

**Federal state autonomous educational institution of higher education "Peoples'
Friendship University Of Russia" (RUDN)**

**Economic faculty
Industry management center**

PROGRAM "Pedagogical practice»

**It is recommended for the direction of training of highly qualified personnel
(postgraduate study)**

for direction 38.06.01. Economy
profile Innovation Management

Form of postgraduate study: full-time

Graduate's qualification: Researcher. Teacher-researcher

Moscow-2019

1. Practice objectives

Pedagogical practice of postgraduates is aimed at preparing postgraduates for teaching, and is carried out in order to develop the skills of postgraduates to develop a training course, self-conducting training sessions, scientific and methodological work on training courses, gaining experience in organizational and educational work, as well as the formation of competencies in accordance with the OS RUDN.

2. Objectives of the practice

The task of practice is to master the necessary methods, skills and abilities of professional pedagogical activity.

3. The place of pedagogical practice in the structure of OP IN

Pedagogical practice refers to the mandatory component of the variable part of the program in the direction of 38.06.01 "Economics", Profile innovation Management.

Disciplines, for which the passage of this practice is necessary, are "innovation Management", "Methodology of scientific research»,

«Modern economic theory.»

Pedagogical practice is designed to provide a link between the theoretical knowledge obtained during the assimilation of the academic educational program, and practical activities for the introduction of this knowledge into the real educational process.

4. Forms of pedagogical practice classroom, extracurricular.

For pedagogical practice postgraduate student: together with the supervisor in accordance with the schedule of the educational process determines the specific terms and forms of pedagogical practice, the subject of individual tasks depending on the individual level of pedagogical and scientific training, independently makes an individual plan of practice.

In the process of internship graduate student:

- selectively attends lectures and seminars on the disciplines of the Department, consults with teachers of the Department on the methodology of teaching disciplines;

- develops teaching materials (tests, assignments, cases, presentations, etc.) on the disciplines of the Department;
- conducts practical (seminar) or lecture classes, conducts their analysis;
- organizes educational activities for students;
- accumulates scientific data necessary for dissertation work, publications of scientific articles, teaching AIDS, presentations at conferences.

A graduate student whose work is considered unsatisfactory is removed from teaching practice in the form of classroom lessons. By the decision of the head of the Department, the graduate student is assigned either other terms of internship, or increase the volume of extracurricular work.

5. Place and time of pedagogical practice

Pedagogical practice is carried out at the Department Of management of RUDN and in the classrooms reserved for classes of bachelor's and master's groups in the disciplines of the Department. Pedagogical practice can be carried out on other bases by agreement: in organizations, enterprises and institutions conducting educational activities, including programs of basic and additional professional education, trainings, master classes and other types of training. Bases of pedagogical practice should meet the following basic requirements: to correspond to a profile of preparation of the graduate student, to have qualified personnel for the management (control over) pedagogical practice.

Pedagogical practice is carried out in the second semester of the first year of study, in the third and fourth semester of the second year of study, in the 5th semester of the third year of postgraduate study in full-time.

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

As a result of the internship, the graduate student must:

To know: basic methods of teaching economic disciplines; rules of academic ethics.

To be able to: organize the educational process; to make programs of educational disciplines; to develop lecture material and tasks for seminars.

To have skills (to gain experience): development of teaching materials; assisting your supervisor or colleagues of the unit to which attached a graduate student in lectures or seminars, as well as events of current, intermediate, final control for students of undergraduate and graduate programs, develop and conduct independent courses.

As a result of the internship the graduate student masters the following competencies:

Competence (specified in accordance with the OS RUDN)	Descriptors – the main signs of development (indicators of achievement)	Forms and methods of training that contribute to the formation and development of competence
Ability to plan and solve problems of own professional and personal development (UK-6)	Mastering the techniques of teaching.	<p>Attending lectures and seminars of a graduate student's supervisor or faculty from the unit to which the graduate student is attached. Participation in the activities of the current, intermediate and final control. Preparation of methodological materials for lectures and / or seminars. Study course programs and attend lectures and seminars of a graduate student's supervisor or faculty from the unit to which the graduate student is attached.</p> <p>Development and conduct of seminars under the guidance of the discipline teacher. Development and holding of special courses. Study of the course programs of a graduate student's supervisor or faculty from the unit to which the graduate student is attached. Preparation of methodological materials for lectures and / or seminars. Development and conduct of seminars under the guidance of the discipline teacher. Development and holding of special courses.</p> <p>Visiting the WRC defenses of a graduate student's supervisor or faculty from the unit to which the graduate student is attached.</p>
Readiness for teaching on educational programs of higher education (OPK-3)	Mastering the techniques of teaching. Development of pedagogical skills.	<p>Study course programs and attend lectures and seminars of a graduate student's supervisor or faculty from the unit to which the graduate student is attached.</p> <p>Development and conduct of seminars under the guidance of the discipline teacher. Development and holding of special courses. Study of the course programs of a graduate student's supervisor or faculty from the unit to which the graduate student is attached.</p>

		Preparation of methodological materials for lectures and / or seminars. Development and conduct of seminars under the guidance of the discipline teacher. Development and holding of special courses.
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7. Structure and content of pedagogical practice

The total labor intensity of pedagogical practice is 24 credits, 864 hours.

№ п/п	Sections (stages) of practice	Types of educational work in practice including independent work and labor intensity (in hours)				Forms of the current control's
		Lecture	Work Lab.	Practice	SR	
1	In the first year of graduate school: lectures, seminars supervisor or graduate student of the PPP unit, which is attached to the graduate student, participation in activities of the current, intermediate and final control, preparation of teaching materials, presentations, case studies for lectures and/or seminars on disciplines of the Department.				216	credit
2	Visiting the WRC defenses of graduate students attached to the graduate student supervisor or faculty of the Department. Preparation of the report on practice.				540	credit
3	Participation in the activities of the current, intermediate and final control, preparation of methodological materials for lectures and / or seminars in the third year of graduate school. Preparation of the report on practice.				108	credit

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

The complex of educational, research and production technologies includes analytical and logical methods. The postgraduate student in the course of pedagogical

practice receives skills of development of tests, open questions and tasks for intermediate and final certification, tasks for seminars, structuring and development of lecture materials, teaching AIDS, development of master classes and cases, independent special courses under the supervision of the supervisor and the main lecturers of the Department of Management. In the case of a relatively high level of qualification of a graduate student, it is envisaged to conduct classroom classes (seminars and special courses).

9. Educational and methodological support of independent work in pedagogical practice

Control questions and tasks for the current certification of the sections (stages) of practice, mastered by a graduate student on their own.

1. Preparation of methodological materials, presentations, cases, etc. for lectures and / or seminars.
2. Development and conduct of seminars, intermediate and final certification and individual lectures under the guidance of the teacher of the discipline.
3. Development and implementation of special courses for undergraduate and graduate students.

10. Educational-methodical and information support of pedagogical practice

(a) basic literature:

- Alekseev, A. A. Innovative management: textbook and workshop for bachelor and master / A. A. Alekseev. - Moscow: Yurayt Publishing House, 2017. - 247 p.
- 1. Ovsyannikov N. M. Innovation management: Teaching aid / N. M. Ovsyannikov. - 2nd ed., ISPR. Moscow: RUDN Publishing house, 2011. - 189 p.
- 2. Antropov M. S. knowledge Management, creativity and innovation in multinational organizations [Text / electronic resource]: Textbook / M. S. Antropov. - Moscow: publishing house RUDN, 2008. - 190 S. Bogomolova, A.V. innovation Management: textbook / A.V. Bogomolova; Ministry of education and science of the Russian Federation, Tomsk State University of Control Systems and Radioelectronics (TUSUR). - 2nd ed., additional-Tomsk: El Content, 2015. - 144 p.: schemes. - Bibliogr.: pp. 134-135. - ISBN 978-5-4332-

- 0243-6; the Same [Electronic resource]. - URL: <http://biblioclub.ru/index.php?page=book&id=480596> (21.01.2018).
- 3. Baldin, K. V. risk Management in innovation and investment activity of the enterprise: studies. manual / K. V. Baldin, I. I. Perederyaev, R. S. Golov. - 2nd ed. - M.: Dashkov and K`, 2012. – 418 p.
 - 4. Barancheeva V. P., Maslennikova N. P. Mishin V. M. innovation Management. - Moscow: Yurayt-Izdat, 2012.
 - 5. Innovation and project management. Textbook. - Rostov-on-don: publishing house of SFU, 2014. – 181 p.
 - 6. Pervushin V. Practice of management of innovative projects / Publisher: Ranepa., 2016.
 - 7. The Oslo Manual. Recommendations for the collection and analysis of data on innovation /Third edition. Joint publication of OECD and Eurostat. Translation into Russian language, the second edition corrected. Moscow, 2010. Oers.
 - 8. Management of the innovative system of the organization: textbook / E. N. Vetrova, N. N. Tikhomirov. – SPb.: Spbgeu publishing house, 2017. - 78 p.
 - 9. Fathutdinov R. A. Innovation management. – SPb.: Peter, 2012. - 400 PP.
 - 10. Shamina L. K. Methodology and methods of management of innovative processes at the industrial enterprise: Monograph. – SPb.: Institute of business and law, 2011. - 190 p.
 - b) additional literature:
 - 1. Adizes And How to overcome the crisis of management. SPb.: Stockholm school of Economics. 2006. - 285 PP.
 - 2. Vern Harnish. Business development: tools for profitable growth / April 8, 2016 "Mann, Ivanov and Ferber".
 - 3. GOST R 56645.3-2015. Design management systems. Innovation management guide [Text] = Design management systems. Guide to managing innovation: national standard of the Russian Federation: official publication:

introduced for the first time: date of introduction 2016-06-01 / Prepared by FSUE " Nauch.- research. Institute of standardization and unification", JSC " Scientific research.the center of control and diagnostics of technicians. systems'.» - Moscow: STANDARTINFORM, 2016.

- 4. Danshina V. V. the Concept of formation of innovative strategy of development of socially responsible business// <http://www.ineconomic.ru/ru/no4-40-2017-iyul-avgust>.
- 5. UNESCO science report: towards 2030/ <http://creativecommons.org/licenses/by-nd/3.0/igo>.
- 6. Zhmud T. A. Portable innovation as a way to open new markets and diversify companies, <http://www.ineconomic.ru/ru/no1-37-2017-yanvar-fevral>.
- 7. Zhuravlev V. V., Varkova N. Yu. Diversification of enterprises as a tool to ensure sustainable development and improve the competitiveness of the organization in a crisis, <http://www.ineconomic.ru/ru/no1-37-2017-yanvar-fevral>.
- 8. Indicators of innovative activity: 2017: statistical collection / N. V. Gorodnikova, L. M. Gokhberg, K. A. Ditkovsky et al.; NATs. research. UN-t "Higher school of Economics". Moscow: HSE, 2017. - 328 p.
- 9. Innovative activity in the Russian Federation / issue 6 / Moscow 2016 / information and statistical material "Statistics of science and education".
- 10. Innovative complexity. General methodology and methods of organization of cognitive, communicative, social systems. Team of authors, Litres, September 2017
- 11. Christensen K., Solving the problem of innovation in business: how to create a growing business and successfully support its growth / Alpina publisher. - 2014. - 384c.
- 12. Kiseleva O. N. Conceptual approach to the formation and implementation of the strategy of innovative development of industrial enterprises // <http://www.ineconomic.ru/ru/no4-40-2017-iyul-avgust>.

- 13. Klaus Schwab, 4 the industrial revolution, 2016.
- 14. Clayton Christensen, creating innovation. Creative techniques from Netflix, Amazon and Google.
- 15. Lizunova Y. A. problems of management of strategic innovation, a New science: the Experience, tradition, innovation. - 2015. - No. 6. Pp. 234-236. <https://econ.wikireading.ru/48263>.
- 16. Rayskaya M. V., Theory of innovations and innovative processes. Training manual / MV Paradise; M-in the image. and science of Russia, Kazan. NATs. research. technol. Univ. of Illinois – Kazan: Publishing house of KAZAN state technical University, 2013 – p. 268.
- 17. Matveichev O., what to do, Russia? Breakthrough strategies of the third Millennium, September 2017.
- 18. Simon Dolan, Mario Reich Global crisis. Beyond the obvious / Litres, 5 Sep. 2017.
- 19. Lacey Sarah. Dream, create, change! (How young entrepreneurs are changing the world and making fortunes) "RVC Libraries".
- 20. Song Jane, Li Kenmac. Samsung Way / Publisher: Olympus-Business. - 2016.
- 21. Strategy of innovative development of the Russian Federation for the period up to 2020.
- 22. Titov S. A. Strategic innovations: an integrated approach to creating competitive advantages through innovations in the company's business model <https://www.fundamental-research.ru/ru/article/view?id=39149>.
- 23. Titova N. V., Titov S. A., Chernyshev V. P., Titarenko R. B. Strategic innovations as a tool for creating competitive advantages of companies. Fundamental research. - 2015. - No. 10-1. - Pp. 198-202; <https://www.fundamental-research.ru/ru/article/view?id=39150>.

- 24. Tyulin A., Chursin A. Fundamentals of management of innovative processes in high-tech industries (practice): monograph/ Publisher: Economics. - 2016.
- 25. Walter Isaacson. Innovators. How a few geniuses, hackers and geeks made the digital revolution. / per. with eng. I. Kaganova, T. Lisovskaya, O. Khramtsova.:AST: CORPUS; Moscow; 2015.

c) software and Internet resources:

- MS Word, MS Excel, MS Power Point
- <http://Executive.ru>
- <http://hbr-russia.ru>
- Journal Of the Guild of leaders of Change// <http://www.Kinsmark.com>
- Edition for professional consultants http://consulting.ru/askeri_170
- Internet portal for managers // <http://www.management.com.ua>
- Club of Directors for science and innovation <http://irdclub.ru>
- The official website of "SKOLKOVO" // <http://www.sk.ru>
- Official website of the Adizes Institute of management // <http://russia.adizes.com>
- Disruptive innovation: twenty years later / / Clayton Christensen, Michael Raynor, Rory MacDonald/ <http://hbr-russia.ru/innovatsii/upravlenie-innovatsiyami/a17234/>.
- Organizational change management portal // <http://www.markus.spb.ru>
- Russian venture capital company <http://rvc.ru>.
- Site about nanotechnology in Russia // <http://www.nanonewsnet.ru>
- Management of innovation risk <http://www.masters.donntu.edu.ua>
- Federal portal of small and medium business //http://smb.gov.ru/content/guide/doingbusiness/market/intellect_own/integral
- Fund for the promotion of small innovative enterprises in the scientific and technical sphere (Fund for the promotion of innovation) <http://fasie.ru/fund>
- Encyclopedia of the economist <http://www.grandars.ru>

11. Material and technical support of pedagogical practice

The educational and material base represents a complex of material and technical means including educational and educational-auxiliary rooms, special equipment and the software. Classes are held in the classrooms of the faculty of Economics. The number of classrooms required to ensure a normal educational process is determined by the number of students and academic groups.

Lecture classes are held in lecture halls, allowing to accommodate several seminar groups, seminar classes – in the classrooms designed for seminars. Lecture halls are equipped with a microphone, a chair, a projection screen, an LCD projector and a laptop to demonstrate presentations. Educational literature recommended to students for the development of the course is available in sufficient quantity in the library of the faculty and the University.

There are computers with Internet access and in the above search engines.

№ п/п	Name of equipped classrooms, facilities for practical training with a list of the main equipment and / or software	The actual address of educational offices and facilities
1.	Classroom 101 Multimedia projector - 2 PCs., sound stand - 1 PC., screen-2 PCs.	Miklukho-Maklaya, 6, 101
2.	Classroom 103 Multimedia projector - 1 PC., screen-1 PC.	Miklukho-Maklaya, 6, 103
3.	Classroom 105 Multimedia projector - 1 PC., screen-1 PC.	Miklukho-Maklaya, 6, 105
4.	Classroom 107 Multimedia projector - 1 PC., screen-1 PC.	Miklukho-Maklaya, 6, 107
5.	Classroom 109 Multimedia projector - 1 PC., equipment Conferencing, DVD recorder, sound equipment, screen - 1 PC.	Miklukho-Maklaya, 6, 109
6.	Classroom 17 Multimedia projector - 2 PCs., sound stand - 1 PC., screen – 2 PCs.	Miklukho-Maklaya, 6, 17
7.	Classroom 27 Multimedia projector - 1 PC., screen-1 PC.	Miklukho-Maklaya, 6, 27
8.	Conference room EF Multimedia projector - 1 PC., sound equipment	Miklukho-Maklaya, 6, Conference room EF
9.	Department Of Management Workstation: system unit P4 C2D /2550 MHz/2048 MB/ 250 GB/DVD±RW/ LCD monitor 17" Microsoft Office 2007	Miklukho-Maklaya, 6, 106-108

10.	Reading room of the scientific library of the Russian Academy of Sciences Workstation: system unit P4 C2D /2550 MHz/2048 MB/ 250 GB/DVD±RW/ LCD monitor 17" Microsoft Office 2007	Miklukho-Maklaya, 6, Reading room of the scientific library
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12. Forms of intermediate certification (based on the results of practice)

Preparation and defense of report, interview, or other forms of certification.

Final certification on pedagogical practice is carried out in the form of the differentiated offset. Differentiated credit (credit with an assessment) on the basis of pedagogical practice is exposed on condition of providing the report on practice, development in the form of classroom and extracurricular load of the number of hours provided by the curriculum of postgraduate study in the direction of 38.06.01.

Economics, Profile 08.00.05 innovation Management.

13. Fund of evaluation funds for intermediate certification of students in pedagogical practice

Stages of practice, acquired competencies and forms of assessment

Stages of practice	Competence	Forms of assessment
In the first year of graduate school: lectures, seminars supervisor or graduate student of the PPP unit, which is attached to the graduate student, participation in activities of the current, intermediate and final control, preparation of teaching materials, presentations, case studies for lectures and/or seminars on disciplines of the Department. Visiting the WRC defenses of graduate students attached to the graduate student supervisor or faculty of the Department. Preparation of the report on practice.	UK-6, OPK-3	Oral report. Materials confirming the independent implementation of educational and methodical tasks of the supervisor and faculty of the Department.
In the second year of graduate school: lectures and seminars on disciplines of the Department, develop and conduct their own courses, master classes, under the guidance of the supervisor of a graduate student or staff of the Department, participation in the events of the current, intermediate and final control, preparation of teaching materials for lectures and/or seminars in the third year of graduate school. Preparation of the report on practice.	UK-6, OPK-3	The written report containing confirmation of independent development of educational and methodical materials and carrying out classroom occupations. Development in the form of classroom and extracurricular load the number of hours of pedagogical practice provided by the curriculum of graduate school.
In the third year of graduate school:	UK-6, OPK-3	The written report containing

lectures and seminars on disciplines of the Department, develop and conduct their own courses, master classes, under the guidance of the supervisor of a graduate student or staff of the Department, participation in the events of the current, intermediate and final control, preparation of teaching materials for lectures and/or seminars in the third year of graduate school. Preparation of the report on practice.		confirmation of independent development of educational and methodical materials and carrying out classroom occupations. Development in the form of classroom and extracurricular load the number of hours of pedagogical practice provided by the curriculum of graduate school.
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Rating system of students ' knowledge assessment

Number of credits	Evaluation	Unsatisfactory		Satisfactory		Good	Excelent	
	Evaluation ECTS	F 2	FX 2+	E 3	D 3+	C 4	B 5	A 5+
31	Number of val	Less than 30	31-50	51-60	61-68	69-85	86-94	95-100

Criteria for assessment of knowledge, skills and declared competencies on the passage of scientific and pedagogical practice:

"Excellent": the student has performed the work stipulated in the program of practice at a high level, in full and within the prescribed curriculum period, showed a deep knowledge of the subject and its teaching methods, found the ability to correctly identify and effectively solving main teaching objectives, taking into account the specificity and the subjects taught, manifested in independence, creativity, pedagogical tact and culture. Qualitative analysis / introspection of classes is carried out, reasoned conclusions on the results of the lesson are made, possible ways of correction of the revealed shortcomings are offered.

"Good": the graduate student fulfilled all the requirements of the program, but did not show the desire to improve psychological and pedagogical knowledge, skills and abilities; did not differ in initiative, high activity, creativity and independence in the performance of tasks. The analysis / introspection of the lessons is partially performed, conclusions on the results of the lesson are not made or made partially and unreasonably.

"Satisfactory": the graduate student partially completed the program of practice and at the same time found a poor knowledge of the subject and methods of its teaching.

Assessment "unsatisfactory": the graduate student did not complete the internship program.

The post-graduate student who has received the FX assessment is obliged after consultation with the teacher in the terms established by the Department to successfully perform the required minimum amount of educational work provided by the program of pedagogical practice, and to present the results of these works to the supervisor. If the quality of the work is found satisfactory, the final FX score is raised to E and the graduate student is allowed to further study. All types of training works are carried out exactly in the terms provided by the training program. Pooling the results of pedagogical practice exhibited subject to the reporting and provision of information, supporting independent development of teaching materials, conducting classroom and preparing you for the classroom training. The results of pedagogical practice are approved at the Department during the certification of graduate students. An extract from the minutes of the meeting of the Department signed by the head of the Department is submitted to the Department of postgraduate studies.

The program is drawn up in accordance with the requirements of the OS IN RUDN

Developer:

PH D. Associate Professor
"Applied Economics"


_____ A. Yu. Glebanova

Programme manager
Head of department
«Applied economics»
Doctor of Economics, Professor


_____ A. A. Chursin