performed, acquired practical work skills are discussed in detail in the report. The report contains insignificant technical deficiencies and inaccuracies;

good (8 points) - the student was able to partially apply the acquired theoretical knowledge, provided a detailed and independent report. The report contains certain factual, analytical, technical shortcomings;

middle (7 points) - the report lacks completeness and some issues are not described in sufficient detail. The report contains factual, analytical and technical shortcomings;

satisfactorily (6 points) - the report is incomplete, it has significant material and technical shortcomings. The student was not active during the Practice;

weak (5 points) - the report meets only the minimum requirements, the student has inaccurately fulfilled the instructions of the institution's Practice Supervisor, submitted a non-independent report;

unsatisfactory (4 points) - the student did not comply with the requirements of work discipline, did not fulfill the orders of the Head of the Institution's Practice, submitted a rewritten report.

WORK PRACTICE TASKS

Animal and Human Interaction (*Master's degree program*)

No.	Task content
1.	The information about the history of Practice place, the nature of the activity, its structure, the factors determining the company's efficiency and perspective development plans.
2.	Breeds of other animals used (raised, supervised) in the institution, its description.
3.	Application of biotechnology in animal reproduction.
4.	To analyze the housing conditions of animals taking into account the reproductive physiology of the animal.
5.	Organization of statistical surveys on animals.
6.	Small business organization.
7.	Organizational psychology in a small business environment.
8.	Homestead poultry farming and its organization.
9.	Horse breeding in recreational horse breeding.
10.	Therapeutic riding organization issues.
11.	Recreational fisheries.
12.	Recreational cynology.
13.	Use of dogs in dog sled, dog competitions.
14.	Usage of therapeutic riding to children and adults.
15.	Dolphin therapy.
16.	Aquarium fish.
17.	Use of horses for human rehabilitation.
18.	Growing of ornamental fish in homestead ponds.
19.	Possibilities of keeping mini pigs in a recreational environment.
20.	Aspects of sheep and goat breed selection in a recreational environment.
21.	Breeding of ornamental rabbits.
22.	Application of therapy assisting dogs in children and adults.
23.	Personality types of employees. Coherence of personality and workplace.
24.	Communication in the organization, effective communication, conflict resolution methods in organizations, negotiations, team building.
25.	Organizational culture, organizational development.

REVIEW
ABOUT STUDENT ACTIVITIES DURING PRACTICE

Student's first and last name:

Place of Practice

Name of the institution:

Address of the institution, telephone:

Practice period:

An employee of the institution who supervised the Practice

Name, surname:

Position:

Telephone, e-mail:

Brief feedback from the Practice Supervisor on the student's activities during the Practice.

Signature of Practice Supervisor, date: _____

REQUIREMENTS FOR THE PREPARATION OF STUDENT PRACTICE REPORT

The student must follow the protocol No. 5 (130) of the meetings of the LSMU GMF Council on 26-09-2019 approved Practice procedures when preparing Practice report.

Information is presented in a certain way in the Practice report. It is necessary to maintain such consistency:

- 1. The title page;**
- 2. The content;**
- 3. The introduction;**
- 4. The main part of the report;**
- 5. The conclusions and recommendations;**
- 6. The references** (is not required if the student only needs the literature used in that case);
- 7. Annexes** (if necessary).

The submitted information must be presented in a consistent, logical and concise manner. All chapters start on a new page.

1. The title page (Annex No.1).

The title page is intended to indicate the details of the university, author and Practice report.

2. The content

The content indicates the sections, subsections, smaller sections and on which page they begin the work. There must be more than one subsection in a chapter.

3. The introduction (1 page)

It provides basic information about Practice Institution, clearly and briefly formulates the main Practice tasks, and explains what the Practice tasks are, what problems will be solved.

4. The analytical part (up to 20 pages)

Analytical part consists of factual analysis of the task, the performance indicators of the economic entity are analyzed, their evaluation is presented, and various calculations are performed on the basis of the collected data. This part must provide solutions to the tasks formulated in the Practice task. The actual material (information) in the analytical part is presented by creating tables, charts, graphs. Data analysis is the most important part of a Practice report.

5. The conclusions and recommendations

The conclusions are a response to the tasks set in the Practice task. The conclusions must be specific, concisely formulated, in accordance with the task, goal, objectives and the most important results of the practice. Provided recommendations are based on the findings on how to solve problems, improve the applied methods or equipment.

6. The references.

It must be written on the new page and only used literature sources must be presented. The references must be presented according to their sequence of quotation in the text (not in alphabetical order). The list of literature must be completed under Vancouver system. The descriptions must not be transliterated (original language must be left). Sources mentioned by the authors of the cited source quoted work can not be included in the list of literature (references). The bibliographic description should provide information (mandatory elements) that describes the specific source of the information. All references must be applied consistently punctuation system, proper spelling and punctuation must be used in the list of literature. When describing articles from books, the word 'From' or 'In' must be written before the title of the book and indicate the pages where the quoted part is printed. When describing an article, indicate its authors, title, journal title, year of publication, number or volume, pages on which the article was published. The description of electronic sources must indicate the author or authors, title (title of the book, magazine or article), publication data (place, publisher, year), if they are indicated in the source, type of media, date of reference, conditions of access. Examples of literature list are given in Annex No.2.

7. Annexes

The supporting material must be provided: large diagrams, tables, pictures, which are necessary to describe and present the submitted work.

General text requirements. The text of the report must comply with the general requirements for written work. Work form requirements:

1. The report must be bound and submitted as required. The Thesis is bound in such a way that it is not possible to tear out the sheets. Recommended scope of the Thesis is 40-50 pages, excluding annexes.

2. The report must be written in official Lithuanian or English language without any clerical errors, written in fluent and correct language.

3. General text requirements:

3.1. Format, font. The text must be printed on one side of white A4 format paper sheet (210 x 297 mm), the space of 6 mm (1.5 line interval) needs to be left between the lines. The margin sizes: 3cm on top, 2,5 cm on left, 1 cm on right and 2 cm on bottom. The sheet position (orientation) - vertical (Portrait), the individual pages may be vertical (Landscape), e.g. large tables. The text is Justified according to the left and to the right margins. The titles of the chapters need to be written in bold capital letters in 12 pt font. The titles of the sections need to be written in 12 pt bold font, in small letters. The first line of the paragraph of the title are spaced 18 pt and shifted to the right side of 1.0 cm. A space between two blank lines is made after the chapter and section. The titles of chapters and sections are centered. The text must be typed using the standardized character encoding system unicode fonts Times New Roman.

3.2. Page numbering. The number of the page is written in the lower right corner, in Arabic numerals. The numbering of the pages starts with the title page (the number 1 is not written on it), then all the pages are numbered in order.

3.3. The table. The tables are enumerated along the entire report in Arabic numerals. The title of table needs to be written above the table in bold italic type (Bold and Italic) small letters, except for the first

letter, with no dots. If the title of the table does not fit on one line, then a space of 1.0 is left between them. The source of the cited table, the author, must be indicated in brackets after the table name. When the table is mentioned in the text, its number is indicated.

3.4. The pictures. Computer illustrations (charts, diagrams, drawings, photo images) must be of sufficient quality, clear. The pictures must be enumerated successively along the entire report in Arabic numerals. The title of the picture must be started in capital letter, below the picture, with no dots. It is preferred to highlight it and write it in italics (Bold and Italic). Serial number is marked before the title or the picture. If the title of the picture does not fit on one line, then a space of 1.0 is left between them. The references to the pictures must be indicated in the text. If the pictures are created by other authors, it is a must to indicate the source and the author (in brackets at the bottom of the title of the painting).

3.5. Quotation of the literary sources. When the literature sources are quoted in the text, the Vancouver system must be followed. They are presented in the text, in brackets or square brackets. The reference itself consists of a number, e.g. [1], corresponding to the serial number of the cited source in the references. If several sources are quoted in the same text, the numbers must be separated by commas with no spaces, e.g. [1,4,9]. If several sources are written in sequence, the shortening is used e.g. [2-7,9]. The dash cannot be used between the quoting sources if only two adjacent sources are quoted e.g. [2,3]. If the author is mentioned in the text, the cited source is indicated e.g. Motiejūnas [15] in brackets. If the source of more than six co-authors is cited, the name of the first author and the suffix "et al" is indicated e.g. Grigas et al [44]. If a work written in non-Latin letters is cited, the author's name is transliterated in the text, e.g. Nikitin [10]. If the source of more than six co-authors is cited and is written in Latin letters, not in Lithuanian, the first author is indicated e.g. Smith et al [22]. The names of foreign authors are written in accordance with the norms established by the Lithuanian Language Commission, without translating them into Lithuanian. Verbatim quotes are written in quotation marks. Quotation marks must be in Lithuanian e.g. „animal science“. Texts must be quoted in strict accordance with the cited source. To quote the original text, it is placed in a footnote. Footnotes for comments are provided at the bottom of the page. They are numbered over all the work in a row with the top index. Examples of citations are given in Annex No. 3.

3.6. Footnotes at the bottom of the page are for comments. They are numbered consecutively.

LITHUANIAN UNIVERSITY OF HEALTH SCIENCES
.....**STUDY PROGRAM**
DEPARTMENT/INSTITUTE

STUDENT'S NAME and SURNAME

... year of the ... group

PRACTICE REPORT

Place of Practice:

Practice period:

yyyy mm dd – yyyy mm dd

KAUNAS, year

EXAMPLES OF BIBLIOGRAPHICAL DESCRIPTION OF SCIENTIFIC LITERATURE

1. A book

1.1. One author:

Grakauskas E. Agrarinė teisė: monografija. Vilnius: (b.l.); 2009.

1.2. Two – six authors:

Juozaitytė V, Anskienė L. Statistinė duomenų analizė su SPSS gyvulininkystėje ir veterinarijoje. Kaunas: LSMU Leidybos namai; 2014.

1.3. More than six authors:

Hofmeyr GJ, Neilson JP, Alfirevic Z, Crowther CA, Gulmezoglu AM, Hodnett ED et al. A Cochrane pocketbook: Pregnancy and childbirth. Chichester, West Sussex, England: John Wiley & Sons; 2008.

1.4. Without author:

Management and welfare of farm animals: UFAW farm handbook / edited by John Webster. 5th ed. Chichester: Wiley-Blackwell; 2011.

2. Book article (part)

Rowlands TE, Haine LS. Acute limb ischaemia. In: Donnelly R, London NJM, editors. ABC of arterial and venous disease. 2nd ed. West Sussex: Blackwell Publishing; 2009, p. 338-452.

3. Volume or part of a multi-volume publication

Turner CW. The Mammary gland.1. The Anatomy of the udder of Cattle and Domestic Animals. Chapter 12, Columbia, Missouri: Lucas Brothers; 1952.

4. An article from a journal or continuing education publication

Autio T, Pohjanvirta T, Holopainen R, Rikula U, Pentikainen J, Huovilainen A, Rusanen H, Soveri T, Sihvonen L, Pelkonen S. Etiology of respiratory disease in non-vaccinated, non-medicated calves in rearing herds. Veterinary Microbiology. 2007; 119:256-65.

5. For electronic sources

5.1. El. book, database, computer program or other el. documents:

Baltes W, editor. Lebensmittelchemie [eBook]. Berlin, Heidelberg: Springer- Verlag Berlin, Heidelberg; 2007 [cited 2014 Dec 20]. Available from: SpringerLink.

5.2. Part of el. book or other el. documents:

The results of the general agricultural census by elderships of Lithuania in 2010. From: Lithuanian Department of Statistics, 2012 [electronic source] [viewed on 15th of January, 2014]. Internet access: <http://osp.stat.gov.lt/documents/10180/204989/2010ZUSrezszen.pdf/>

For meat additives and substitutes. Resolution No. 45 16-05-1994 [electronic source] [viewed on 1st of December, 2014]. Internet access: www.lrs.lt

5.3. Article from email journal or continuing education publication:

[Nguyen Thu Lan T](#), [Hermansen John E](#), [Mogensen Lisbeth](#). Environmental costs of meat production: the case of typical EU pork production. Journal of Environmental Management. 2012 [internet] [cited 2014 Feb 20]; 107: 321-27. Available from: http://www.lvb.lt/primo_library/libweb/action/search.do?vid=LSMU&prefLang=lt_LT&afterPDS=true

EXAMPLES OF AUTHORS' QUOTATION**1. Quotation of one author's publication in the text:**

Gapšys [2] stated, that....

2. A publication quoted by two authors:

According to Juozaitienė and Japertienė [23], the number of somatic cells in milk, which has a high genetic correlation with mastitis and higher heredity, has recently been used in breeding programs for the prevention of mastitis.

3. A publication quoted by three authors:

Scientists Astromskienė, Ramanauskienė and Adamonienė [5] found that a change in the economic system of the country decreased by employees working in the traditional agricultural sector, there is incomplete employment of the rural population began to increase rapidly, unemployment, lack of income, a small rural economic diversity [...] after the development of non-traditional and alternative business branches, which at first seemed like hobbies, it was noticed that this activity can be profitable, especially if there is an opportunity to sell products not only in Lithuania, but also in foreign countries.

4. Quotation of the source in the text several times. If there are more than three authors, all authors must be mentioned for the first time in the text, when quoting the same source again, only the first author is indicated:

Kerzienė, Juozaitienė, Šlyžius and Stankevičius [9] justified ...

When quoting the second and subsequent times, only the first author can be submitted:

Kerzienė and others. [9] assume ...

or

Jounester et al. [19] stated ...

5. Quotation of a source with a collective author in the text:

Quantitative test methods [1] are used ...

or

The number of dairy cattle in Lithuania increased three times [...] The milk protein content of red and yellow cows in the population was also slightly negatively correlated with the amount of milk ($r = -0.046$, $p < 0.001$) [2,3].

6. Quotation of literature in footnotes. Galima pateikti cituojamos literatūros šaltinius puslapio išnašoje, tekste pažymint juos viršutiniu indeksu. It is possible to submit the quoted literature in a footnote on the page, marking them in the text with a superscript.

- **in the text**

‘The breed was bred in the 16th century. In Germany [...] from local twelve bovine animals ¹. The breed was approved in 1951. A new stage in the improvement of Lithuanian red cattle began in 1956, when the first animal insemination stations were established and the mass insemination of cows and the import of Danish green cattle began. After the breed was approved, it was regionalized and widespread throughout the country, but after a while the breed was bred on the basis of open populations using genetic material from other red varieties²

- **in a footnote**

¹Lithuanian Red Cattle Breeding Program for 2011–2015. Lithuanian Association of Red Cattle Breeders. Šiauliai; 2011.

²State Animal Breeding Supervision Service under the Ministry of Agriculture. Cow exterior evaluation rules. Vilnius; 2011.