Federal State Autonomous Educational Institution of Higher Education
"RUDN University"

Law Institute

Recommended by MCSS

PRACTICAL PROGRAM

Name of practice
Teaching Internship

Recommended for education directions
40.06.01 Jurisprudence

The focus of the program (profile)

« Legal Sciences: contemporary international law »

Graduate Qualifications

Researcher. Research teacher

1. Purpose of practice

The purpose of teaching internship is:
• formation of general professional and professional competencies.
• consolidation and deepening of the theoretical knowledge obtained in the studied disciplines;
• mastering the necessary methods of training and education in the field of education;
• introduction to the social environment of an educational institution in order to acquire the social and personal competencies necessary to work in the field of education.
• formation and consolidation of the skills of pedagogical activity, application of knowledge and skills obtained in training in independent professional activities, supervised by the practice curator and / or the supervisor of the postgraduate student.

2. Practice tasks
The tasks of teaching internship are
• acquisition of skills in teaching and educational work in higher education.
• acquisition of skills for the preparation of reference, auxiliary, control training materials, presentations and their use in conducting classes;
• the study of modern technical and information tools that increase the effectiveness of training procedures, and their application in seminars and practical classes.
• deepening and consolidating the theoretical knowledge obtained during training at the previous stages of higher education;
• the acquisition and consolidation of sustainable skills in the student audience.

3. The place and role of the teaching Internship in structure of the Program
Pedagogical practice is an obligatory practice envisaged by the PLO, and is included in the variable part of Block 2.

Pedagogical practice in the system of training highly qualified personnel is a component of vocational training for scientific and pedagogical activity in a higher educational institution and is a type of practical activity of post-graduate students in the implementation of the educational process in higher education, including the teaching of special disciplines, the organization of educational activities of students methodical work on the subject, aimed at obtaining the skills and abilities of practical teaching activity .

The logical relationship of pedagogical practice with other parts of the PLO can be traced in the presence of identical terms, in the corresponding thesauris, similar components of conceptual terminological systems, and unified general scientific approaches to solving problems (activity approach, system analysis).

The basis of the substantive and methodological relationship of pedagogical practice with other parts of the PLO is the formation of universal, general professional and professional competencies listed in the tasks of the practice.

Requirements for input knowledge, skills and readiness of students, acquired as a result of the development of the previous parts of the PLO, and necessary for the development of teaching practice:

to know:
- The scientific basis of the subject being taught;
- the content of the subject being taught;
- value bases of professional activities in the field of education;
- the essence and structure of the educational process;
- The main ways of legal processing of information;
- The basis of modern technologies for collecting, processing and presenting information;
- Methodology of pedagogical research of educational problems;
- Theories and technologies of training and education of the student;
- ways of interaction of the teacher with various subjects of the pedagogical process;
- methods of professional self-knowledge and self-development;

be able to:

- systematically analyze and select educational competencies;
- use diagnostic methods to solve various professional problems;
- take into account in the pedagogical interaction various features of students;
- to design an educational process using modern technologies that meet the general and specific patterns and peculiarities of personal development;
- design elective courses using the latest achievements of science;
- use in the educational process a variety of resources, including the potential of other academic subjects;
- to organize extracurricular activities of students;
- use theoretical knowledge to generate new ideas in the field of education;

To master:
- ways of orientation in professional sources of information (ATP, magazines, websites, educational portals, etc.)
- various means of communication in professional pedagogical activity;
- methods of project and innovation activities in education;
- ways to improve professional knowledge and skills by using the capabilities of the information environment of the educational institution;
- Acquisition technologies for the use and updating of humanitarian, social, economic and professional knowledge;
- skills of reflection, self-esteem, self-control;
- various ways of verbal and non-verbal communication;
- the main methods of information processing;
- software skills.

4. Forms of practice

The main form of the teaching practice is the practice of obtaining professional skills and professional experience in teaching work.

To guide the practice, the core department appoints the head (s) of the practice from among persons belonging to the faculty of this department (hereinafter referred to as the head of the practice from the core department), it can also be a postgraduate research supervisor. When conducting practice in an organization on the basis of a contract, the organization appoints the head (s) of the practice from among the employees of the organization (hereinafter, the head of practice from the organization). To guide the practice conducted in the educational units of the educational organization, the head (s) of the practice from the educational organization is appointed.

The head of the practice from the department and / or the research supervisor of the graduate student plans, organizes and controls the pedagogical activity of the graduate student, entrusting him with the implementation of the specific training procedures outlined in this program. The graduate student in this case performs the functions of an intern, participating throughout the entire period of practice in the teaching activities of his supervisor.Руководитель практики от кафедры:
• together with the head of the practice from the organization draws up a work schedule (plan) for the practice, develops individual tasks for students to perform during the practice period;
• participates in the distribution of students for jobs and types of work in the organization carrying out professional activities;
• monitors compliance with the terms of the practice and the compliance of its content with the established educational program requirements for the content of the relevant practice (hereinafter - the requirements for the content of the practice);
• provides methodological assistance to students in the performance of their individual tasks, as well as the collection of materials to during the practice;
• evaluates the results of internship by students.

The content of the practice can be expressed in the participation and conduct of a graduate student, both under the guidance of a teacher and in his presence, lectures, seminars,

consultations, practical exercises, laboratory work, examinations, colloquiums, monitoring, intermediate certification, organization of students' independent work.

The profile department organizes the practice in the following ways:

- continuously: by allocating in the calendar educational schedule of a continuous period of study time to conduct all types of practices envisaged by the educational program;

- discretely:

by types of practice - by allocating a continuous period of study time in a calendar educational schedule for each type of study;

by periods of practice - by alternating periods of study time in the calendar educational schedule for conducting practices with periods of study time for conducting theoretical studies.

For persons with disabilities I, II, III groups and persons with disabilities, practical training is established taking into account the peculiarities of psychophysical development, individual abilities and state of health.

5. Place and time of practical training

Pedagogical practice is a stationary practice and is carried out in the structural units of RUDN.

A stable base of pedagogical practice is the department that implements the profile of graduate school. It can be held in other structural divisions of the University and organizations if there is a corresponding agreement approved in accordance with the procedure established by the University.

It is carried out without departing from theoretical studies during all semesters.

6. Competences of the student, formed as a result of practical training

As a result of this practice, the student must acquire the following competencies:

willingness to organize the work of research and / or teaching staff in the field of jurisprudence	GPC-4
readiness for teaching activities in higher education educational programs	GPC-5
proficiency in the preparation of educational and methodical literature on educational programs of higher education in the field of international law	PC-5

As a result of pedagogical practice, a graduate student should demonstrate the following results:

1) *To know*

- general scientific approaches to solving methodological problems;
- psychological and pedagogical features of training;
- modern learning technologies at the levels of the school subject, section, topic

2) *Be able to*

- to organize the educational process of education at different levels and profiles of higher education;
- carry out planning of educational work;
- carry out the learning process with a focus on the tasks of training, educating and developing the personality of the learner and taking into account the specifics of teaching;
- rationally select the content of any organizational form of education, highlighting in it the most important, essential and concentrating on it the attention of students;
- optimally select methods of organizing educational activities, methods of stimulation and control, taking into account the peculiarities of the content of the topic and the individual capabilities of each student;
- use information technology when conducting academic work;
- to analyze their own activities in order to improve them and improve their skills;
- use advanced teaching experience, combining traditional and innovative learning technologies.

3) *To master*

- skills to set goals and formulate the tasks of pedagogical activity, to predict the development and upbringing of the student's personality
- conceptual and categorical apparatus of methodical science;
- skill professional self-assessment activities.
- methodology of scientific and practical professional activities.

7. The structure and content of practices

The total workload of the practice is 24 credit units, 864 academic hours, for full-time education.
1ˢᵗ year (6 Credits)

№	Sections (stages) of the internship	Kinds of work, including independent work of students and its volume (in hours)		Forms of ongoing assessment
		Aud.	Independent work	
1.	The initial preparatory stage	4	32	Oral discussion
2.	The main stage	72	72	Tests
3.	The final stage	4	32	Written report

2ⁿᵈ year (12 Credits)

№	Sections (stages) of the internship	Kinds of work, including independent work of students and its volume (in hours)		Forms of ongoing assessment
		Aud.	Independent work	
	1 semester (6 Credits)			
1.	The initial preparatory stage	4	32	Oral discussion
2.	The main stage	72	72	Tests
3.	The final stage	4	32	Written report
	2 semester (6 Credits)			
1.	The initial preparatory stage	4	32	Oral discussion
2.	The main stage	72	72	Tests
3.	The final stage	4	32	Written report

3d year (6 Credits)

№	Sections (stages) of the internship	Kinds of work, including independent work of students and its volume (in hours)		Forms of ongoing assessment
		Aud.	Independent work	
1.	The initial preparatory stage	4	32	Oral discussion
2.	The main stage	72	72	Tests
3.	The final stage	4	32	Written report

Activities in practice
Stage 1 (preparatory):

- an introductory lecture is held, where students are introduced to the rules of labor protection, safety, with the goals, objectives and content of teaching practice. In addition, students receive advice on the design of documents, installation on communication with the staff of an educational institution. An individual practice task is compiled with a practice leader.

In an educational institution, graduate students get acquainted with the tasks of educational, educational and methodical work, with the administration, the teaching staff.

At this stage of pedagogical practice, graduate students begin to study the educational process, attend classes and, in conclusion, conduct an oral survey on materials that the graduate student studied during this phase. The results of the survey are fixed with the mark "offset", "fail".

Stage 2 (main):

1. the replenishment of their professional knowledge in the field of the taught discipline through self-study;

2. study of the experience of teaching leading teachers, technical assistance to the supervisor in conducting lectures, seminars and practical classes with students;

3. preparation of training materials for seminars, practical and laboratory classes in the discipline being taught and their submission to the supervisor for verification;

4. development under the control and with the help of the head of the plan and the text of the lecture or the plan of practical (seminar) classes and presentations on one of the main and topical topics of the course taught, which coincides (ideally) with the topic of his dissertation research;

5. conduct, under the guidance of the supervisor, seminars and workshops with students;

6. carrying out under the guidance of the supervisor of activities for the current and intermediate control of students;

7. consultation with students;

8. participation together with the supervisor in the preparation and improvement of curricula for the course taught, guidelines for conducting practical and seminar classes on selected topics;

9. participation under the supervision of the supervisor in the guidance of the student's coursework, verification, evaluation.

At the third (final) stage, a summary of the practice is provided. Graduate students summarize their pedagogical experience in reports and reports. The teachers analyze their activities, note the difficulties they have encountered and the most successful solutions to the tasks set during the course of the classes. The overall assessment for the practice consists of assessments for conducting classes and educational activities, taking into account the attitude of each graduate student to the pedagogical activity in general, participation in the analysis of classes and documentation.

8. Scientific and practical technologies used in practice

- multimedia technologies

- computer technologies and software products necessary for the collection and systematization of information required by the program of practice, etc.

9. Teaching and methodological support of students' independent work in practice

Independent work under the guidance of a teacher envisages preparation for conducting, as well as conducting (in the presence and under the supervision of a teacher) of seminars and practical exercises.

Independent work of a graduate student includes planning of the educational process, the development of educational and methodological, test and measurement materials, methodological materials for electronic courses.

During the internship the graduate student must:

1. to study and strictly follow the rules of labor protection, safety;

2. complete the scope of work provided for in the program of practice;

3. be responsible for the work performed and its results;

4. submit a written progress report in time.

Preparatory stage:

At this stage of the internship, the graduate student should:

- compile with the supervisor an individual assignment for practice.

- familiarize himself with the current regulations governing educational activities in higher education, incl. GEF / OS VO RUDN.

- study the work program for the discipline being taught;

- to establish interdisciplinary connections, familiarize yourself with the curriculum areas of training.

This will help to orient which sections of the discipline to be disassembled in practical or seminar classes in the most detail for the best assimilation of materials.

Main stage:

At this stage of the internship, the graduate student should:

- attend lectures, practical (seminar), laboratory classes of leading teachers of the department and the university in order to get acquainted with the used educational technologies; active and interactive teaching methods; the organization of independent work of students in class; organization of students current knowledge control.

- develop a work program / CMD / WCF on the taught discipline;

- prepare the necessary educational materials and conduct independently classroom lessons (lecture, laboratory, practical or seminars)

- to consult with students.

Final stage:

According to the results of teaching practice a graduate student should prepare a detailed written report. The report provides general information (last name, first name, middle name; type of practice; practice period), indicates information about the work performed by the graduate student during the practice, reflects the results of the practice, taking into account acquired knowledge, skills and abilities, noted problems organization and practice.

The report includes a practice diary signed by a graduate student and supervisor, as well as documents containing information on the results of the student's work during the period of pedagogical practice: a work program prepared by a graduate student in an academic discipline; texts of lectures or guidelines for practical exercises on specific topics; tasks for examinations; test tasks, etc.

The practice report must be approved by the supervisor of the aspirate and after that he can get an assessment of the practice.

The form of the report on practice, as well as methodological materials are presented in the methodical recommendation on practice.

10. Forms of intermediate certification (at the end of practice).

The form of reporting of students on the internship is a practice diary and a report on the internship. A practice diary and an internship report are kept and agreed by the trainee with the head of the practice and are provided to students at the relevant department within five days after the end of the practice.

According to the results of the pedagogical practice, the graduate student prepares and submits to the defense a report containing, in accordance with the individual task:

- report on the implementation of individual tasks;

- self-developed plans for seminars on one or several subjects of the academic discipline taught at the department, with a list of questions for discussion, normative material, recommended literature, practical cases (tasks) for solving;

- guidelines, scientific and practical recommendations for conducting a seminar lesson;

- a fragment of test tasks for the discipline and / or a presentation for the discipline.

The following questions should be reflected in the content of the report and the oral presentation of the graduate student:

1. Requirements for occupational safety in the classroom.

2. Methods and approaches to the development of teaching and methodological support of the implementation of school subjects, courses, disciplines (modules) or certain types of training sessions.

3. Methods of teaching subjects, courses, disciplines (modules) or certain types of classes (classroom, organization of independent work, control and assessment activities). Results of application in practice.

The results of each type of practice are determined by conducting an intermediate certification with scoring "excellent", "good", "satisfactory", "unsatisfactory" and in the ECTS system (A, B, C, D, E).

Students who have not completed the practice of any type for a good reason, undergo practical training according to an individual plan, which is approved by the relevant department and is consistent with the supervisor of the graduate student.

Students who have not completed the practice of any type in the absence of a valid reason or who have received a rating of "unsatisfactory" in the intermediate certification of the results of passing through the practice of any type are considered to have academic debts. For such students, a second period of practice of this type is established.

The transfer of the practice program (part of the program), passed before mastering the main educational program on postgraduate study, can be carried out by decision of the profile department with full equivalence of the practice programs. To this end, the student submits to the core department a practice diary certified by the relevant organization with a certificate of the content of the internship program showing the competencies obtained, a certificate of the period of passage, the amount of hours, the number of credits received and the assessment.

11. Academic and methodical, and information support to the research internship

1. Kazantseva E.V. Actualization of the ideas of narrative pedagogy in the conditions of personality-oriented education of higher school / Chekhov Taganrog Institute (Branch) of FSBEI of HE "Rostov State Economic University". // Gumanitarium. 2017. №1 (2). С. 26-28. ISSN 2500-1337 DOI: 10.21661/r-117229

2. Bea Staley, Leonard A. Freeman. Digital storytelling as student-centred pedagogy: empowering high school students to frame their futures / Charles Darwin University. // Research and Practice in Technology Enhanced Learning. 2017. №12.1. С. 1-17. ISSN 1793-7078 DOI: 10.1186/s41039-017-0061-9

3. Collins F. G. Physical Education Teachers' Attitudes and Understandings About Culturally Relevant Pedagogy and Teaching African American Male Students at Urban High Schools / The Ohio State University / OhioLINK [Электронный ресурс] 2011. URL: http://rave.ohiolink.edu/etdc/view?acc_num=osu1306941102.

4. Legal-reference system "the Consultant Plus".
5. Legal-reference system "GARANT".
6. List of sources available in the area of the research internship.

Databases, directories and search systems:
1. www.edu.ru
2. Documents and materials of the work of the Federal Agency on education: www.ed.gov.ru
3. Uniform collection of digital educational resources: http://school-collection.edu.ru
4. Dictionaries and other directories:
http:// www.iiorao.ru
http:// www.gpntb.ru/win/book/– the new systematized Explanatory dictionary of the state public scientific and technical library of Russia.

12. Material and technical support of production practices
For the practice, you need specially equipped classrooms and a computer classroom with workstations providing Internet access.

The implementation of the practice program should be provided by each graduate student with access to information resources - the PFUR Library Library and the Internet network resources. To use ICT in the educational process, you must have software that allows you to search for information on the Internet, systematizing, analyzing and presenting information, exporting information to digital media.

Domestic premises must comply with applicable sanitary and fire regulations, as well as safety requirements.

Software
The program uses Microsoft Office Suite, Adobe Reader, ATP Garant, ATP ConsultantPlus.
13. Evaluation funds.
Passport of Evaluation funds

Controlled competence code	Controlled section	Class work			Independent work				Intermediate certification	Section points
		Conduct training sessions, various types of control	Consultation	Recitation	Preparation of the plan and text of the	Preparation of a plan for practical (seminar) classes	Presentation preparation	Preparation of teaching materials and / or evaluation funds		
GPC-5	Preparatory stage			5						**5**
PC-5	Main stage				5	5	5	30		**45**
GPC-5		30								**30**
GPC-4			10							**10**
GPC-5	The final stage								10	**10**
TOTAL points										**100**

Compliance of assessment systems (previously used estimates of final academic performance, ECTS scores and point-rating system (PRS) of current performance assessments):

PRS points	Traditional RF marks	**Points to translate into the marks**	Marks	ECTS Marks
86 - 100	5	95 - 100	5+	A
		86 - 94	5	B
69 - 85	4	69 - 85	4	C
51 - 68	3	61 - 68	3+	D
		51 - 60	3	E
0 - 50	2	31 - 50	2+	FX
		0 - 30	2	F
51-100	Passed		Passed	

Criteria and indicators used in the evaluation of teaching practice:

	Criteria	Points
Preparatory stage	The study of the regulatory framework of teaching in higher education Acquaintance with the educational and organizational documentation of the department and the discipline being taught. Answer to the questions raised by the manager	5
Class work	Conduct 85-100% of the practical classes by the individual task	30
	Conduct 50-85% of the practical classes by the individual task	20
	Conduct 10-50% of the practical classes by the individual task	10
	Conduct less than 10% of the practical classes by the individual task	0
	Student consultation	2 points for each consultation, not more than 10 points
Independent work	Preparation of the plan and text of the lecture	5
	Preparation of a plan for practical (seminar) classes	5
	Presentation preparation	5
	Preparation of the author's teaching materials and / or a set of author's fund of assessment tools for the discipline being taught	30
	The author's teaching materials or Evaluation funds is prepared independently, but with reference to the source	10
	The author's teaching materials or Evaluation funds not developed or developed independently	0
Certification	A practice diary and a detailed practice report were prepared, including all the documents prepared.	10
	A practice diary and a practice report prepared without attachments	5
	Report or diary not submitted	0

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