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**Federal State Autonomous Educational Institution for Higher Education**  
**PEOPLES' FRIENDSHIP UNIVERSITY OF RUSSIA NAMED AFTER PATRICE LUMUMBA**  
**(RUDN University)**

*Institute of World Economy and Business*

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

## **INTERNSHIP SYLLABUS**

### **PRE-DIPLOMA INTERNSHIP**

(internship title)

*industrial internship*

(internship type)

**Recommended by the Didactic Council for the Education Field of:**

**45.04.02 "LINGUISTICS"**

(field of studies / specialty code and title)

**The student's internship is implemented within the professional education programme of higher education:**

**Foreign Language of Professional Communication and Specialized Translation**

(higher education programme profile/specialisation title)

## 1. INTERNSHIP GOAL

The Internship aims at consolidation and extension of theoretical knowledge acquired by the students in the tuition process, as well as obtaining professional skills of autonomous work, formation and development of professional and research competencies as adjoined to the program “Foreign Language of Professional Communication and Specialized Translation”.

## 2. REQUIREMENTS FOR LEARNING OUTCOMES

The pre-diploma internship implementation is aimed at the development of the following competencies (competences in part):

*Table 2.1. List of competences that students acquire during the internship*

<b>Competence code</b>	<b>Competence description</b>	<b>Competence development indicators (in the framework of this course)</b>
GC-6.	GC-6. Ability to identify and fulfil the priorities of one’s activity and ways to improve it based on self-assessment	GC-6.1. Evaluating his/her own resources and their limits (personal, situational, and time) and using them optimally for successful completion of assigned tasks
		GC-6.2. Identifying priorities for personal growth and ways to improve his/her own performance based on self-assessment
GPC-2.	GPC-2. Awareness of the specifics of the foreign language scientific worldview, mastering the main features of scientific discourse in Russian and the studied foreign language	GPC-2.1. Awareness of the specifics of the foreign language scientific worldview
		GPC-2.2. Recognizing and applying the specifics of scientific discourse in Russian and in the studied foreign language
GPC-4.	GPC-4. Ability to produce and comprehend oral and written verbal texts in the studied language with regard to the formal, neutral and informal communication registers	GPC-4.1. Producing and understanding of speech products in studied the foreign language
		GPC-4.2. Mastery of oral and written forms in different spheres of communication
GPC-8	Ability to use digital technologies and methods in professional activities for: studying and modeling objects of professional activity, data analysis, information presentation, etc.	

<b>Competence code</b>	<b>Competence description</b>	<b>Competence development indicators</b> (in the framework of this course)
PC-5.	PC-5. Ability to perform written translation in observance of the lexical equivalence, as well as of grammar, syntactic and stylistic norms	PC-5.1. Translating with following the lexical equivalence norms in accordance with the required level of equivalence.
		PC-5.2 Mastery of grammatical, syntactic, and stylistic norms of the target language in written translation (the absence of grammatical, syntactic, or stylistic errors in the target text).
		PC-5.3. Grammar, syntax, and stylistics of the target text are equivalent to those used in the original text

### 3. INTERNSHIP IN HIGHER EDUCATION PROGRAMME STRUCTURE

The internship refers to the component of (B2) block of the higher educational programme curriculum.

Within the higher education programme students also master other disciplines (modules) and / or internships that contribute to the achievement of the expected learning outcomes as results of the internship.

*Table 3.1. The list of the higher education programme components that contribute to the achievement of the expected learning outcomes as the internship results.*

<b>Competence code</b>	<b>Competence description</b>	<b>Previous disciplines/modules, internships*</b>	<b>Subsequent disciplines/modules, internships*</b>
GC-6.	GC-6. Ability to identify and fulfil the priorities of one's activity and ways to improve it based on self-assessment	Pedagogy and psychology of higher education, Pedagogical Internship	
GPC-2.	GPC-2. Awareness of the specifics of the foreign language scientific worldview, mastering the main features of scientific discourse in Russian and the studied foreign language	Scientific communication, Abstracting and annotating of specialized texts	
GPC-4.	GPC-4. Ability to produce and comprehend oral and written verbal texts in the studied language with regard to the	Scientific communication, Abstracting and annotating of specialized texts, Scientific communication, Abstracting and annotating of specialized texts,	

Competence code	Competence description	Previous disciplines/modules, internships*	Subsequent disciplines/modules, internships*
	formal, neutral and informal communication registers	Practice of professional communication (first foreign language), Theory and practice of specialized interpretation, Practice of professional communication (second foreign language), Practicum in Culture of Professional Verbal Communication (first foreign language), Pedagogical Internship	
PC-5.	PC-5. Ability to perform written translation in observance of the lexical equivalence, as well as of grammar, syntactic and stylistic norms	Problems of linguistic semantics, Methods of teaching foreign languages in the format of international examinations, Professional editing of specialized texts, Translation of business documents, Theory of Translation, Theory and practice of written specialized translation	

\* - to be filled in according with the competence matrix of the higher education programme

#### 4. INTERNSHIP WORKLOAD

The total workload of the internship is 12 credits (432 academic hours).

#### 5. INTERNSHIP CONTENTS

*Table 5.1. Internship contents\**

Modules	Contents (topics, types of practical activities)	Workload, academic hours
<b>Module 1.</b> Introductory (Preparatory) Stage	Topic 1.1. Conducting an organizational meeting. Instruction on collection, processing, necessary material, report writing. Instruction on safety measures.	4 h
<b>Module 2.</b> Research and Analysis Stage	Topic 2.1. Formulation the scientific research hypothesis, definition of the research object and subject area	410 h
	Topic 2.2. Selecting empirical and theoretical material for writing a graduate qualification	

<b>Modules</b>	<b>Contents (topics, types of practical activities)</b>	<b>Workload, academic hours</b>
	thesis, choosing the methodology of its analysis.	
	Topic 2.3. Completion of individual assignments.	
Internship report completion		9
Preparation for the defence and the defence of the internship report		9
<b>TOTAL:</b>		<b>432 ч</b>

\* - the contents of internship through modules and types of practical activities shall be FULLY reflected in the student's internship report.

## **6. INTERNSHIP EQUIPMENT AND TECHNOLOGY SUPPORT REQUIREMENTS**

For a complete pre-diploma internship, the student should have access to global information networks, electronic dictionaries, computer training programs aimed at developing the skills of interpretation and translation, as well as to the technological equipment of the enterprise (organization).

Equipment and technology support required for the internship includes: computers with Internet access, RUDN scientific library with reading rooms and Internet access.

## **7. INTERNSHIP LOCATION AND TIMELINE**

The basic places of students "Educational internship" are the following:

- Department of Foreign Languages, Faculty of Economics, RUDN(stationary),
- Other organizations of Moscow (on-site), which have expressed their willingness to become a place of internship.

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

The terms of the internship correspond to the period specified in the academic calendar of the program. The terms of the internship can be adjusted in coordination with the Department of Educational Policy and the Department of Organization of Internships and Student Employment at RUDN.

## **8. RESOURCES RECOMMENDED FOR INTERNSHIP**

*Main reading:*

1. Gorelov, S.V. Osnovy nauchnyh issledovaniy : uchebnoe posobie / S.V. Gorelov, V.P. Gorelov, E.A. Grigor'ev ; pod red. V.P. Gorelova. - 2-e 14 izd., ster. - M. ; Berlin : Direkt-Media, 2016. - 534 s. : il., tabl. - Bibliogr. v kn. - ISBN 978-5-4475-8350-7 ; To zhe [Electronic resource]. -

[URL://biblioclub.ru/index.php?page=book&id=443846//biblioclub.ru/index.php?page=book&id=443846](http://biblioclub.ru/index.php?page=book&id=443846//biblioclub.ru/index.php?page=book&id=443846)

2. Korovkina, N. Metodika podgotovki issledovatel'skih rabot studentov : lekciï / N. Korovkina, G. Levochkina. - M.: Nacional'nyj Otkrytyj Universitet «INTUIT», 2016. - 206 s. : il. - Bibliogr. v kn. ; To zhe [Electronic resource]. – URL: //biblioclub.ru/index.php?page=book&id=429057
3. Kuznecov, I.N. Osnovy nauchnyh issledovanij: Uchebnoe posobie dlya bakalavrov. [Elektronnyj resurs] — Elektron. dan. — M. : Dashkov i K, 2014. — 284 s. — Access mode: <http://e.lanbook.com/book/56264>

*Additional reading:*

1. Abdikeev, N.M. Internet-tehnologii v ekonomike znaniy. M., INFRA-M, 2010.
2. Alekseeva, A.O. Internet-SMI: teoriya i praktika. M.. Aspekt Press, 2010.
3. 4. Elepov, B.S., Lavrik, O.L. Razvitie sistemy nauchnyh kommunikacij i rol' GPNTB SO RAN.//Itogi i perspektivy nauchnoj raboty GPNTB SO RAN. Novosibirsk, GPNTB SO RAN, 2007.
- 5, Galliulina, G.S. Informacionnaya deyatel'nost' v sisteme nauchnyh kommunikacij v posttotalitarnom obshchestve: metodologicheskij aspekt. CHelyabinsk, 1998.
6. Internet-tehnologii v bankovskom biznese: perspektivy i riski/Sost. Yudenkov Y.N. i dr. M.: KnoRus, 2011.
7. Kostina, A.V. Internet-soobshchestva. M., URSS, 2011.
8. Rol' informacionnyh tekhnologij v stanovlenii informacionnogo obshchestva/Pod red. Ivushkinoj E.B. SHahty, YURGUES, 2010.
9. Tihonova, L.N. Sistema nauchnyh kommunikacij i biblioteki//Rumyancevskie chteniya. M., Pashkov dom, 2007, s.335-341.

*1. Internet sources*

*Electronic libraries (EL) of RUDN University and other institutions, to which university students have access on the basis of concluded agreements:*

- RUDN Electronic Library System (RUDN ELS) <http://lib.rudn.ru/MegaPro/Web>
- EL "University Library Online" <http://www.biblioclub.ru>
- EL "Yurayt" <http://www.biblio-online.ru>
- EL "Student Consultant" [www.studentlibrary.ru](http://www.studentlibrary.ru)
- EL "Lan" <http://e.lanbook.com/>
- EL "Trinity Bridge"

*2.Databases and search engines:*

- electronic foundation of legal and normative-technical documentation <http://docs.cntd.ru/>
- Yandex search engine [https:// www.yandex.ru/](https://www.yandex.ru/)
- Google search engine <https://www.google.ru/>
- Scopus abstract database [http:// www.elsevierscience.ru/ products / scopus /](http://www.elsevierscience.ru/products/scopus/)
- .....

The training toolkit and guidelines for a student to do an internship, keep an internship diary and write an internship report\*:

1. Safety regulations to do the internship (safety awareness briefing).

2. Machinery and principles of operation of technological production equipment used by students during their internship; process flow charts, regulations, etc. (if necessary).
3. Guidelines for keeping an internship diary and writing an internship report.

\* The training toolkit and guidelines for the internship are placed on the internship page in the university telecommunication training and information system under the set procedure.

## **9. ASSESSMENT TOOLKIT AND GRADING SYSTEM\* FOR EVALUATION OF STUDENTS' COMPETENCES LEVEL AS INTERNSHIP RESULTS**

The assessment toolkit and the grading system\* to evaluate the level of competences (competencies in part) formation as the internship results are specified in the Appendix to the internship syllabus.

\* - The assessment toolkit and the grading system are formed on the basis of the requirements of the relevant local normative act of RUDN University (regulations / order).

<https://esystem.rudn.ru/course/view.php?id=10864#section-2>

### **DEVELOPERS:**

**HEAD FLD EF**

**E.N. Malyuga**

\_\_\_\_\_  
Position, Educational Department

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name and Surname

### **HEAD OF THE HIGHER EDUCATION PROGRAMME:**

**FLD EF**

**E.N. Malyuga**

\_\_\_\_\_  
Educational Department

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Signature

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### **HEAD OF EDUCATIONAL DIVISION:**

**Director of the Institute of  
World Economy and Business**

**I.V.Andronova**

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Position, Educational Department

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Signature

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Name and Surname