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**Federal State Autonomous Educational Institution of Higher Education
Peoples' Friendship University of Russia named after Patrice Lumumba
RUDN University**

Faculty of Economics

INTERNSHIP SYLLABUS

Pre-degree internship

**Recommended by the Didactic Council for the Education Field of:
"ECONOMY" 38.04.01**

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

"International business (in English)"

1. INTERNSHIP GOAL(s)

The pre-graduate practice of students is one of the important stages of studying in the master's program. It is an integral part of the main educational program in the direction of "Economics", the master's program "International Business (in English)". Pre-graduate practice is directly focused on professional and practical training, organically complementing the learning process of undergraduates.

The objectives of the internship are:

- familiarization with the main types and tasks of future professional activity
- consolidation and deepening of theoretical training of undergraduates;
- expansion of professional horizons;
- acquisition of practical skills in scientific activity;
- deepening of practical skills in computational and analytical activities;
- study of the experience of international companies and organizations in the field of activity corresponding to the direction 38.04.01 Economics
- collection, generalization and analysis of materials on the topic of the master's thesis.

The course is designed/intended to help students to

- study of best practices, fundamental and periodical literature, normative and methodological materials on issues developed by the student in the final qualifying work (master's thesis);

- consolidate the theoretical knowledge gained by students in the course of studying under the master's program "International Business (in English)";

within the framework of analytical activities

- mastering the methods of analytical and independent research work on the study of production and economic activities and economic functioning of international companies and organizations operating on the basis of state and other forms of ownership;

- collect materials for the final qualifying work - master's thesis.

within the framework of organizational and managerial activities:

- gain practical experience of working in a team, professional behavior and professional ethics, develop organizational, managerial and analytical skills;

- acquisition of experience in economic, organizational and legal work in the positions of economic services of various international companies and organizations in order to acquire the skills of independent work to solve the tasks facing them
- mastering the methods of making and implementing economic and managerial decisions based on the theoretical knowledge obtained, as well as control over their execution

The main principles of conducting students' pre-graduate practice are: integration of theoretical and professional-practical, educational and research activities of students.

2. REQUIREMENTS FOR LEARNING OUTCOMES

Conducting a "Pre-graduate practice" is aimed at the formation of the following competencies (parts of competencies) in students:

Table 2.1. List of competencies formed by students during the internship (results of training based on the results of practice)

Generic competence (GC)

Code and descriptor of generic competence	Code and competence level indicator
GC-1. Able to carry out a critical analysis of problem situations based on a systematic approach, to develop a strategy of actions.	GC-1.1. Analyzes the task, pointing out its basic components; GC-1.2. Determines and ranks the information required to solve the task; GC-1.3. Searches for information to solve the task by various types of queries; GC-1.4. Offers solutions to the problem, analyzes the possible consequences of their use; GC-1.5. Analyzes the ways of solving problems of ideological, moral and personal character based on the use of basic philosophical ideas and categories in their historical development and socio-cultural context.
GC-2. Able to manage the project at all stages of its life cycle.	GC-2.1. Formulates a problem, the solution of which is directly related to the achievement of the project goal; GC-2.2. Defines the links between the tasks set and the expected results of their solution; GC-2.3. Within the framework of the tasks set, determines the available resources and restrictions, the applicable legal norms; GC-2.4. Analyzes the schedule for the implementation of the project as a whole and chooses the optimal way to solve the tasks, based on the current legal norms and available resources and limitations; GC-2.5 Monitors the progress of the project, adjusts the schedule in accordance with the results of the control.
GC-3. Able to organize	GC-3.1. Determines its role in the team based on the strategy

Code and descriptor of generic competence	Code and competence level indicator
and manage the work of the team, developing a team strategy to achieve the goal.	<p>of cooperation to achieve the goal;</p> <p>GC-3.2. Formulates and takes into account in its activities the peculiarities of the behavior of groups of people, identified depending on the goal;</p> <p>GC-3.3. Analyzes the possible consequences of personal actions and plans its actions to achieve a given result;</p> <p>GC-3.4. Exchanges information, knowledge and experience with team members;</p> <p>GC-3.5. Argues his point of view regarding the use of ideas of other team members to achieve the goal;</p> <p>GC-3.6. Participates in team work on the execution of assignments.</p>
GC-4. Able to apply modern communication technologies in the state language of the Russian Federation and foreign language(s) for academic and professional interaction.	<p>GC-4.1. Chooses the style of business communication, depending on the language of communication, goals and conditions of partnership;</p> <p>GC-4.2. Adapts speech, communication style and sign language to interaction situations;</p> <p>GC-4.3. Searches for the necessary information to solve standard communication tasks in Russian and foreign languages;</p> <p>UK-4.4. Conducts business correspondence in Russian and foreign languages, taking into account the peculiarities of the style of official and unofficial letters and socio-cultural differences in the format of correspondence;</p> <p>GC-4.5. Uses dialogue for cooperation in academic communication, taking into account the personality of the interlocutors, their communicative and speech strategy and tactics, the degree of formality of the situation;</p> <p>GC-4.6. Forms and argues his own assessment of the main ideas of the participants of the dialogue (discussion) in accordance with the needs of joint activities.</p>
GC-5. Able to analyze and take into account the diversity of cultures in the process of intercultural interaction.	<p>GC-5.2. Finds and uses information about cultural peculiarities and traditions of various social groups in social and professional communication;</p> <p>GC-5.3. Takes into account the historical heritage and socio-cultural traditions of various social groups, ethnic groups and confessions, including world religions, philosophical and ethical teachings, in social and professional communication on a given topic;</p> <p>GC-5.4. Collects information on a given topic, taking into account the ethnicities and confessions most widely represented at the points of the study;</p> <p>GC-5.5. Substantiates the specifics of project and team activities with representatives of other ethnicities and (or) confessions;</p> <p>GC-5.6. Adheres to the principles of non-discriminatory</p>

Code and descriptor of generic competence	Code and competence level indicator
	interaction in personal and mass communication in order to fulfill professional tasks and strengthen social integration.
GC-6. Able to determine and implement the priorities of his own activities and ways to improve it based on self-assessment.	GC-6.1. Controls the amount of time spent on specific activities; GC-6.2. Develops tools and methods of time management when performing specific tasks, projects, goals; GC-6.3. Analyzes its resources and their limits (personal, situational, temporary, etc.), for the successful completion of the task; GC-6.4. Allocates tasks for long-, medium- and short-term with justification of relevance and analysis of resources for their implementation.
GC-7. Able to search for the necessary sources of information and data, perceive, analyze, memorize and transmit information using digital means, as well as using algorithms when working with data obtained from various sources in order to effectively use the information received to solve problems; evaluate information, its reliability, build logical conclusions based on incoming information and data	GC-7.1. Searches for the necessary sources of information and data, perceives, analyzes, remembers and transmits information using digital means, as well as using algorithms when working with data obtained from various sources in order to effectively use the information received to solve problems; GC-7.2. Evaluates information, its reliability, builds logical conclusions based on incoming information and data.

General Professional Competencies (GPC):

Competence code and competence descriptor	Competence formation indicators
GPC-1. Able to apply knowledge (at an advanced level) of fundamental economics in solving practical and/or research problems.	GPC-1.1. Has fundamental knowledge in the field of economics. GPC- 1.2. Able to use fundamental knowledge to solve applied and/or research problems. GPC- 1.3. Has the skills to choose methods for solving practical and research problems based on fundamental economic knowledge.
GPC-2. Able to apply advanced instrumental methods of economic	GPC- 2.1. Has knowledge of advanced instrumental methods of economic analysis. GPC- 2.2 Able to apply knowledge of advanced

Competence code and competence descriptor	Competence formation indicators
analysis in applied and/or fundamental research.	instrumental methods of economic and financial analysis when conducting applied and/or fundamental research.
GPC-3. Able to generalize and critically evaluate scientific research in economics.	<p>GPC- 3.1. Develops a program of applied and/or fundamental research in the field of economics based on the evaluation and generalization of the results of scientific research conducted by other authors.</p> <p>GPC- 3.2. Prepares an analytical note on the results of applied and/or fundamental research in the field of economics.</p> <p>GPC- 3.3. Summarizes conclusions, prepares conclusions and formulates recommendations based on the results of applied and/or fundamental research in the field of economics.</p>
GPC-4. Able to make economically and financially sound organizational and managerial decisions in his professional activity and be responsible for them.	<p>GPC- 4.1. Develops organizational and managerial decisions in professional activity.</p> <p>GPC- 4.2 Has the skills of reasoned persuasion in support of the proposed financial, economic, organizational and managerial decisions.</p> <p>GPC- 4.3. Controls the results of the implementation of financial, economic, organizational and managerial decisions.</p>
GPC-5. Able to use modern information technologies and software tools in solving professional tasks.	<p>GPC- 5.1 Knows modern information technologies and software tools used in solving professional tasks</p> <p>GP-C 5.2 Able to choose the most effective among modern information technologies and software tools for solving professional tasks.</p> <p>GPC- 5.3 Fully possesses the skills of solving standard tasks of professional activity with the use of information technologies and software.</p>
GPC-6. Able to critically evaluate the possibilities of digital technologies for solving professional tasks, work with digital data, evaluate their sources and relevance.	<p>GPC- 6.1 Able to use modern digital and information technologies in solving professional tasks.</p> <p>GPC- 6.2 Able to find and use relevant digital data to solve practical tasks of professional activity.</p>

Professional Competencies (PC):

Код и наименование УК	Код и наименование индикатора достижения компетенции
PC-1. Able to analyze and forecast the main socio-economic indicators of the enterprise, industry, region and the economy as a whole	PC 1.1. Able to prepare analytical materials for the evaluation of economic policy measures and strategic decision-making at the micro and macro levels; PC 1.2. Able to analyze and use various sources of information for economic calculations PC 1.3 Able to make a forecast of the main socio-economic indicators of the enterprise, industry, region and the economy as a whole;
PC-2. Able to develop design solutions, strategies for the behavior of economic agents and evaluate their effectiveness.	PC-2.1 Able to independently prepare assignments and develop design solutions taking into account the uncertainty factor, as well as proposals and measures for the implementation of developed projects and programs; PC-2.2. Able to evaluate the effectiveness of projects taking into account the uncertainty factor PC-2.3 Able to develop strategies for the behavior of economic agents in various markets.
PC-3. Able to independently carry out research activities and critically evaluate the results obtained	PC-3.1 Able to generalize and critically evaluate the results obtained by domestic and foreign researchers, identify promising areas, and draw up a research program; PC-3.2 Able to substantiate the relevance, theoretical and practical significance of the chosen topic of scientific research; PC-3.3 Able to conduct independent research in accordance with the developed program and present the results to the scientific community in the form of an article or report
PC- 4 Capable of organizing and conducting general preventive, targeted, and individual activities to counter the spread of terrorist ideology and neo-Nazi ideas	PC - 4.1. Determines the content and forms of preventive work to counter the ideology of terrorism and neo-Nazism in accordance with current regulatory legal acts. PC - 4.2. Organizes and conducts preventive activities in educational or social settings in accordance with established requirements and regulatory documents.

3. INTERNSHIP IN HIGHER EDUCATION PROGRAMME STRUCTURE

The pre-graduate practice represents the basic part of the cycle of OOP B.2. "Practices, including research work", takes place in the final 4th semester of the master's program and is based on the knowledge, skills, and skills acquired during the study of academic disciplines of the variable part of the basic cycle B.1.In:

International trade

Corporate innovation policy

Commercialization of Start-up Projects

International business management

Custom and tariff regulation

International labour and migration market

Business' evaluation and company's cost management

Global innovations in International Business

The completion of pre-graduate practice is necessary as a prior form of academic work for the defense of a master's thesis.

Table 3.1. The list of components of the educational support that contribute to the achievement of the planned learning outcomes based on the results of the internship

CODE	Competence	Previous disciplines/modules, practices*	Subsequent disciplines/modules, practices*
GC-1.	Able to carry out a critical analysis of problem situations based on a systematic approach, to develop a strategy of actions.	International trade Corporate innovation policy Commercialization of Start-up Projects International business management Custom and tariff regulation International labour and migration market Business' evaluation and company's cost management Global innovations in International Business	Master's thesis defense State final certification
GC-2.	Able to manage the project at all stages of its life cycle.	International trade Corporate innovation policy Commercialization of Start-up Projects	Master's thesis defense State final certification

CODE	Competence	Previous disciplines/modules, practices*	Subsequent disciplines/modules, practices*
		International business management Custom and tariff regulation International labour and migration market Business' evaluation and company's cost management Global innovations in International Business	
GC-3.	Able to organize and manage the work of the team, developing a team strategy to achieve the goal.	International trade Corporate innovation policy Commercialization of Start-up Projects International business management Custom and tariff regulation International labour and migration market Business' evaluation and company's cost management Global innovations in International Business	Master's thesis defense State final certification
GC-4.	Able to apply modern communication technologies in the state language of the Russian Federation and foreign language(s) for academic and professional interaction.	International trade Corporate innovation policy Commercialization of Start-up Projects International business management Custom and tariff regulation International labour and migration market Business' evaluation and company's cost management	Master's thesis defense State final certification

CODE	Competience	Previous disciplines/modules, practices*	Subsequent disciplines/modules, practices*
		Global innovations in International Business	
GC-5.	Able to analyze and take into account the diversity of cultures in the process of intercultural interaction.	International trade Corporate innovation policy Commercialization of Start-up Projects International business management Custom and tarrif regulation International labour and migration market Business' evaluation and company's cost management Global innovations in International Business	Master's thesis defense State final certification
GC-6.	Able to determine and implement the priorities of his own activities and ways to improve it based on self-assessment.	International trade Corporate innovation policy Commercialization of Start-up Projects International business management Custom and tarrif regulation International labour and migration market Business' evaluation and company's cost management Global innovations in International Business	Master's thesis defense State final certification
GC-7.	Able to search for the necessary sources of information and data, perceive, analyze, memorize and transmit information using	International trade Corporate innovation policy Commercialization of Start-up Projects International business management	Master's thesis defense State final certification

CODE	Competience	Previous disciplines/modules, practices*	Subsequent disciplines/modules, practices*
	digital means, as well as using algorithms when working with data obtained from various sources in order to effectively use the information received to solve problems; evaluate information, its reliability, build logical conclusions based on incoming information and data	Custom and tariff regulation International labour and migration market Business' evaluation and company's cost management Global innovations in International Business	

4. INTERNSHIP WORKLOAD

The total labor intensity of the pre-graduate practice is 21 credits, 756 hours.

5. INTERNSHIP CONTENTS

*Table 5.1. Internship contents**

Modules	Contents (topics, types of practical activities)	Workload, academic hours
Module 1. Preparatory stage	1.1 Holding an online instructional meeting with the invitation of employers and heads of pre-graduate practice from RUDN 1.2. Familiarizing students with the content and specifics of the organization(s), bringing to students practical assignments, types of practice reporting, 1.3. Safety instruction.	48

Modules	Contents (topics, types of practical activities)	Workload, academic hours
Module 2. The content stage	2.1 Completion of tasks by students 2.2. Their participation in various types of professional activities according to the direction of training.	472
Module 3. The calculation and analytical stage	3.1. Preparation of a report on practice by students, analysis of the work done and summing up its results, participation of students in the final online conference with the invitation of employers and heads of pre-graduate practice from the RUDN, evaluating the effectiveness of pre-graduate practice). 3.2.Presentation of the practice report, participation in the final conference	218
Writing an internship report		9
Preparing for defence and defending the internship report		9
TOTAL:		756

Preliminary stage

The content of the introductory lecture: setting goals, objectives, determining the time and place of the internship; acquaintance with the leaders of the practice; instruction on keeping a practice diary, registration and protection of the practice report; organizational issues of the internship; conducting safety and fire safety briefing.

The result of the preliminary stage should be a completed individual task for practice. Individual assignments are mandatory for students.

The preparatory stage involves the student's work with information in the following areas: the study of regulatory legal acts, the collection of necessary financial information, data processing and systematization.

The computational and analytical stage of the practice is aimed at preparing a report on the results of the practice.

6. INTERNSHIP EQUIPMENT AND TECHNOLOGY SUPPORT REQUIREMENTS

- Technological equipment of the enterprise (organization)
- Computer equipment of the Department of National Economy
- Electronic Library system of RUDN (EBS RUDN)

7. INTERNSHIP LOCATION AND TIMELINE

"Pre-graduate practice" can be conducted both in the structural divisions of the RUDN or in organizations in Moscow (stationary), and at bases located outside Moscow (field).

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

The terms of the internship correspond to the period specified in the calendar training schedule of the OP HE. The terms of the internship can be adjusted in coordination with the Department of Educational Policy and the Department of Organization of Practices and Employment of Students at the RUDN.

8. RESOURCES RECOMMENDED FOR INTERNSHIP

Research and production technologies used in the pre-graduate practice of undergraduates of the program "International Business (in English)"

Research includes search work in open and closed sources of information: monitoring of electronic and print media, search and analysis of information from open and closed databases, analysis of ready-made research, analysis of state and departmental statistical data, analysis of information from exhibitions, industry events, specialized catalogs and reference books, advertising and information materials.

The methods of obtaining information are: interviewing employees of the enterprise (organization), including the head of the practice from the enterprise, as well as consumers, observation, experiment and expert assessments, as well as collecting information materials (price lists, catalogs, financial reports, prospectuses, etc.).

During the practice, students use the technology of taking notes, abstracting, analysis of scientific and methodological literature on the specialty, collection and processing of practical material, writing a report.

Educational and methodological support of independent work of undergraduates of the program "International Business (in English)" at the pre-graduate practice.

Each student agrees with the supervisor on an individual task in practice.

A typical practice assignment may include the following questions:

1. General characteristics of the research object
2. Analysis of the research object
3. Development of proposals based on the conducted research

The general management and control of the pre-graduate internship is assigned to the head of the practice from the department. Before starting the internship, each supervisor holds an organizational meeting of the students assigned to him, informs about its goals and objectives.

The direct supervisor of the graduate student's pre-graduate practice:

issues an individual assignment for the pre-graduate practice;

performs the setting of tasks for independent work during the practice period and provides appropriate consulting assistance;

coordinates the internship schedule and carries out systematic monitoring of the progress of the undergraduate's work;

performs editorial editing of scientific materials prepared by the student, and provides assistance on all issues related to the design of scientific results and the report on pre-graduate practice.

The final results of the pre-graduate practice of a master's student are discussed at a meeting of the graduating department and presented in the form of a scientific report at scientific conferences of university students

Independent work of students in practice is supported by consultations of practice managers from the university and the organization. In order to achieve the goals and solve all the tasks of the practice, the student needs to familiarize himself with:

- regulatory and legal literature regulating the activities of the organization in accordance with the content of the practice;

- educational literature recommended by the practice program;

and determine the forms of presentation of research results.

Educational, methodological and informational support of industrial practice

a) Literature:

Paul Krugman, Robin Wells ECONOMICS, Princeton University, Worth Publishers, 2019. Electronic file from open Internet sources:

https://matermiddlehigh.enschool.org/ourpages/auto/2015/8/25/54609372/Krugman_s%20Economics%20for%20AP.pdf

<https://openstax.org/details/books/principles-macroeconomics-ap-courses-2e>

b) software and Internet resources:

OS MS Windows (XP and above), MS Office, 1C. As sources of initial information about the markets are used:

State statistics - www.prime-tass.ru – Economic Information Agency

- www.rts.ru – Russian trading system

- Expert Council on Regional Investment Policy. Investment potential of the subjects of the Russian Federation. – Ministry of Regional Development of Russia: <http://www.minregion.ru>

- Website of the State Statistics Committee of Russia <http://www.gks.ru>

- Website of the Ministry of Economic Development of Russia <http://www.economy.gov.ru>

- Website of the Ministry of Regional Development of Russia <http://www.minregion.ru>

- RA-Expert Rating Agency <http://www.raexpert.ru>

- Catalog of official websites of the subjects of the Russian Federation <http://gosorgan.amursk.ru>

- Official website of the President of Russia <http://www.kremlin.ru/>

- Official website of the Russian Government <http://government.ru/>

- Official website of the Ministry of Finance of Russia: <http://www.minfin.ru/ru/>

- Official website of the Ministry of Economic Development of Russia <http://economy.gov.ru/minec/main>

- Official website of the Central Bank of Russia <http://siteofficial.ru/cbr/>

- Official website of the Federal Tax Service of Russia <https://www.nalog.ru/rn77/>

- Official website of the Pension Fund of the Russian Federation <http://www.pfrf.ru/>

Official website of the Compulsory Health Insurance Fund <http://www.ffoms.ru/>

- Official website of the Social Insurance Fund of the Russian Federation <http://fss.ru/>

- Official website of the Mayor and Government of Moscow <http://old.mos.ru/>

Normative literature - The Civil Code of the Russian Federation, Parts 1 and 2.

- The Tax Code of the Russian Federation, Parts 1 and 2.

- The Labor Code of the Russian Federation.

- Federal Law No. 402-FZ dated 06.12.2011 "On Accounting".

- Federal Law No. 307-FZ of 30.12.2008 "On Auditing Activities" (as amended on 01.12.2014)

- Federal Law No. 127-FZ dated 26.10.2002 "On Insolvency (Bankruptcy)" (as amended on 01.12.2014)

- Federal Law No. 164-FZ of October 29, 1998 "On Financial Lease (Leasing)" (as amended on 11/04/2014)

- Federal Law No. 39-FZ of April 22, 1996 "On the Securities Market" (as amended on 07/21/2014)

- Federal Law No. 208-FZ of December 26, 1995 "On Joint Stock Companies" (with amendments and additions that entered into force on 09/01/2014).

Professional associations The Russian Marketing Association, the Guild of Marketers, the Union of Manufacturers of dry Building Mixes, the Association of Marketers of the perfume and cosmetics market, etc.

Business media "Expert", "Vedomosti", "Business", "Kommersant", BusinessWeek, "Secret of the Firm", SmartMoney, programs "Sphere of interests" and "In focus" on the RBC-TV channel, industry periodicals

Professional portals Internet project "Corporate Management" - <http://www.cfin.ru/>

Professional portal for risk managers Riskovik - <http://www.riskovik.com/>

Electronic libraries National Electronic Library -eLibrary.ru – Access mode: <http://elibrary.ru/defaultx.asp> ?

On-line access to magazines. Information database on all branches of science and electronic delivery of documents. SwetsWise. – Access mode: <https://www.swetswise.com>

Library of the Academy of Sciences – www.csa.ru

MSU Library – www.lib.msu.ru

Library of Economic and Business Literature – <http://www.ek-lit.agava.ru>

ecsocman.edu.ru – Federal educational portal "Economics, Sociology, Management"

Industry reference books "Business map", "Compass-Russia", catalogs of participants of industry exhibitions

Specialized reference books, databases www.consultant.ru (Official website of the Consultant Plus company, legal support).

www.garant.ru (Information and legal portal).

databases, BTI, databases on railway transportation

Portals of public authorities and management - Federal target programs of Russia:
<http://fcp.vpk.ru/cgi-bin/cis/fcp.cgi/Fcp/Title/>

- The concept of improving regional policy in the Russian Federation. 2009.:
<http://www.minregion.ru>

- Investment Fund of the Russian Federation. Projects of the Investment Fund of the Russian Federation. – Ministry of Regional Development of Russia:
<http://www.minregion.ru>

- Development of competition in Russia. – Ministry of Economic Development of Russia: <http://www.economy.gov.ru>

Business and professional Internet portals www.sostav.ru , www.rbc.ru ,
www.marketologi.ru , www.ram.ru , www.autonet.ru , www.intercharm.ru ,
www.stroy.net.ru , www.4p.ru

Databases of publications in the press www.public.ru , www.integrum.ru ,
www.medialogia.ru

Syndicated research by ACNielsen, GfK, COMCON, TNS Gallup Media

Ready-made Research Stores www.research.rbc.ru , www.informarket.ru , oms.ram.ru
, www.marketing.spb.ru

Other sources are competitors' press releases, annual reports of companies, industry exhibitions and conferences, internal reporting of companies, websites of market participants

RUDN Databases - RUDN Library website – Access mode: <http://lib.rudn.ru/> - from RUDN stationary computers

- Bulletin of the RUDN – Access mode: <http://www.elibrary.ru/defaultx.asp>

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

Forms of intermediate certification (based on the results of pre–graduate practice) of the Master of the program "Economics of firms and industry markets"

The result of the practice is the preparation and protection of the report on time - the last day of the internship in accordance with the schedule of the educational process.

According to the results of the defense of the report, the student is given a credit with an assessment.

The report should contain all the materials received in accordance with the assignment for practice in the main areas of the enterprise, analysis of the data obtained, identification of problems and prospects for the development of the enterprise.

The report is drawn up on A4 sheets (210x297 mm). The volume of the report is from 20 to 30 pages of typewritten text.

When making a report, it is necessary to use the information and knowledge gained as a result of the survey and analysis of various departments (services) of the enterprise (organization). In addition, it is necessary to use information and information from scientific and technical, reference and educational literature, as well as from regulatory and technical production documentation (technological maps, instructions, etc.).

The internship report is the main document characterizing the student's work during the internship. The report is compiled in accordance with the actual practice program and must correspond to the individual task.

The report is recommended to be compiled throughout the practice as the material accumulates. Recommended structure of the report:

- Title page.
- Table of Contents.
- Practice assignment.
- The content part (in accordance with the task for practice).
- Conclusion.
- - List of used literature.

The practice assignment specifies the goals and objectives of the practice, as well as the individual assignment of the master in practice.

The substantive part of the report should cover all the issues of the individual assignment. In conclusion, the main results of the practice should be noted, it is also advisable to give some recommendations for improving the areas and processes studied.

The report must be signed by the student and the head of the practice from the department and from the company. The report should be written technically competently, concisely and accompanied by the necessary calculations, statistics, digital data, formulas, tables, sketches, graphs.

The final report is checked by the head of the practice from the organization, who gives a written review of the student's work with an assessment of the credit-modular system.

The evaluation of the results of the practice is carried out by the head of the practice based on the analysis of the practitioner's diary, the student's report, the characteristics of the head from the practice base and the interview with the student. When evaluating the report, the following are taken into account:

- completeness and detail of the completed sections;
- quality of individual task performance;
- independence of the research;
- the quality of the conclusions and proposals made and their assessment by the representative of the organization.

Point-rating system of assessment

Criteria for evaluating pre-graduate practice

The result of the practice is the preparation and protection of the report on time – the last day of the internship in accordance with the schedule of the educational process. According to the results of the defense of the report, the student is given a credit with an assessment.

The report should contain all the materials received in accordance with the task for practice in the main areas of research, analysis of the data obtained, identification of problems and prospects for the development of the object of research.

When making a report, it is necessary to use the information and knowledge gained as a result of the survey and analysis of various departments (services) of the enterprise (organization). In addition, it is necessary to use information and information from scientific and technical, reference and educational literature.

The internship report is the main document characterizing the student's work during the internship. The report is compiled in accordance with the actual practice program and must correspond to the individual task.

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- Title page.
- Table of Contents.
- Practice assignment.
- The content part (in accordance with the task for practice).

- Conclusion.
- Bibliographic list

The practice assignment specifies the goals and objectives of the practice, as well as the individual assignment of the master in practice.

The substantive part of the report should cover all the issues of the individual assignment.

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The volume of the report: 20 - 30 pages.

The final report is checked by the head of the practice from the organization, who gives a written review of the student's work with an assessment of the credit-modular system.

The evaluation of the results of the practice is carried out by the head of the practice based on the analysis of the practitioner's diary, the student's report, the characteristics of the head from the practice base and the interview with the student.

When evaluating the report , the following are taken into account:

- completeness and detail of the completed sections;
- quality of individual task performance;
- independence of the research;
- the quality of the conclusions and proposals made and their assessment by the representative of the organization.

Point-rating system of assessment

Distribution of points according to practice evaluation criteria

The program is compiled in accordance with the requirements

DEVELOPERS:

The head of the program

Cand. of econ., ass. professor _____ E.A. Egorycheva

The head of the department

«National economy»

Doctor of econ., professor

Yu.N. Moseykin