

Federal State Autonomous Educational Institution of Higher Education ‘Peoples'
Friendship University of Russia (RUDN University)’

Faculty of Humanities and Social Sciences
Recommended by ISSC/MO

Pedagogical Practice

It is recommended for the direction of training / specialty

41.06.01 Political Science and Regional Studies

(the code and the name of the direction of training (specialty) are specified))

The module of the programme (profile, specialization):

Political Problems of International Relations, Global and Regional Development

Graduate qualification _____ Researcher. Lecturer-researcher _____
indicates graduate qualification in accordance with the order of Minobrnauki of
Russia from 12.09.2013 №1061)

Moscow, 2017

1. Objectives of pedagogical practice

The objectives of teaching practice in graduate school in the field of training 41.06.01 "Political science and regional studies" are:

- expanding the experience of post-graduate students of practical teaching, mastering the necessary methods of training and education in the educational field;
- formation of professional orientation of their personality.

2. Tasks of pedagogical practice

Tasks of pedagogical practice in postgraduate training direction 41.06.01 "Political science and regional studies" are:

1. Improvement of psychological-pedagogical and special knowledge of post-graduate students in the process of their application for the implementation of the pedagogical process;
2. The development of post-graduate student's views on the work of modern educational institutions (on the specificity of educational programs, about the activities of the teaching staff, on the functional responsibilities of the representatives of the administration and teaching staff, about traditions and innovations in the organization of work);
3. Formation of pedagogical skills in graduate students:
 - Gnostic, associated with the diagnosis of the quality of knowledge and skills of students, their level of education, the study of age and individual characteristics of students, identifying features of the development of the group of students, with the implementation of the analysis of lessons and extracurricular activities of other trainees, self-analysis of pedagogical activity;
 - projective, providing planning of educational work, educational work with students, the development of lecture notes and seminars and extracurricular activities, the selection of appropriate features of students forms and methods of training and education, educational technologies;
 - organizational, aimed at the implementation of their own teaching activities and to guide the active activities of students, the development of their initiative and independence;
 - communicative, connected with verbal and non-verbal communication of graduate student-trainee with students and colleagues (their comrades, teachers, methodologists);
4. The study of modern technical and information tools that improve the effectiveness of training procedures, and their use in seminars and workshops.
5. Development of postgraduate students' interest in professional pedagogical activity, creative attitude to pedagogical work;
6. Development of pedagogical abilities (expressive speech, didactic, suggestive, perceptive, etc.), as well as professionally significant qualities of the teacher's personality (disposition to students, self-control, pedagogical tact, justice, etc.).

3. The place of pedagogical practice in the structure of the Programme.

Pedagogical practice in the system of training personnel of higher qualification is a component of training for scientific-pedagogical activities in higher education and presents a view of practical activities of graduate students in the implementation of the educational process in higher education that includes teaching of special disciplines, the organization of educational activity of students, scientific and methodical work on the subject aimed at obtaining skills and practical skills teaching. Pedagogical practice is an obligatory component of the educational program.

The practice is conducted during the first, second and third years of full-time and part-time postgraduate program. The main volume of practice is carried out in the second year of postgraduate study. To carry out the program of pedagogical practice, a postgraduate student must possess knowledge in the disciplines of specialization, possess information technology, knowledge in the field of research.

The practice includes acquaintance of a graduate student with the basics of pedagogy of higher school, methodical work of a graduate student with a supervisor and direct participation of a graduate student in conducting classes in one of the special disciplines. Pedagogical practice is carried out, as a rule, in the second year of postgraduate study and is the final stage of obtaining a graduate program of postgraduate qualification of Teacher-researcher. By the beginning of the practice the graduate student should:

know: content of the subject taught;

basic methods and techniques of teaching in higher education;

modern technologies of data collection, processing and presentation;

be able to: use theoretical knowledge in the pedagogical process;

interact with the international student audience, taking into account its features;

to design the educational process using modern technologies;

draw up a report on the practice.

possess: the necessary theoretical foundations of the taught discipline; the main methods of information processing;

means of communication in professional pedagogical activity; skills of self-assessment and self-control.

4. Forms of practice: stationary.

Stationary practice is carried out at the profile Department, where students master the educational program.

The main form of teaching practice is passive and active participation in the process of training and education of students of higher education.

Head of practice from the Department and / or supervisor of the graduate student plans, organizes and monitors the pedagogical activity of the graduate student, entrusting him with the execution of the program of specific training procedures. A graduate student in this case performs the functions of an Intern, participating during the entire period of practice in the teaching activities of his supervisor.

The content of the practice can be expressed in the participation and conduct of a graduate student, both under the guidance of the teacher and in his presence of lectures, seminars, consultations, workshops, examinations, colloquiums, ongoing monitoring, interim certification, organization of independent work of students. This work at home and in the library in preparation for the classroom, the preparation of tests; writing notes of classes; writing psychological and pedagogical characteristics of the student and the training group; conducting open classes with written introspection in the diary; visiting the classes of the supervisor-Methodist, visiting the classes of graduate trainees with a written analysis of these classes in the diary.

For persons with disabilities of groups I, II, III and persons with disabilities, the practice is established taking into account the peculiarities of psychophysical development, individual capabilities and health status.

5. Place and time of teaching practice:

Teaching practice is conducted in the structural units of the Russian University of friendship of peoples. A stable base of practice is the Department that implements the profile of graduate school. Pedagogical practice of graduate students is carried out in accordance with the approved curriculum according to the schedule of the educational process on an individual schedule. Pedagogical practice is carried out, as a rule, during 4 semesters.

6. Competence of the student, formed as a result of the passage of pedagogical practice:

As a result of this practice, the graduate student must acquire the following General professional competence:

OPK-2 - readiness for teaching in the main educational programs of higher education.

As a result of this practice, the graduate student must acquire the following professional competence:

PC-2 is able to independently set specific tasks of scientific research in the field of political science and solve them with the help of modern equipment, equipment, information technology using the latest domestic and foreign experience.

As a result of the passage of this pedagogical practice graduate student must demonstrate the following results:

Know:

- General scientific approaches to solving methodological problems;
- psychological and pedagogical features of training;
- modern technologies of training at the levels of the subject, section, topic;
- basic methods of teaching political science disciplines;
- rules of academic ethics.

Know:

- organize the educational process;
- to make programs of academic disciplines;
- to carry out planning of educational work;
- to carry out the learning process with a focus on the objectives of training, education and personal development of the student and taking into account the specifics of teaching;
- it is rational to select the contents of any organizational forms of education, highlighting what is important, significant, and concentrate on it the attention of the learners;
- optimally select the methods of organization of 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;
- analyze and explain political, socio-cultural, economic aspects, the role of the human factor, the civilizational component of the political process;
- to use modern information and communication technologies in the educational process;
- analyze their own activities in order to improve and improve their skills;
- to use the best teaching experience, to combine traditional and innovative learning technologies.

Own:

- skills of development of teaching materials;
- skills of assisting the supervisor or colleagues in the faculty, to which the graduate student is attached, in conducting lectures or seminars, as well as activities of the current, intermediate, final control for undergraduate students;
- skills to set goals and formulate objectives of pedagogical activity, to predict the development and education of the student's personality;
- conceptual and categorical apparatus of political science;
- professional self-assessment skills;
- methodology of scientific and practical professional activity.

7. Structure and content of pedagogical practice

The total complexity of the training practice is 20 credits (720 hours).

The main forms of work performed by graduate students during practice:

- replenishment of the professional knowledge in the field of the taught discipline

through self-study;

- study of the experience of teaching leading teachers, technical assistance to the supervisor in conducting lectures, seminars and practical classes with students;
- preparation of training materials for seminars, practical and laboratory classes on the taught discipline and providing them for testing to the head;
- development under the supervision and with the help of the head of the plan and the text of the lecture or plan of seminars and presentations on one of the main and relevant topics of the course, coinciding (ideally) with the theme of his research;
- conducting seminars and practical classes with students under the guidance of the supervisor;
- carrying out under the guidance of the supervisor of activities on the current and intermediate control of students;
- consultations with students;
- participation together with the head in the preparation and improvement of training programs for the taught course, guidelines for practical, seminars on specific topics;
- participation under the supervision of the head in the management of student coursework, verification, evaluation;
- preparation of psychological and pedagogical characteristics.

8. Educational, research and production technologies used in teaching practice:

- pedagogy of individuality and technology of its formation;
- the system of problem-based learning and technology;
- the concept of motivational support of the educational process and its technology;
- pedagogical conflictology and conflict management technology;
- author of educational technology
- technologies of pedagogical innovation.

9. Educational and methodological support of independent work of graduate students in teaching practice:

The General educational and methodical management of pedagogical practice and control of its passing is carried out by chair to which the graduate student is attached. In order to guide the Department allocates a teacher, who is the General head of the practice. The supervisor provides each graduate student with an internship program, an individual task, a diary, methodological recommendations (recommendations for keeping a diary, recommendations for drawing up a report, etc.) and materials, supervises the work of graduate students.

The head of the practice provides General guidance, solves organizational issues, makes individual plans-tasks for graduate students, attends open classes, checks reports. For methodological guidance, they are attached to their supervisors or teachers leading the discipline.

Graduate students are required to attend classes of their supervisors-Methodists in the group assigned to them, to 1) get acquainted with the psychological characteristics of students; 2) understand (and, if necessary, apply) the techniques used by the teacher in this subject in this group; 3) be able to logically continue the topic studied under the program and conduct a quality lesson. Also, graduate students should attend classes of other trainees to learn how to analyze them. All classes (their own and others) they have to perform in the diary to learn to understand the success (take and develop) and weaknesses (to eliminate). Graduate students should write a psychological and pedagogical characteristics of the student and make a psychological and pedagogical characteristics of the study group.

During the practice, graduate students are required to fully perform all tasks under the program of practice in accordance with the approved schedule; daily keep a diary, at least once a week to submit a diary for signature to the head; obey the rules of internal regulations and safety; be responsible for the work performed and its results.

During the internship, graduate students are required to:

- complete the program of practice, individual task; perform the tasks of the head, in time to pass all written work;

- comply with the rules of internal regulations, safety, labor protection, operating in the organization – base of practice;
- keep daily records in the diary of the practice; at least once a week to report to the head of the work done;
- after the end of practice to submit to the head the written report and the diary issued according to the established requirements;
- to finalize the report on practice, if necessary, in accordance with the requirements and wishes of the head;
- protect your written practice report and get an assessment.

The graduate student is obliged to perform the scope of work provided by the program of practice, be responsible for the work performed and its results and submit a written report on the practice.

Structure and content of the practice report:

- the name of the report;
- surname, name, patronymic of the graduate student, country, group;
- information about attending lectures and master classes;
- description of the research method and material;
- report on the implementation of individual tasks;
- evaluation and signature of the supervisor;
- assessment and signature of the head of practice.

The evaluation criteria of the practice:

- attendance of lectures and other events at the practice;
- compliance with the rules of labor organization and safety;
- quality of performance of an individual task;
- content of the report on practice.

10. Educational-methodical and information support of pedagogical practice:

1. Organization management. Final assessment of students pre-diploma practice and diploma projects. - M.: Infra-M, 2009.
2. Hugh Hung Q. The master key to act science: A crystal-clear roadmap to achieving your top ACT science score. NY, 2019. 375 p.
2. Korneva, L. V. Psychological bases of pedagogical practice: the manual / L. V. Korneva. - Moscow: Humanitarian publishing center VLADOS, 2006. -159 p. - URL: <http://biblioclub.ru/index.php?page=book&id=58298>
3. Ganenko, I. A teaching practice. - Belgorod: CONSTANT, 2010.
4. Skok G. B., Lygina N. S. How to design the learning process for the course: tutorial. Ed. second, revised and advanced. - M.: Pedagogical society of Russia. 2013. - 96c.
5. Quality management of education: Practice-oriented monograph and Handbook / ed. M. Potashnik. M., 2012.
6. Fokin Yu. G. Theory and technology of education. Activity approach. M., 2007.

C) software and Internet resources:

Software: - Windows XP, 7, 8 10; - Microsoft Office.

Internet resources:

www.edu.ru

www.ed.gov.ru

www.informika.ru

www.elibrary.ru

11. Material and technical support of pedagogical practice

The main type of equipment required for practical training – electronic computers (personal computers, presentation equipment, printers, scanners, etc.).

RUDN has the material and technical base providing carrying out all types of works provided by the program of practice.

The classrooms of the faculty of Humanities and social Sciences of the RUDN are equipped with multimedia equipment (classrooms 410, 414, 416, 418, 103, 511, 503, 504, 514, 318, 216, 218, 325, 316).

The implementation of the internship program provides each graduate student with access to information resources - the RUDN library Fund and Internet network resources.

12. Forms of interim certification (based on the results of teaching practice)

At the end of the practice, a graduate student in a timely manner (within two weeks after the end of the practice) shall submit to the Department a report on the implementation of the tasks, a diary and a description from the head.

Graduate student must protect the report on the practice before the Commission of the Department, appointed by the head of the Department.

Date and time of protection are set by the Department in accordance with the calendar schedule of the educational process.

The defense of the practice report consists in a short report (5-7 minutes) of the graduate student and answers to questions on the merits of the report.

In assessing the work of graduate students are taken into account:

- activity of the graduate student during the practice (the degree of completeness and the results of the individual task, mastering the basic professional competencies);
- the content and quality of report execution, the completeness of the diary entries; the quality of the performance report and the responses of doctoral students on issues while protection report;
- characteristics of the head of the practice.

The results of the practice of graduate students are discussed at a meeting of the Department.

Forms of the diary, plan-summary of the lesson, report and guidelines for their management and implementation are presented in the Educational and methodical complex of scientific and pedagogical practice.

The results of each type of practice are determined by an interim assessment with "excellent", "good", "satisfactory", "unsatisfactory" and ECTS (a, B, C, E). The basis for their nomination is adopted at the University of ball-rating system (BRS). Postgraduate students who have had practice in other educational institutions or have experience in the profile of training, by the decision of the Department can be credited after the practice of the relevant report on the practice.

A graduate student who has not completed the program of practice without a valid reason, received a negative review of the work or an unsatisfactory assessment in the protection of the report, the decision of the Dean's office in consultation with the relevant Department may be sent to practice a second time in his spare time or is submitted for expulsion as a failure to fulfill the duties of conscientious development of the educational program and implementation of the curriculum.

A graduate student who has not had an internship of any kind for a good reason, practice on an individual plan.

13. Fund of assessment tools to conduct interim assessment of students on teaching practice

In the process of teaching practice to assess the formation of General professional competence of the defense industry-2 and professional competence of the PC-2 used evaluation tools presented in the table.

The final assessment takes into account the cumulative results of the knowledge control. Knowledge, skills of the student are evaluated in accordance with the BRS.

The maximum score for the practice is 100 points.

Score-rating system

Score-rating system: 100 points

Current work: 25 points

Presentation on the topic of dissertation research: 15 points

Exam (written part) - 20 points

Exam (oral part) - 40 points

Grades: 85-100-excellent
 75-85-good
 60 – 75-satisfactory
 40-60-unsatisfactory
 0-40-unsatisfactory

For the evaluation of educational activity of students used a point-rating system of assessment and ECTS.

Score-rating assessment of the student is based on his knowledge, skills and abilities. The maximum number of points that a student can earn during the semester is 100, which corresponds to 100% of the development of educational material.

Description of ECTS ratings:

A - "Excellent": the theoretical content of the course is mastered completely, without gaps, the necessary practical skills of working with the mastered material are formed, all the tasks provided by the training program are completed, the quality of their performance is estimated by the number of points close to the maximum.

B - "Very good": the theoretical content of the course is fully mastered, without gaps. The necessary practical skills of working with the mastered material are mainly formed, all the training tasks provided by the training program are completed, the quality of most of them is estimated by the number of points close to the maximum.

C - "Good": the theoretical content of the course is mastered completely, without gaps, some practical skills of working with the mastered material are not formed enough, all the training tasks provided by the training program are completed, the quality of performance of any of them is not estimated by the minimum number of points, some tasks are performed with errors.

D - "Satisfactory": the theoretical content of the course is partially mastered, but the gaps are not significant, the necessary practical skills of working with the mastered material are mainly formed, most of the training tasks provided by the training program are completed, some of the completed tasks may contain errors.

E - "Mediocre": the theoretical content of the course is partially mastered, some practical skills are not formed, many of the training tasks provided by the training program are not completed, or the quality of some of them is estimated by the number of points close to the minimum.

FX - "Conditionally unsatisfactory": the theoretical content of the course is mastered in part, the necessary practical skills are not formed, most of the training tasks provided by the training program are not completed, or the quality of their performance is estimated by the number of points close to the minimum; with additional independent work on the course material, it is possible to improve the quality of training tasks.

F - "certainly unsatisfactory": the theoretical content of the course is not mastered. The necessary practical skills are not formed, all completed training tasks contain gross errors, additional independent work on the course material will not lead to any significant improvement in the quality of training tasks.

Positive assessments, in obtaining which the course is counted as a student passed, are estimates A, B, C, D and E.

Table of compliance scores and ratings in appraisals

Баллы	Традиционные оценки	Оценки ECTS
95-100	5	A
86-94		B
69-85	4	C
61-68	3	D
51-60		E
31-50	2	FX

