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Federal State Autonomous Educational Institution of Higher Education

PEOPLES' FRIENDSHIP UNIVERSITY OF RUSSIA

NAMED AFTER PATRICE LUMUMBA

RUDN University

Agrarian-Technological Institute

educational division (faculty/institute/academy) as higher education programme developer

COURSE SYLLABUS

Manuscript design

course title

Recommended by the Didactic Council for the Education Field of:

35.04.04 "Agronomy"

field of studies / speciality code and title

The course instruction is implemented within the professional education programme of higher education:

Integrated plant protection

higher education programme profile/specialisation title

1. THE PURPOSE OF MASTERING THE DISCIPLINE

The purpose of mastering the discipline "Manuscript design" is to prepare the student for independent research activities, master the methodology and methods of analyzing scientific research, improve the methods of public speaking, writing essays, reports, scientific articles, conference theses, course and final qualification works.

2. REQUIREMENTS FOR THE RESULTS OF MASTERING THE DISCIPLINE

Mastering the discipline "Manuscript design" is aimed at the formation of the following competencies (part of the competencies) among students:

Table 1 - The list of competencies formed by students during the development of the discipline (the results of mastering the discipline)

<i>disciplines (results of mastering the discipline)</i>		
Code	Competence	Competency Achievement Indicators
UK-1	Able to search, critical analysis and synthesis of information, apply a systematic approach to solve problems	UK-1.1 Performs the search for the necessary information, its critical analysis and summarizes the results of the analysis to solve the task
OPK-4	Formulates the results obtained in the course of solving research problems	OPK -4.3. Formulates the results obtained in the course of solving research problems
PK-5	Able to prepare scientific and technical reports, reviews and scientific publications based on the results of the research performed	PK-5.3 . Able to correctly arrange the results of research in articles, textbooks and monographs

3. THE PLACE OF DISCIPLINE IN THE STRUCTURE OF THE OP VO

The discipline "Work with scientific literature " refers to the Elective Disciplines, B1.V.DV.01.

Within the framework of the EP HE, students also master other disciplines and / or practices that contribute to the achievement of the planned results of mastering the discipline "Work with literature and manuscript design".

Table 2 – List of components of the EP HE that contribute to the achievement of the planned results of the discipline

Code	Competence	Previous disciplines/modules, practices	Subsequent disciplines/modules , practices
UK-1	Able to search, critical analysis and synthesis of information, apply a systematic approach to solve problems	All disciplines of the curriculum	Pre-diploma practice, State Final Certification

OPK-4	Formulates the results obtained in the course of solving research problems	All disciplines of the curriculum	Pre-diploma practice, State Final Certification
PK-5	Able to prepare scientific and technical reports, reviews and scientific publications based on the results of the research performed	All disciplines of the curriculum	Pre-diploma practice, State Final Certification

4. THE SCOPE OF DISCIPLINE AND TYPES OF EDUCATIONAL WORK

The overall labor intensity of the discipline "Work with scientific literature" consists of 3 credit units for full-time education.

Table 4.1 – Types of educational work by periods of mastering the EP HE for full-time education

Type of educational work		TOTAL, aca.hrs.	Semester(s)			
			1			
<i>Contact work, aca.hrs.</i>		34	34			
Including:						
Lectures (LC)						
Laboratory works (LR)						
Practical/Seminar Classes (FPs)		34	34			
<i>Independent work of students, aca.hrs.</i>		59	59			
<i>Control (exam /test with grade), aca.hrs..</i>		15	15			
Overall labor intensity of the discipline	aca.hrs.	108	108			
	Hrs.ed.	3	3			

5. CONTENTS

Table 4 – Content of the discipline (module) by types of educational work

Name of the discipline section	Contents	Type of educational work*
Section 1 Work with scientific literature	Topic 1.1. Collection and preservation of scientific information. Work in professional specialized and general scientific libraries. Work with electronic resources.	NW
Section 2 Structure of the graduation work. Diploma (graduation) work as a qualification study	Topic 2.1. Rules for the design of the manuscript. Title page. Table of Contents. Introduction.	NW
	Topic 2.2. Bibliographic list of references.	NW
	Topic 2.3. Conditions, materials (objects) and methods of research. Chapters of the main (experimental) part. Conclusion (discussion of results). Conclusions. Appendix.	NW
Section 3 Abstract	Topic 3.1. General Characteristics: Sequence of execution: Definition of the topic .	NW

	Topic 3.2 Preparatory phase. Work on the text of the abstract.	NW
	Topic 3.3. Final stage: Preparation of the report. Preparation for the defense and defense of the abstract.	NW
Section 4 Master's thesis	Topic 4.1. General characteristics. Sequence of execution. Definition of the topic and supervisor.	NW
	Topic 4.2 . Preparatory stage. Work on the literary review of the thesis (graduation work).	NW
	Topic 4.3. Experimental / calculated part. The economic part. Final stage. Findings.	NW
Section 5 Publications	Topic 5.1. Concepts, functions, main types.	NW
	Topic 5.2. Abstracts of the scientific report / messages.	NW
	Topic 5.3. Overview of the report. Structure of the report.	NW
Section 6 Presentation and defense of master's theses	Topic 6.1. Formulation of relevance, goals, objectives, scientific novelty of the work. Preparation of a public report	NW
	Topic 6.2. Presentation, design of research results, illustrative and tabular material. Publicashchita.	NW

* - is filled only in the **full-time** form of training: *LC* - lectures; *LR* - laboratory work; *NW* - seminar classes.

6. MATERIAL AND TECHNICAL SUPPORT OF DISCIPLINE

Table 5 – Discipline Logistics

Audience type	Equipping the classroom	Specialized educational/laboratory equipment, software and materials for mastering the discipline
Seminar room	An auditorium for seminar-type classes , equipped with a set of specialized furniture; a whiteboard (screen) and technical means of multimedia presentations.	
Computer Lab	Computer class for classes, group and individual consultations, current control and intermediate certification, equipped with personal computers (in the amount of _____pieces), a whiteboard (screen) and technical means of multimedia presentations.	List of specialized software installed on computers for mastering the discipline (module)
For independent work of students	An auditorium 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.	

7. EDUCATIONAL, METHODOLOGICAL AND INFORMATION SUPPORT OF THE DISCIPLINE

Main literature:

1. 1.Krasnov B.I. Uchebno-metod. po posobie po preparing and defending course works and diploma research projects / B.I. Krasnov, G.I. Avtsinova, T.A. Mansurov. -M.: MGSU "Soyuz", 1998.-59 p.
2. Kuzin F.A. Master's dissertation: Methods of writing, rules of design and order of defense: Practical manual for undergraduate students / F.A. Kuzin. -M.: "OS-89", 1997.-302 p.
3. Kuznetsov I.N. Preparation and design of essays, coursework and diploma works / I.N. Kuznetsov. - Minsk: LLC "Sir-Vit", 2000.-256 p.
4. Lukin Yu.F. Methodical instructions for the preparation and defense of the final qualification work / Yu.F.Lukin; PSU. - Arkhangelsk: PSU, 2003.-32 p.
5. Strelnikova A.G. Rules for the design of dissertations: method. posobie / A.G. Strelnikova. – SPb.: SpetsLit, 2009. – 64 p.
6. GOST 7.9-1995 (ISO 214-76). Abstract and abstract. General requirements.
- 7.GOST 7.12-1993. Abbreviations of Russian words and phrases in the bibliographic description of works of printing.
8. GOST 7.82-2001. System of standards for information, library and publishing. Bibliographic record. Bibliographic description of electronic resources. General requirements and rules of compilation.
9. GOST 7.1-2003. Bibliographic record. Bibliographic description. General requirements and rules of compilation.
- 10.GOST 7.0.5-2008. Bibliographic reference.

Further reading:

1. Kuzin F.A. Candidate's dissertation. Methods of writing, rules of design and order of defense: Practical manual for graduate students and applicants for a scientific degree / F.A. Kuzin. -2nd ed. -M.: "Axis-89", 1997.-208 p.
2. Execution of documents: Methodical recommendations based on GOST 6.30-97 "Unified documentation systems. Unified system of organizational and administrative documentation. Requirements for the execution of documents" / AFDR. -M.: Nauchnaya kniga, 1998.-105 p.
3. Chukovenkov A.Y. Execution of documents : Commentary to GOST R 6.30-97 "Unified documentation systems. Unified system of organizational and administrative documentation. Requirements for the execution of documents"/ A.Yu.Chukovenkov, V.F. Yankovaya. -M.: Delo, 1999.-228p. -(Documentation Management).
4. Shustikova T.V., Voronkova I.A., Gurova O.A. et al. Teaching speech communication in the educational and scientific sphere. Medical and biological profile. First Certification Level: Tutorial. Part 1. – M.: RUDN, 2011. – 145 p.
5. Shustikova T.V., Voronkova I.A., Zhurkina N.V. et al. Russian language to the future specialist. Medical and biological profile. Introductory linguo-subject course: Uchebnoe posobie / Pod red. T.V. Shustikova. - 2nd ed. – M.: RUDN, 2010. – 150 p.

Electronic and printed full-text materials:

1. Konovalov, Y. B. General selection of plants. Uchebnoe posobie / Y. B. Konovalov, V. V. Pylnev, T. I. Khupatsaria, V. S. Rubets. - SPb. : Lan, 2013. - 480 p. - ISBN 978-5-8114-1387-4. [Elektronnyi resurs]. Access Mode: www.lanbook.com
2. Orlova, N. S. Seleksiya tritikale v Nizhnego Povolzh'e: istoriya otdel', biologicheskie otsobennosti, vizniya [Elektronnyi resurs] Mode of access: monografiya / N. S. Orlova, I. Y. Kanevskaya. - Electron. text dan. - Saratov : FSBEU VPO «Saratovskiy GAU», 2011. - 180 c. - ISBN 978-5-7011-0734-0. [Elektronnyi resurs]. Access Mode: <http://library.sgau.ru>
3. Orlova, N. S. Obshchaya seleksiya i sortovedenie [Elektronnyi resurs] Mode access: metodicheskie otznaniya. . Ch.1 / N. S. Orlova, V. I. Zhuzhukin. - Electron. text dan. - Saratov : FSOU VPO "Saratovskiy GAU", 2005. - 56 s. [Elektronnyi resurs]. Access Mode: <http://library.sgau.ru> 16
4. Obshchaya seleksiya i sortovedenie [Elektronnyi resurs] Mode access: uchebno-mekhodicheskii posobie / sost. N. S. Orlova, V. I. Zhuzhukin, Y. G. Meshalkin. - Saratov: FSOU VPO "Saratovskiy GAU", 2005. - 88s. [Electronic resource]. Access Mode: <http://library.sgau.ru>

Resources of the information and telecommunication network "Internet":

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

- Electronic library system RUDN University – EBS RUDN university <http://lib.rudn.ru/MegaPro/Web>
- EBS "University Library Online" <http://www.biblioclub.ru>
- EBS Yurayt <http://www.biblio-online.ru>
- EBS "Student Consultant" www.studentlibrary.ru
- EBS "Lan" <http://e.lanbook.com/>

2. Databases and search engines:

- NCBI: <https://p.360pubmed.com/pubmed/>
- RUDN University Bulletin: access mode from the territory of RUDN University and remotely <http://journals.rudn.ru/>
- Scientific Library Elibrary.ru: access by IP-addresses of RUDN University at the address: <http://www.elibrary.ru/defaultx.asp>
- ScienceDirect (ESD), FreedomCollection, Cell Press And Elsevier. There is remote access to the database, access by IP-addresses of RUDN University (or remotely by individual login and password).
- Google Scholar is a free search engine for full texts of scientific publications of all formats and disciplines. Indexes the full texts of scientific publications. Access mode: <https://scholar.google.ru/>
- Scopus is a scientometric database of the publishing house "Elsevier". Access to the platform is carried out by IP-addresses of RUDN University or remotely. <http://www.scopus.com/>
- Web of Science. Access to the platform is carried out by IP-addresses of RUDN University or remotely. <http://login.webofknowledge.com/>

Educational and methodical materials for independent work of students in the development of the discipline / module:

Methodical instructions for students on the development of the discipline "Work with literature and design of manuscripts"

* - all educational and methodological materials for independent work of students are placed in accordance with the current procedure on the page of the discipline in TUIS!

8. EVALUATION MATERIALS AND POINT-RATING SYSTEM FOR ASSESSING THE LEVEL OF FORMATION OF COMPETENCIES IN THE DISCIPLINE

Evaluation materials and a point-rating system* for assessing the level of formation of competencies (part of competencies) based on the results of mastering the discipline "Manuscript design" are presented in the Annex to this Work Program of the discipline.

* - OM and BRS are formed on the basis of the requirements of the relevant local regulatory act of RUDN University.

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