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**Federal State Autonomous Educational Institution of Higher Education
PEOPLES' FRIENDSHIP UNIVERSITY OF RUSSIA NAMED AFTER PATRICE
LUMUMBA**

RUDN University

Academy of Engineering

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

INTERNSHIP SYLLABUS

Organizational and managerial

internship title

Production

internship type

Recommended by the Didactic Council for the Education Field of:

27.04.05 Innovatics

field of studies / speciality code and title

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

Digital Transformation in Production Management

higher education programme profile/specialisation title

1. INTERNSHIP GOAL

The goal of the internship is to deepen, systematize and consolidate new theoretical knowledge in the field of innovation management in organizational systems, strengthen professional skills and abilities acquired during the training Organizational and Management practice.

The main effectiveness of this practice is the independent individual work of students in the conditions of an enterprise that organizes and / or carries out innovative activities, introducing the student to the social environment of this enterprise in order to form the necessary managerial competencies.

2. REQUIREMENTS FOR LEARNING OUTCOMES

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

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

Competence code	Competence descriptor	Competence formation indicators (within this course)
GPC-7	Being able to reasonably choose and justify structural, algorithmic, technological and software solutions for managing innovation processes and projects, implement them in practice in relation to enterprise innovation systems, industry and regional innovation systems	GPC-7.1. Demonstrate knowledge of technological and software solutions for the management of innovative processes
PC-1	Being able to organize the work of a creative team to achieve a scientific goal, find and make managerial decisions, evaluate the quality and effectiveness of labor, costs and results of the scientific and production team	PC-1.1. Demonstrate knowledge of the key principles of creative team management PC-1.2. Use tools for assessing the quality and effectiveness of work
PC-2	Being able to find (choose) optimal solutions when creating new high-tech products, taking into account the requirements of quality, cost, completion time, competitiveness and environmental safety	PC-2.1. Demonstrate knowledge of assessing the quality, cost and competitiveness of an innovative product or service PC-2.2. Use environmental safety assessment methods
PC-3	Being able to develop a plan and program for the organization of innovative activities of the research and production unit, to carry out a feasibility study of innovative projects and programs	PC-3.1. Use the methods of technical and economic design of innovative productions PC-3.2. Develop a plan and program for organizing innovation activities

3. Internship IN HIGHER EDUCATION PROGRAMME STRUCTURE

The internship refers to the core component of (B2) block of the higher educational programme curriculum. The core component includes all introductory field internships.

Within the higher education programme students also master other disciplines and 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.

Competence code	Competence descriptor	Previous courses / modules, internships	Subsequent courses / modules, internships
GPC-7	Being able to reasonably choose and justify structural, algorithmic, technological and software solutions for managing innovation processes and projects, implement them in practice in relation to enterprise innovation systems, industry and regional innovation systems	Design of automated control systems Management of operational activities of high-tech industries Programming technologies for innovative industries Digital technologies of innovative production Workshop on the Application of Earth Remote Sensing Data and	Preparation and process of passing the state exam Execution, preparation for the defense procedure and defense of the final qualification work

		Geographic Information Systems	
PC-1	Being able to organize the work of a creative team to achieve a scientific goal, find and make managerial decisions, evaluate the quality and effectiveness of labor, costs and results of the scientific and production team	Innovative HR management technologies Introductory practice Organizational and Managerial Practice	Pre-diploma practice Preparation and process of passing the state exam Execution, preparation for the defense procedure and defense of the final qualification work
PC-2	Being able to find (choose) optimal solutions when creating new high-tech products, taking into account the requirements of quality, cost, completion time, competitiveness and environmental safety	Management of operational activities of high-tech industries Strategic controlling in an innovative enterprise Environmental management in innovative enterprises Economics of high-tech industries/ Innovative technologies of environmental management in industries Marketing of innovative products Supply Chain Management in an Innovative Enterprise Evaluation of the effectiveness of innovation and investment projects / International scientific and technical cooperation Introductory practice Organizational and Managerial Practice (U)	Pre-diploma practice Preparation and process of passing the state exam Execution, preparation for the defense procedure and defense of the final qualification work
PC-3	Being able to develop a plan and program for the organization of innovative activities of the research and production unit, to carry out a feasibility study of innovative projects and programs	Big Data Processing Management of operational activities of high-tech industries Programming technologies for innovative industries Digital technologies of innovative production Strategic controlling in an innovative enterprise Operational controlling in an innovative enterprise Introductory practice Organizational and Managerial Practice (U)	Pre-diploma practice Preparation and process of passing the state exam Execution, preparation for the defense procedure and defense of the final qualification work

4. INTERNSHIP WORKLOAD

The total labor intensity of the practice is 3 credits 108 academic hours).

5. INTERNSHIP CONTENTS

*Table 5.1. Internship contents**

Name of the practice section	Contents of the section (topics, types of practical activities)	Labor intensity, ac. h
Organizational and preparatory	Issuance by the head of the practice of individual tasks for practice	2
	Conducting an organizational meeting with students by the head of the practice and the initial briefing of students on safe working conditions and fire safety rules during the internship	2
Principal	Collection of data in accordance with the individual task for practice	254
	Analysis and processing of data obtained during the internship	220

Reporting	Preparation of the internship report	40
	Preparation and process of defending of the practice report	22
Altogether:		540

* 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

To conduct the practice, classrooms equipped with specialized furniture, computerized workplaces, office equipment (projector, projector screen, printer / MFP, etc.), Internet access and software (Microsoft Windows operating system, office application package, including MS Office / Office 365, Teams, Skype) are used.

During the internship in a specialized organization, for meetings, consultations and interviews with students, as well as for independent work of students, premises are used that are equipped, similar to the above-mentioned classrooms, as well as the household premises, industrial equipment and devices necessary for the practice.

The above means of logistics of practice must pass the necessary verification (licensing, certification, attestation, verification) and must comply with sanitary and fire safety standards, as well as safety rules and measures, incl. when working with certain production / laboratory equipment.

7. METHOD OF PRACTICE

The method of conducting the practice is stationary.

Practice is carried out in the Department of Innovation Management in Industries of the RUDN University Academy of Engineering. By decision of the head of the educational program of higher education, practice can also be carried out in specialized organizations in Moscow on the basis of an agreement on the practical training of students.

The terms of the internship correspond to the period specified in the calendar educational schedule of the educational program of higher education ОП ВО, and can be changed in coordination with the RUDN university educational policy department and the department for the organization of practices and employment of students in RUDN University.

8. EDUCATIONAL-METHODOLOGICAL AND INFORMATION SUPPORT OF PRACTICE

Main literature:

1) Агарков А.П. Управление инновационной деятельностью / Москва: Дашков и К. 2014. 208 с. <https://www.studentlibrary.ru/book/ISBN9785394023286.html>

2) Искандерова Т.А., Каменских Н.А., Кузнецов Д.В. и др. Управление инновационной деятельностью: учебник / Москва: Прометей. 2018. 354 с. <https://www.studentlibrary.ru/book/ISBN9785907003354.html>

Further reading:

1) Ерохина Е.В. Управление инновационной деятельностью в регионе: экономика, кластеры, логистика: научное издание / Москва: Издательство МГТУ им. Н.Э. Баумана. 2013. 368 с. <https://www.studentlibrary.ru/book/ISBN9785703838556.html>

2) Райская М.В. Управление инновационной деятельностью: учебное пособие / Казань: Издательство КНИТУ. 2018. 148 с. <https://www.studentlibrary.ru/book/ISBN9785788223544.html>

Resources of the information and telecommunication network "Internet":

1) Electronic library system (EBS) of RUDN University and third-party EBS, to which university students have access on the basis of concluded contracts:

- ЭБС РУДН <http://lib.rudn.ru/MegaPro/Web>
- ЭБС «Университетская библиотека онлайн» <http://www.biblioclub.ru>
- ЭБС «Юрайт» <http://www.biblio-online.ru>
- ЭБС «Консультант студента» www.studentlibrary.ru
- ЭБС «Лань» <http://e.lanbook.com/>
- ЭБС «Троицкий мост»

2) Databases and search engines:

- electronic fund of legal and normative-technical documentation <http://docs.cntd.ru/>
- Yandex search engine <https://www.yandex.ru/>
- Google search engine <https://www.google.ru/>
- abstract database 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 (competences in part) formation as the internship results are specified in the Appendix to the internship syllabus.

DEVELOPERS:

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