

Federal State Autonomous Educational Institution of Higher Education

"Peoples' Friendship University of Russia"

Faculty of Humanities and Social Sciences

**PROGRAM OF PEDAGOGICAL INTERNSHIP**

**46.06.01 - Historical Sciences and Archeology**

**07.00.15 – History of International Relations and Foreign Policy**

(indicate the code and name of the direction of training (specialty))

**Graduate qualifications** \_\_\_\_ Researcher. Lecturer- Researcher

## **PROGRAM OF PEDAGOGICAL INTERNSHIP**

Internship in this educational program is carried out in accordance with the Educational Standard of higher Education of RUDN University (direction of training 46.06.01 - Historic sciences and archeology (qualification (degree) Researcher. Lecturer-researcher) and the "Provision on students' internship, mastering the educational programs for preparing scientific and scientific pedagogical personnel of the highest qualification (postgraduate) at the Peoples' Friendship University of Russia, approved by order of the Rector dated April 27, 2015 No. 240.

### **1. The objectives of pedagogical internship:**

- expansion by graduate students of the experience of practical pedagogical activity, mastering the necessary methods of training and education in the field of education;
- formation of the professional orientation of their personality.

### **2. Tasks of internship**

1. Improvement of psychological, pedagogical and special knowledge of postgraduate students in the process of pedagogical process;

2. development of perception of work of a modern educational institution (specifics of educational programs, activities of the teaching staff, functional responsibilities of representatives of the administration and teaching staff, traditions and innovations in the organization of work);

3. formation of graduate students' teaching skills:

- Gnostic skills, related to the diagnosis of the quality of knowledge and skills of students, their level of upbringing, gender and age characteristics of students, identification of features of a students' group development, analysis of lessons and extracurricular activities of other trainees, self-analysis of educational activities;

- projective skills, ensuring the planning of academic work, educational work with students, development of lecture, seminars and extracurricular activities, selection of forms and methods of training and education, educational technologies appropriate to the characteristics of students;

- organizational skills, aimed at the implementation of their own teaching activities, guide the active activities of students, development of their initiative and independence;

- communicative skills, connected with the verbal and non-verbal communication of a trainee with students and colleagues (his comrades, teachers, methodologists);

4. Study of modern technical and information tools that increase the effectiveness of training procedures, and their use in seminars and workshops.

5. Development of graduate students interest in professional pedagogical activity, creative attitude to pedagogical work;

6. Development of postgraduate pedagogical abilities (expressive speech, etc.), as well as professionally significant personal qualities of a teacher (disposition to students, self-control, pedagogical tact, justice, etc.).

### **3. Place of pedagogical internship in the structure of OOP**

Pedagogical internship in the system of training highly qualified personnel is a component of 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 educational process in higher education, including the teaching of special disciplines, organization of educational activities of students, methodical work on the subject, aimed at obtaining the skills and abilities of practical teaching activity .

The internship is conducted during 2-5 semesters. In order to fulfill the program of pedagogical internship, a graduate student must possess knowledge in the disciplines of specialization, possess information technology, and knowledge in the field of research work.

### **4. Forms of pedagogical internship .**

The head of the internship 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.

The content of the internship 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, tests, colloquiums, monitoring, intermediate certification, organization of independent work of students. This is a work at home and in the library preparing for conducting classroom studies, drawing up tests; writing abstracts of employment; writing the psychological and pedagogical characteristics of a student and a group; conducting open classes with a written introspection in the diary; attending the classes of the supervisor, attending the classes of postgraduate interns with a written analysis of these classes in a diary.

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

### **5. Place and time of the internship:**

Pedagogical internship is conducted in the structural units of the Peoples' Friendship University of Russia. The stable base of practice is the department that implements the profile of postgraduate school.

The pedagogical internship is carried out in accordance with the approved curriculum according to the schedule of the educational process.

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

As a result of internship, a graduate student should acquire the following **competencies (learning outcomes)**:

- willingness to participate in the work of Russian and international research teams to solve scientific and scientific-educational problems (UC-3);
- readiness for teaching activity in the basic educational programs of higher education (OPC-2);
- the use of modern software and information and communication technologies in the scientific and educational process (PC-2);
- Possession of skills for the preparation of educational materials on the educational program of higher education in the studied area (PC-3);
- possession of methods for the formation of skills of independent work, professional thinking and the development of creative abilities; the ability to set and solve promising research and applied tasks; possession of techniques and methods of conducting scientific discussion (PC-7).

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

### **Know:**

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

### **Be able to:**

- organize the educational process 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 a 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 the students attention on it ;
- 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;
- analyze and explain the political, socio-cultural, economic aspects, the role of the human factor, the civilizational component of the historical process;
- use modern information and communication technologies in the educational process;
- analyze own activities in order to improve own skills;

- use advanced teaching experience, combining traditional and innovative learning technologies.

**Have:**

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

**7. Structure and content of teaching practice**

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The total labor input of production practice is 20 credit units (720 hours).

**Passport Fund Assessment Funds**

№ п/п	Code of the controlled competence	Stages of internship	Appraisal tool
1	UC-3 OPC-2	Preparatory stage. The study of methodological and special literature. Receiving methodological and reporting materials.	Internship diary.
2	OPC-2 PC-1	Conducting classes, attendance of classes conducted by trainees, analysis of their own and others' classes	Summaries of open classes. Internship diary.
3	PC-2 PC-3	Preparation of abstracts and plans for seminars. Preparation of interactive classes using computer technology.	Summaries, plans for seminars. Internship diary.
4	OPC-2 PC-2 PC-3 PC-7	Conducting lectures and seminars	Summaries, plans for seminars. Internship diary.

5	PC-3 PC-7	Preparation and conduct of mid-term certification. Conduct test and control classes	Questions for the attestation . Control tests
6	PC-2 PC-3 PC-7	Preparation and conduct of seminars.	Plans for seminars. Internship diary.
7	OPC-2 PC-2 PC-3	Preparation and conduct of seminars in student groups.	Plans for seminars. Internship diary.
8	OPC-2 PC-2 PC-3 PC-7	Organization of interactive classes with students. Conducting discussions.	Plans for interactive activities. Group Discussion Discussion
9	OPC-2 PC-2 PC-3	Preparation of a lecture on topical issues of historical science.	Group discussion. Lecture abstracts Interview with the supervisor
10	PC-2	Drawing up psychological portraits of students. Search and formulation of the topic of their research.	Psychological and pedagogical characteristics of the student and the group. Internship diary.

### **8. The main forms of work performed by graduate students during internship:**

- replenishment of their professional knowledge in the field of the taught discipline through self-study;
- study of teaching experience of leading teachers, technical assistance to supervisor in conducting lectures, seminars and workshops with students;
- preparation of training materials for seminars, practical and laboratory classes in the discipline being taught and their submission for inspection by the supervisor;

Also, graduate students should attend classes of other trainees to learn how to analyze them. They should analyze all occupations (their own and others') in a diary in order to learn to understand the successes (to adopt and develop) and the shortcomings (to eliminate). Graduate students should write a psychological and pedagogical characteristics of the student and make a psychological and pedagogical characteristics of a students' group.

During the internship, graduate students are required to fully perform all the tasks of the internship program in accordance with the approved schedule; keep a diary every day, at least

once a week submit a diary for the signature of the head; comply with the organization's internal regulations and safety procedures; be responsible for the work performed and its results.

During the internship, graduate students are required to:

- fully complete the internship program, individual task; perform the tasks of the head, in time to pass all the written work;
- comply with the rules of internal order, safety, and labor protection in the organization - base of internship;
- keep daily entries in the internship diary; at least once a week to report to the supervisor on the work done;
- on the end of the internship, submit a written report and diary to the supervisor, drawn up in accordance with the established requirements;
- finalize, if necessary, a report on the internship in accordance with the established requirements and the wishes of the head;
- presentation of the written internship report and get an assessment.

#### **9. Teaching and methodological support of the independent work of postgraduate students during the internship:**

The general educational and methodical management of pedagogical internship and the control of its passing are carried out by the department to which the graduate student is attached. The department identifies the teacher, who is responsible for the internship. The supervisor provides each graduate student with a internship program, an individual assignment, a diary, methodological recommendations (recommendations for keeping a diary, recommendations for drafting a report, etc.) and materials, supervises the work of graduate students.

The head of the internship provides general management, considers organizational issues, draws up individual plans-tasks for graduate students, attends open classes, checks reports. For methodological guidance, they are attached to their supervisors or lectures teaching the discipline.

During the internship, graduate students are required to:

- complete the internship program, individual task; perform the tasks of the head, in time to pass all the written work;
- to comply with the rules of internal order, safety, and labor protection in force;
- keep daily entries in the diary; at least once a week to report to the supervisor on the work done;
- after the end of the internship, submit a written report and diary, drawn up in accordance with the established requirements;

- finalize, if necessary, a report on the internship in accordance with the established requirements and the wishes of the head;
- present your written report and get an assessment.

#### **10. Forms of intermediate certification (according to the results of teaching internship)**

At the end of the internship, a graduate student, within the established time frame (within two weeks after the end of the internship), submits a report on the fulfillment of the assignments, a diary and a description from the supervisor to the department.

A graduate student must present a internship report to the department commission appointed by the head of the department.

The date and time of presentation the report are established by the department in accordance with the calendar schedule of the educational process.

Presentation of the internship report consists of a short presentation (5-7 minutes) and answers to questions on the merits of the report.

In assessing the work of a graduate student the following is taken into account:

- activities of the graduate student in the period of the internship (the degree of completeness and the results of the implementation of an individual task, mastering the basic professional competencies);
- content and quality of the report, the completeness of entries in the diary; report quality and answers to questions during the presentation of the report;
- Characteristics of the head of internship.

The results of the internship are discussed at the meeting of the department.

The results of each type of internship are determined by conducting an intermediate attestation with scoring "excellent", "good", "satisfactory", "unsatisfactory" and in the ECTS system (A, B, C, E). The basis for their nomination is the ball-rating system adopted by the University. Graduate students who have undergone internship at other educational institutions or have work experience in the field of training can be credited with the practice's decision after the submission of the relevant internship report.

- under the control and with the help of the head development of the plan and the text of a lecture or the plan of seminars and presentation on one of the main topics of the course taught, which coincides (in the ideal case) with the subject of his scientific research;
- Conducting under the guidance of the supervisor of seminars and workshops with students;
- carrying out under the guidance of the supervisor of activities with the students;
- consultation with students;



- participation together with the head in the preparation and improvement of curricula for the course taught, guidelines for practical, seminar classes on specific topics;
- participation under the supervision of the supervisor in the guidance of the student's coursework, verification, evaluation;
- compilation of psychological and pedagogical characteristics.

## **11. Teaching and methodological support of the independent work of graduate students:**

The general educational and methodical management of pedagogical internship and its control are carried out by the department to which the graduate student is attached. In order to implement the leadership of the department identifies the teacher, who is the general leader of the internship. The supervisor provides each graduate student with a practice program, an individual assignment, a diary, methodological recommendations (recommendations for keeping a diary, recommendations for drafting a report, etc.) and materials, supervises the work of graduate students.

The head of the internship provides general management, decides on organizational issues, draws up 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 the classes of their supervisors in the group assigned to them in order to 1) become familiar with the psychological characteristics of students; 2) to understand (and, if necessary, apply) the methods used by the teacher on the subject in this group; 3) to be able to logically continue the topic studied by the program and conduct a high-quality lesson.

A graduate student who has not completed the internship program without a valid reason, has received a negative review of work or an unsatisfactory rating in defending a report, by decision of the dean's office in consultation with the relevant department, may be sent to internship again in his spare time.

A graduate student who has not completed the internship of any kind for a good reason, undergo an internship according to an individual plan.

Электронно-библиотечная система РУДН – ЭБС РУДН

<http://lib.rudn.ru/MegaPro/Web>

ЭБС «Университетская библиотека онлайн»

<http://www.biblioclub.ru>

ЭБС «Консультант студента» [www.studentlibrary.ru](http://www.studentlibrary.ru)

PsycINFO, PsycARTICLES - Американская психологическая ассоциация (АПА)

Science Direct <http://www.sciencedirect.com>

EBSCO <http://search.ebscohost.com>,

Oxford University Press <http://www3.oup.co.uk/jnls>.

Springer/Kluwer <http://www.springerlink.com>. (Behavioral Science; Humanities, Social Sciences).

## 12. Logistics of internship

The main type of equipment required for internship is electronic computing equipment (personal computers, presentation equipment, printers, scanners, etc.).

The RUDN University has a material and technical base ensuring the implementation of all types of work stipulated by the program of practice.

Audiences of the Faculty of Humanities and Social Sciences of the RUDN University are equipped with multimedia equipment (audiences 410, 414, 416, 514, 318, 325).

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

The program is compiled in accordance with the requirements of the Educational Standard of higher Education of RUDN University.

The developer is Ph.D (History) Associate Professor of the Department of Theory and History of International Relations, E.M Savicheva.

**Head of the Department**



**D.A. Degterev**

