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ФИО: Ястребов Олег Александрович
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**Federal State Autonomous Educational Institution of Higher Education
"Peoples' Friendship University of Russia"**

Faculty of Economics

(name of the main educational unit (MEU) - the developer of the postgraduate program)

Department of Finance and Credit

(name of the basic educational unit (BUP)-developer of the postgraduate program)

PRACTICE PROGRAM

Pedagogical

(name of practice)

Scientific specialty:

5.2.4 Finance

(code and name of the scientific specialty)

**Practical training of students is carried out within the framework of the
postgraduate program:**

Finance, money circulation and credit

(name of postgraduate program)

2023

1. THE PURPOSE OF THE PRACTICE

The purpose of the "pedagogical practice" is to expand and consolidate the theoretical and practical knowledge obtained by graduate students in the learning process, the formation of competencies in accordance with the OS RUDN.

The pedagogical practice of graduate students is aimed at preparing graduate students for teaching, and is carried out in order to develop graduate students' skills in developing a training course, independently conducting training sessions, scientific and methodological work on training courses, and gaining experience in organizational and educational work.

2. REQUIREMENTS FOR THE RESULTS OF TRAINING BASED ON THE RESULTS OF THE INTERNSHIP

The objectives of the implementation of the pedagogical practice of a graduate student are: familiarization of graduate students with the principles of the organization of the educational process at the university, the peculiarities of teaching general scientific and specialized disciplines;

- consolidation of theoretical knowledge, skills and abilities acquired by graduate students in the process of studying the disciplines of the basic, variable part and block of elective disciplines;

- formation of professional pedagogical skills and abilities.

As a result of pedagogical practice, a graduate student should receive the following knowledge, skills and abilities. A graduate student should know:

- the essence of general pedagogical methods and forms of education and upbringing in higher education;

- features of modern pedagogical technologies and the mechanism of their implementation at the university;

- types of academic work used in higher education institutions;

- methodological techniques used in conducting various types of educational work.

A graduate student should be able to:

- create conditions conducive to successful pedagogical activity;

- design pedagogical activity using knowledge of the theory of teaching and upbringing in higher education;

- to carry out educational and methodological work related to the organization of the educational process;

- to use the interrelationships of research and educational processes in higher education when presenting the subject material, including the possibility of attracting their own scientific research as a means of improving the educational process;

- conduct various types of training sessions;

- organize group work of students in practical classes;

- to organize independent work of students;

- monitor and evaluate the effectiveness of students' learning activities.

A graduate student must own:

- the main methodological methods of organizing different types of educational and independent work of students;

- educational material and teaching technology of the disciplines taught.

3. SCOPE OF PRACTICE

The total labor intensity of the "pedagogical practice" is 5 credits (180 academic hours).

5. THE CONTENT OF THE PRACTICE

*Table 5.1. Content of the practice**

| Name of the practice section | Content of the section (topics, types of practical activities) | Labor intensity, ac.hour. |
|---|--|----------------------------------|
| Section 1. Preparatory stage | Attending lectures and seminars of the graduate student's supervisor or teaching staff from the department to which the graduate student is attached, participating in current, intermediate and final control events, preparing methodological materials, presentations, case studies for lectures and/or seminars on the disciplines of the department. Attending the defense of the final qualifying work of graduate students attached to the scientific supervisor of the graduate student or the teaching staff of the department. Preparation of the practice report. | 56 |
| Section 2. The main stage | Conducting lectures and seminars on the disciplines of the department, developing and conducting their own special courses, master classes, under the guidance of a graduate student's supervisor or the teaching staff of the department, participating in current, intermediate and final control events, preparing methodological materials for lectures and/or seminars. Preparation of a practice report | 116 |
| Making a practice report | | 6 |
| Preparation for defense and protection of the practice report | | 2 |
| IN TOTAL: | | 180 |

* - the content of the practice by sections and types of practical training is FULLY reflected in the student's report on the practice.

6. MATERIAL AND TECHNICAL SUPPORT OF THE PRACTICE

| Cabinet type | Cabinet equipment | Specialized educational/laboratory equipment, software and materials for the development of the discipline (if necessary) |
|---------------------|--|--|
| Lecture hall | A classroom 101 for conducting lecture-type classes, equipped with a set of specialized furniture; a board (screen) and technical means of multimedia presentations. | A laptop Asus F6A, Multimedia projector Casio XJ-S400UN, Multimedia projector Casio XJ-V100W, Projection screen GEHA |

| Cabinet type | Cabinet equipment | Specialized educational/laboratory equipment, software and materials for the development of the discipline (if necessary) |
|----------------------------------|--|--|
| | | 244*244, Electric screen Draper 203*1, Speaker system Defender Mercury 35 Mkll, TV Philip |
| Seminary | A classroom 103 for conducting seminar-type classes, group and individual consultations, ongoing monitoring and intermediate certification, equipped with a set of specialized furniture and multimedia presentation equipment. | A laptop Asus F6A, Multimedia projector Casio XJ-S400UN, Motorized screen Digis Electra MW DSEM - 1105 |
| Computer room | A classroom 19 for conducting classes, group and individual consultations, current control and intermediate certification, equipped with personal computers (in the amount of 21 pcs.), a blackboard (screen) and technical means of multimedia presentations. | Monoblock Lenovo Intel I5 10160T/8 GB/256 GB/audio, screen 24", Multimedia projector Casio XJ-V100W, Motorized screen Digis Electra 200*150 Dsem-4303 |
| For independent work of students | A classroom 29 for independent work of students (can be used for seminars and consultations), equipped with a set of specialized furniture and computers with access to EIOS. | Monoblock Lenovo AIO-510-22ISH Intel I5 2200 MHz/8 GB/1000 GB/DVD/audio, screen 21", Multimedia projector Casio XJ-V100W, Motorized screen Digis Electra 200*150 Dsem-4303 |

7. METHODS OF PRACTICE

"Pedagogical practice" can be carried out both in the structural divisions of the RUDN or in organizations in Moscow (stationary), and at bases located outside Moscow (field).

The practice on the basis of an external organization (outside of the RUDN) is carried out on the basis of a corresponding contract, which specifies the terms, place and conditions of the practice in the base organization.

The terms of the internship correspond to the period specified in the calendar curriculum of the postgraduate program. The terms of the internship can be adjusted in coordination with the Department of Educational Policy and the Department of Organization of Practices and Employment of Students at the RUDN.

The main forms of implementation of the practice can be:

- preparation and conduct of practical classes (seminars, colloquiums, laboratory work, etc.) and the reading of individual lectures under the guidance of teaching staff;

- development of educational and methodological complexes and / or educational (teaching and methodological) manuals for individual disciplines.

In some cases, in agreement with the supervisor, it is allowed (with appropriate documentation and support) to implement the following types of pedagogical practice.

- participation in the implementation of the current and intermediate certification of students (conducting colloquiums and control works, participation in the acceptance of tests and exams);

- consultations on the taught academic discipline for students;

- organization and assistance in independent work of students;

- development of a set of full texts of lectures on the course with demonstration materials (including presentations).

In the case of the implementation of pedagogical practice in the form of preparation and conducting classes, the graduate student conducts an open lesson in one of the specialized disciplines of the department within the disciplinary direction of postgraduate training.

8. EDUCATIONAL, METHODOLOGICAL AND INFORMATIONAL SUPPORT OF THE PRACTICE

Basic literature:

1. Bordovskaya N.V., Rean A.A. Pedagogy : textbook for university students. - M. : Peter , 2019 - 299 p.

2. General and professional pedagogy: Textbook for students of pedagogical universities / Ed. by V.D.Simonenko. - M.: Ventana-Graph, 2017. - 368 c.

3. Pedagogy of professional education: Textbook for students of higher education / E.V. Belozertsev, A.D. Goneev, A.G. Pashkov et al. Ed. by V.A. Slastenin. - M.: Publishing Center "Academy", 2019 - 368 p.

4. Pedagogy: textbook for students of institutions of higher professional education / V.I. Zagvyazinsky, I.N. Emelyanova ; ed. I. Zagvyazinsky - M.: Publishing center "Academy", 2019 - 350 p.

5. Professional pedagogy: Textbook for students studying for pedagogical specialties and directions. Ed. by S.Y. Batyshev, A.M. Novikov. Ed. 3rd revised edition. M.: Publishing house EGWES, 2019,- 456 p.

6. Skakun V.A. Methodology of teaching special and general technical subjects (in schemes and tables). - Moscow: "Academy", 2017. - 128 c.

Additional literature:

1. Diachenko N.N. Vocational education of students. - M., 1988.

2. Zagvyazinsky V.I. Methodology and Methodology of Didactic Research. - M., 1981.

3. Zagvyazinsky, V.I. Methodology and methods of socio-pedagogical research. - Tyumen, 1995.

4. Zeer E.F. Psychology of Professions. - Yekaterinburg. 1996. Ibragimov G.I. Forms of training organization. - Kazan. 1994.

Resources of the Internet information and telecommunication network:

1. ELS RUDN and third-party ELS, to which university students have access on the basis of concluded contracts:

- RUDN Electronic Library System - RUDN EBS <http://lib.rudn.ru/MegaPro/Web>

- University Library Online <http://www.biblioclub.ru>

- EBS Yurite <http://www.biblio-online.ru>

- Student's Consultant electronic library system www.studentlibrary.ru
- Lunar EBS <http://e.lanbook.com/>
- Trinity Bridge" EBS

Databases and search engines:

- electronic collection of legal and normative and technical documentation
<http://docs.cntd.ru/>

- Yandex search engine <https://www.yandex.ru/>
- Google search engine <https://www.google.ru/>
- SCOPUS abstract database <http://www.elsevierscience.ru/products/scopus/>

Educational and methodological materials for practical training, filling out a diary and making a report on practice *:

1. Safety rules for "pedagogical practice" (initial briefing).
2. General device and principle of operation of technological production equipment used by students during the practice; technological charts and regulations, etc. (if necessary).
3. Methodological guidelines for students to fill in the diary and report on the practice.

* - all teaching materials for practical training are placed in accordance with the current procedure on the practice page in **TUIS!**

8. EVALUATION MATERIALS AND A POINT-RATING SYSTEM FOR ASSESSING THE LEVEL OF COMPETENCE FORMATION BASED ON THE RESULTS OF PRACTICAL TRAINING

Evaluation materials and a point-rating system* for evaluating students based on the results of the "Pedagogical Practice" are presented in the Appendix to this Internship Program (module).

* - evaluation materials and a point-rating system are formed based on the requirements of the relevant local regulatory act of the RUDN (regulations/procedure).

DEVELOPERS:

**Head of the Department of
Finance and Credit**



Grigoryeva E.M.

HEAD OF THE BUP:

**Head of the Department of
Finance and Credit**



Grigoryeva E.M.
