

**Federal State Autonomous Educational Institution of Higher Education  
“Peoples' Friendship University of Russia”**

**Faculty of Economics**

**PROGRAM  
of  
«Pedagogical practice»**

**Recommended for the specialty: 38.06.01. Economy  
Program profile: 08.00.14. World Economy**

**Qualification (degree) graduate: Researcher. Lecturer - researcher**

## **1. Aims of practice**

Pedagogical practice is aimed at preparing post graduate students for teaching activity, and is designed to develop postgraduate skills in developing a training course, independently conduct training sessions, scientific and methodological work on training courses, gain experience in organizational and educational work, and the formation of competencies in accordance with ES RUDN.

## **2. The objective of practice**

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

## **3. The place of scientific research practice in the structure of the ES HE**

Scientific research practice refers to the mandatory component of the variable part of the program in the direction of 38.06.01 "Economics", specialty 08.00.14 "World economy".

The disciplines that precede the passage of scientific research practice are «World economy», «Foreign Economic Security», «Integration Processes in World Economy».

The pedagogical practice is to provide the function of a link between the theoretical knowledge gained in the assimilation of the academic educational program and the practical activities to introduce this knowledge into the real educational process.

## **4. The forms of scientific research practice are classroom training and extracurricular**

To pass the pedagogical practice, the graduate student: together with the scientific consultant, in accordance with the schedule of the educational process, determines the specific terms and forms for the passing of pedagogical practice, the subject of individual assignments, depending on the individual level of pedagogical and scientific skills, independently draws up an individual plan for the practice.

During the practice the post graduate student:

- selectively attends lectures and seminars on the disciplines of the department, consults with the professors 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 and educational activities for students;
- accumulates the scientific data necessary for the dissertation, the scientific articles, speeches at conferences, and for teaching aids.

A post-graduate student, whose work is considered unsatisfactory, is removed from teaching practice in the form of classroom classes. According to the decision of the head of the department, the post-graduate student is assigned either other terms for passing the practice or increases the amount of extracurricular work.

## **5. Place and time of conducting the pedagogical practice.**

Pedagogical practice is conducted at the Department of International Economic Relations of the Peoples' Friendship University of Russia and in the classrooms assigned for the bachelor and master's classes in the disciplines of the department. Pedagogical practice can be conducted at other bases by agreement: in organizations, enterprises and institutions that conduct educational activities, including basic and additional vocational education programs, trainings, master classes and other types of education. The bases of pedagogical practice should meet the following basic requirements: to correspond to the profile of the graduate student education, to have qualified staff for the management (control) of pedagogical practice. Pedagogical practice is conducted in the first, second and third years of study in full-time form.

The distribution of the volume of pedagogical practice by semesters and types of academic work in full-time postgraduate study is as follows:

Type of educational work	Hours, total	Semesters					
		I	II	III	IV	V	VI
Classroom lessons							
Independent work	864		216	324	216	108	
<b>Total workload:</b>							
<b>acad. hours</b>	864		216	324	216	108	
<b>credits units</b>	24		6	9	6	3	

## 6. Competences of the graduate students, formed as a result of pedagogical practice.

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

**Know:** the basic methods of teaching the economic disciplines; rules of academic ethics.

**Be able:** to organize educational process; make curricula of academic subjects; to develop lecture material and assignments for seminars.

**Have skills (gain experience):** to develop educational materials; to assist his scientific consultant or colleagues of the department to which the graduate student is affiliated, conducting lecture or seminar classes, as well as current, intermediate, final control activities for students, developing and conducting independent special courses.

As a result of scientific research practice the post-graduate student is mastering the following competences:

Competence (indicated in accordance with the PFUR ES)	Descriptors - the main signs of development (indicators of achievement of the result)	Forms and methods of teaching that contribute to the formation and development of competence
The ability to plan and solve problems of their own professional and personal development (UC-6)	Mastering the methods of teaching.	Attendance of lectures and seminars of the scientific consultant of the post-graduate student or professors of the department to which the graduate student is affiliated. Studying of the programs of the courses of the scientific consultant of the post-graduate student or the professors of the department to which the graduate student is affiliated. Participation in the current, intermediate and final control in the disciplines of the department. Preparation of methodological and practical materials for lectures and / or seminars. Developing and conducting seminars under the guidance of a lecture of the discipline. Development and implementation of special courses. Visiting the defenses of the dissertations of the post-graduate students or the department to which the graduate student is affiliated.
The readiness for teaching activities on educational programs of higher education level (GPC-3)	Mastering of the methods of the teaching. Development of pedagogical skills.	Attendance of lectures and seminars of the scientific consultant of the post-graduate student or the professors of the department to which the post-graduate student is affiliated. Studying of the programs of the courses of

		<p>the scientific consultant of the post-graduate student or the professors of the department to which the graduate student is affiliated.</p> <p>Preparation of methodological and practical materials for lectures and / or seminars.</p> <p>Development and implementation of seminars under the guidance of a lecture of discipline.</p> <p>Development and implementation of special courses.</p>
<p>The skills in the development and implementation of theory and methodology in the areas of internationalization and globalization of economic relations, as well as mechanisms for their regulation at the national, regional and global levels (PC-5.2)</p>	<p>Mastering teaching methods.</p> <p>Development of pedagogical skills.</p> <p>Using the results of scientific research in the framework of the dissertation, preparation and writing of scientific articles for the purpose of teaching disciplines.</p>	<p>Attendance of lectures and seminars of the scientific consultant of the post-graduate student or the professors of the department to which the post-graduate student is affiliated.</p> <p>Studying of the programs of the courses of the scientific consultant of the post-graduate student or the professors of the department to which the graduate student is affiliated.</p> <p>Preparation of methodological and practical materials for lectures and / or seminars.</p> <p>Development and implementation of seminars under the guidance of a lecture of discipline.</p> <p>Development and implementation of special courses.</p>

### 7. Structure and content of research practice

The total workload of scientific research is 24 credits, 864 academic hours.

№	Sections (stages) of practice	Kinds of educational work in practice, including independent work and workload (in hours)			Forms of monitoring
		lectures	seminars	individual work of post-graduates	
1	<p>Preparatory (introduction) stage::</p> <p>Visiting lectures and seminars of the scientific consultant of post-graduate student or the professors of the department to which a graduate student is affiliated, participating in current, intermediate and final control of student's knowledge, preparation of methodological materials, presentations, case studies for lectures and / or seminars on the disciplines of the department.</p> <p>Visiting the defenses of the dissertations of the post-graduate students of the department.</p> <p>Preparation of a report on practice.</p>			300	pass with number of points

2	<p>Main (basic) stage:          Conducting lectures and seminars on the disciplines of the department, developing and conducting special courses, master classes, under the supervision of the scientific consultant of the post-graduate student or professors of the department, participating in current, intermediate and final control of student's knowledge, preparation of methodological materials for lectures and / or seminars in the third year of post-graduate study. Preparation of the report on practice.</p>			564	pass with number of points
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### **8. Educational, scientific-research and scientific-industrial technologies used in pedagogical practice**

The complex of educational, research, scientific and practical technologies includes analytical and logical methods. During the course of pedagogical practice, the post-graduate student gets skills in the development of tests, open questions and tasks for intermediate and final attestation, tasks for seminars, structuring and development of lecture materials, teaching aids, master classes and case studies, independent special courses under the supervision of the scientific consultant and the lecturers of the Department of International Economic Relations. In the case of a relatively high level of postgraduate qualification, it is envisaged to conduct classroom classes (seminars and special courses).

### **9. Teaching and methodological support of the individual work in scientific research practice**

*Control questions and tasks for conducting the current attestation on the sections (stages) of practice mastered by the post-graduate student independently.*

1. Preparation of methodological materials, presentations, cases, etc. for lectures and / or seminars.
2. Development and conduct of seminars, intermediate and final attestation of students, individual lectures under the guidance of a lecture of discipline.
3. Developing and conducting special courses for bachelor and master program's students.

### **10. Curricular, methodical and information support of educational practice**

*a) key literature:*

1. World economy and international economic relations. / Ed. A.S. Bulatov. - 3rd ed., - M.: KnoRus, 2017, 2019. -- 916 p., 150 pieces, link: <http://lib.rudn.ru/ProtectedView/Book/ViewBook/6277>
2. Fedyakina LN, International economic relations. Part 2. - 2nd ed., Rev. and add. - M.: Yurayt, 2018. -- 374 p., 80 pieces,
3. Volgina N.A., International Economisc: a textbook for high schools. – 2nd ed., - Moscow: International Relations, 2012.
4. Dumoulin I.I., International trade: economics, politics, practice. - Moscow: VAVT, 2010.
5. World economy and international economic relations: a textbook / ed. prof. A.S. Bulatov, prof. N.N. Liventsev. – M.: INFRA-M, 2012.
6. Ryazantsev S.V., Tkachenko M.F., The world labor market and international migration / M., Economics, 2010.
7. Fedyakina L.N., International Finance: a textbook for universities. - 2nd ed., - Moscow: International Relations, 2012.

8. Fedyakina L.N. International Economic Relations: a textbook for universities, Yurayt, 2015.
9. Shkvarya L.V., International economic integration: a textbook for universities, - M.: Infra-M, 2011.

*b) additional literature:*

10. The scientific journal “World Economy and International Economic Relations”;
11. The scientific journal “Russian Foreign Economic Journal”;
12. The scientific journal “Bulletin of the Russian University of Friendship of Peoples. Series of Economics”;
13. The scientific journal “Bulletin of the Russian University of Friendship of Peoples. Series of International Relations”;
14. Other Russian and foreign scientific journals on the profile of the world economy and international economic relations.

*c) electronic and Internet resources:*

15. For successful completion of the practice, the graduate student uses the following software tools:

- MS Word, MS Excel, MS Power Point;
- Browsers;
- Internet resources (websites of scientific journals, databases and citation bases).

16. Materials are recommended on official websites of international and regional economic organizations, Russian and foreign authorities;

d) databases, information and reference systems and search systems:

17. Databases of People’s Friendship University of Russia (PFUR):

- Electronic catalog - the database of books and periodicals in the library of the PFUR;
- Electronic resources - including the section: Licensed resources of scientific library of PFUR:

University Library ONLINE

SPRINGER. Book collections of the publishing house

Bulletin of PFUR

East View

18. Universal databases

- eLibrary.ru;
- Cyberleninka.ru;
- Grebennikon;
- Library Press Display;
- Swets Wise;
- Swets Wise online content;
- University of Chicago Press Journals;
- Books by the publishing house “Alpina Publishers”;
- Digital library of theses of the Russian State Library (RSL)
- Others.

## **11. Material and technical support of pedagogical practice**

The educational and material base is a complex of material and technical means, including educational and training classrooms, special equipment and software. Classes are held in the classrooms of the Faculty of Economics. The number of classrooms necessary to ensure a normal educational process is determined by the number of students and academic groups. Lecture classes are held in lecture rooms, allowing to accommodate several seminar groups, seminar classes - in classrooms intended for seminars. Lecture audiences are equipped with a microphone, a chair, a projection screen, an LCD projector and a laptop for demonstrating presentations. Educational literature, recommended for students to master the course, is available in sufficient quantity in the library of the faculty and university. There are computers with Internet access and the electronic databases and searching facilities.

№	Name of special * rooms	Equipment of special rooms and	List of licensed
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	and rooms for independent work	premises for independent work	software
1.	Classrooms for seminar-type classes and independent work, №321, №324, №426, Moscow, Miklukho-Maclay st., 6	board; stationary personal computer with Microsoft Office package; multimedia projector; the use of portable equipment is allowed - a laptop and a projector; screen (stationary or portable floor).	MS Windows 10 64bit Microsoft Office 2016
2.	Auditorium for seminars and practical classes №17, Moscow, Miklukho-Maclay st., 6	board; stationary personal computer with Microsoft Office package; multimedia projector; the use of portable equipment is allowed - a laptop and a projector; screen (stationary or portable floor).	MS Windows 10 64bit Microsoft Office 2016
3.	Auditorium for conducting seminar-type classes and independent work №19, Moscow, st. Miklukho-Maclay, 6.	board; screen (stationary or portable floor). System unit Iru Intel i7 3160 MHz / 16 GB / 600 GB / DVD / audio - 21 pcs Monitor 23 "Acer G236HL - 21 pcs. Casio XJ-V100W multimedia projector Screen motorized Digis Electra 200 * 150 Dsem-4303	MS Windows 10 64bit Microsoft Office 2016
4.	Classrooms for lecture-type classes, seminar-type classes, group and individual consultations, monitoring and intermediate certification №105, Moscow, Miklukho-Maclay st., 6.	board; stationary personal computer with Microsoft Office package; multimedia projector; the use of portable equipment is allowed - a laptop and a projector; screen (stationary or portable floor).	MS Windows 10 64bit Microsoft Office 2016
5.	Classrooms for conducting seminar-type classes and independent work №107, Moscow, Miklukho-Maclay st., 6	board; stationary personal computer with Microsoft Office package; multimedia projector; the use of portable equipment is allowed - a laptop and a projector; screen (stationary or portable floor).	MS Windows 10 64bit Microsoft Office 2016

## 12. Forms of attestation (as a result of practice)

*Drawing up and protection of the report, interview and other forms of attestation.*

The final attestation of pedagogical practice is carried out in the form of a differentiated grade. The differentiated grade (passing with the grade) on the results of the pedagogical practice is exposed on condition that a report on the practice is given, and the number of hours the form of an auditor and extra-auditor load is worked out in accordance with the plan of the post-graduate study in the direction 38.06.01 Economics, specialty 08.00.14 World economy.

### **13. The fund of assessment tool for intermediate attestation of post graduate students in pedagogical practice**

#### ***Stages of practice, formed competencies and forms of assessment.***

Stages of practice	Competencies	Forms of assessment
On the first stage: Visiting lectures and seminars of the scientific consultant of post-graduate student or the professors of the department to which a graduate student is affiliated, participating in current, intermediate and final control of student's knowledge, preparation of methodological materials, presentations, case studies for lectures and / or seminars on the disciplines of the department. Visiting the defenses of the dissertations of the post-graduate students of the department. Preparation of a report on practice.	UC-6, GPC-3	Oral report. Materials confirming the independent fulfillment of educational and methodical tasks of the scientific consultant and the professors of the department
On the second stage: Conducting lectures and seminars on the disciplines of the department, developing and conducting special courses, master classes, under the supervision of the scientific consultant of the post-graduate student or professors of the department, participating in current, intermediate and final control of student's knowledge, preparation of methodological materials for lectures and / or seminars in the third year of post-graduate study. Preparation of the report on practice.	UC-6, GPC-3, PC-5.2	A written report containing the confirmation of the independent development of educational materials and conducting classroom activities. Development in the form of an auditor and extra-auditor load of the number of hours of pedagogical practice stipulated by the plan of the postgraduate study.

For assessing the knowledge and for the attestation of post-graduate students, the following credit system is used.

Points of rating system	Traditional grades in Russia	Points	Grades	Grades of ECTS
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



**Criteria for assessing** knowledge, skills and competencies obtained in the pedagogical practice:

“Excellent”: the post-graduate student completed the work provided by the program of practice, at a high level, in full and in the period established by the plan of study, showed a profound knowledge of the subject and methodology of teaching, discovered the ability to correctly determine and effectively solve the main teaching and methodological problems, taking into account the specifics developed and taught disciplines, showed independence, creativity, pedagogical tact and culture in the work. Qualitative analysis / self-analysis of lessons was conducted, reasoned conclusions were made on the results of the lesson, and the possible ways of correcting the revealed shortcomings were suggested.

“Good”: the post-graduate student fulfilled all the requirements of the program, but did not show any desire to improve the psychological and pedagogical knowledge, skills and habits; was not distinguished by initiative, high activity, creative approach and independence in the performance of tasks. The analysis / self-analysis of lessons is partially fulfilled, the conclusions of the lesson are not made or are made partially and unreasonably.

“Satisfactory”: the post-graduate student partially fulfilled the program of practice and at the same time found a poor knowledge of the subject and methodology of his teaching.

“Unsatisfactory”: the post-graduate student did not fulfill the program of practice.

The post-graduate student who has received assessment FX is required, after consultation with the scientific consultant, within the frame of time established by the department, to successfully fulfill the required minimum volume of educational work provided by the program of pedagogical practice and present the results of these works to the scientific consultant. If the quality of work is found to be satisfactory, the final evaluation of FX is increased to E and the post-graduate student is allowed to further study.

All types of educational work are carried out exactly at the time provided by the training program.

The grade on the base of the pedagogical practice results is exhibited subject to the provision of a report and the provision of information confirming the independent development of educational materials, the conduct of classrooms and the quality of preparation for classroom activities.

The results of pedagogical practice must be approved by the department during the attestation of post-graduate students.

Extract from the decision of the department meeting with the sign of the head of the department is submitted to the postgraduate department.

The types of work (assignments) in pedagogical practice, points, assessment criteria and formed competencies in the performance of each of the types of work during the internship are set out in the Passport of the Assessment Means Fund. The fund of appraisal means is placed in the TUIS system.

The program is compiled in accordance with the requirements of the ES HE PFUR / FSES.

**Developers:**

PhD, associate professor of the International economic relations department



Nataliya V. Dyuzheva

**Supervisor of the program:**

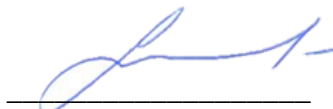
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Inna V. Andronova

**Head of Department**

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