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

Law Institute

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

Public policy and history of state and law

(department realizing the PhD program)

INTERNSHIP SYLLABUS

Pedagogical Training

(internship type)

Scientific speciality:

5.5.2. Political institutions, processes, technologies

(scientific speciality code and title)

The PhD student's internship is implemented within the PhD programmes:

Political Science: Russian and Comparative Studies

(PhD program title)

1. INTERNSHIP GOALS

The aim of the Internship is to develop professional competencies through direct participation in pedagogical work, as well as the acquisition of professional competencies necessary to work in the professional sphere.

2. REQUIREMENTS FOR LEARNING OUTCOMES

Upon the teaching internship completion, in accordance with the recommendations of the supervisor, a PhD student is expected to

study:

- state educational standard and a working curriculum for one of the major educational programmes
- core educational programs implemented at the department
- educational and methodical literature, hardware, and software for laboratory workshops on recommended disciplines of the curriculum
- organizational forms and methods of training in a higher educational institution
- programmes of several of specialised disciplines of one of the core educational programmes implemented at the department recommended by the internship supervisor
- basics of developing a training course in one of the specialized disciplines of the core educational programme implemented at the relevant department
- job description of the assistant and other positions of the department staff.

become familiar with

current classroom teaching practices, namely various ways of structuring and presenting educational material, ways of enhancing educational activities, features of professional rhetoric, with various methods and techniques for assessing educational activities in higher education, with the specifics of interaction in the system "student -teacher".

master:

the basics of scientific, methodological, and educational work, namely the skills to structure and transform scientific knowledge into educational material, systematise teaching and educational tasks

-methods and techniques for compiling tasks, exercises, tests on various topics, oral and written presentation of subject material, a variety of educational technologies.

be able to

-formulate educational goals, choose the type of activity, use various forms of organization of educational activities of students; diagnosis, monitor and evaluate the educational activities effectiveness.

- develop a lesson plan (lecture) on the topic of the training course
- conduct practical and laboratory classes with students under the supervision of a leading teacher on the recommended topics of academic disciplines in the period before and during internship
- deliver lectures under the supervision of a leading teacher of the department
- implement the methodology of designing the educational process, using one of the specialized courses implemented at the department, as examples.
- develop independently new techniques and pedagogical approaches to teaching foreign languages, T&I skills for specific purposes within digitalization and implement them in educational process
- participate in professional team work to design educational environments for training skills in foreign languages, translation and interpreting for specific purposes within digitalisation.

3. INTERNSHIP WORKLOAD

The overall workload of the internship is 6 credits (216 academic hours).

4. INTERNSHIP CONTENTS

Stages of internship	Content of the units (topics)	Workload, acad. hours
Section 1. Introductory Stage	Orientation lecture to inform PhD Students about -safety instructions, -teaching internship goals, tasks, and scope - requirements regarding the standards of internship reporting documentation - recommendations regarding the communication with the university academic faculty	1
	Arrangement of the individual teaching internship programme with the internship supervisor	3
	PhD students' familiarization with training, educational and methodological tasks, with the administration, the teaching staff, existing educational technologies, with educational and methodological documentation on the disciplines, scheduled for teaching, with the current regulatory legal acts on educational activities in higher education, including educational standards, and curricula of the programmes implemented in the educational division (faculty/institute).	12
Section 2. Core Stage	Enhancing occupational experience through attending classes of leading teachers and / or supervisors in order to get acquainted with the educational technologies used, active and interactive teaching methods, organisation of independent work of students in the classroom, organisation of the current control of students' knowledge.	18
	Conducting seminar-type classes (seminars, practical exercises) and/or laboratory work together with the teacher leading the discipline. Participation in the assessment of the results of mastering the discipline (current and/or intermediate certification). Conducting an educational practice together with the teacher leading the practice. Participation in the organization and conduct of university events (career guidance, scientific and technical, student)	72
	Participation in the preparation and updating of educational materials: work programs of disciplines, assessment funds, educational materials on the TUIS platform. Participation in the development of methods for conducting seminar-type classes and/or laboratory work (preparation of presentations, practical tasks, case studies, discussion questions, etc.) together with the teacher.	36

Stages of internship	Content of the units (topics)	Workload, acad. hours
	Conducting group and individual consultations for students	10
	Self-studies to enhance and deepen professional knowledge in the field of pedagogy	28
Section 3. Intermediate certification	Editing the practice report	26
	Submitting and defending the practice report	10
Total academic hours of internship:		216

5. INTERNSHIP EQUIPMENT AND TECHNOLOGY SUPPORT REQUIREMENTS

The place of internship shall comply with the current sanitary and epidemiological requirements, fire safety regulations and standards of health protection of the students.

It requires classrooms that meet the safety requirements for academic work, if necessary, a computer room with workstations that provide Internet connection, as well as classrooms with multimedia equipment.

6. INTERNSHIP LOCATION AND TIMELINE

Internship can be carried out both in structural subdivisions of RUDN University or in organizations of Moscow (stationary), and at bases located outside of Moscow (exit).

Conducting internship on the basis of an external organization (outside RUDN University) is carried out on the basis of an appropriate agreement, which specifies the terms, place and conditions for performing scientific research in the base organization.

The deadlines for the internship implementation correspond to the period indicated in the calendar academic schedule of the postgraduate program. Internship dates can be adjusted in coordination with the Department of Doctoral Studies of the RUDN University.

7. RESOURCES RECOMMENDED FOR INTERNSHIP

Main readings:

1. Blinov, V. I. Metodika prepodavaniya v vysshej shkole : uchebno-prakticheskoe posobie / V. I. Blinov, V. G. Vinenko, I. S. Sergeev. — Moskva : Izdatel'stvo Yurajt, 2024. — 315 s. — (Vysshee obrazovanie). — ISBN 978-5-534-02190-5. — Tekst : elektronnyj // Obrazovatel'naya platforma Yurajt [sajt]. — URL: <https://urait.ru/bcode/535925>

2. Kuzina, N. V. Metodika prepodavaniya gumanitarnyh disciplin v vysshej shkole. Uchebno-metodicheskoe posobie [elektronnoe izdanie] / N. V. Kuzina – Nizhnij Novgorod: izd-vo NNGU, 2019. – 68 s.

2. Metodologiya i metodika prepodavaniya politicheskoy nauki: uchebnyk/pod red. K. F. Zavershinskogo, I. V. Radikova. - M.: Izd-vo RG-Press, 2013. - 336s.

4. Popov, E. B. Osnovy pedagogiki : uchebnoe posobie / E. B. Popov. - 3-e izd., ster. - Moskva ; Berlin : Direkt-Media, 2018. - 133 s. : il., tabl. - ISBN 978-5-4475-2798-3 ; To zhe [Elektronnyj resurs]. - URL: <http://biblioclub.ru/index.php?page=book&id=494796>

Additional readings:

5. Smirnov, S. D. Psihologiya i pedagogika v vysshej shkole : uchebnoe posobie dlya vuzov / S. D. Smirnov. — 3-e izd., pererab. i dop. — Moskva : Izdatel'stvo Yurajt, 2024. — 352 s. — (Vysshee obrazovanie). — ISBN 978-5-534-08294-4. — Tekst : elektronnyj // Obrazovatel'naya platforma Yurajt [sajt]. — URL: <https://urait.ru/bcode/537549>.

6. Suroedova E. A., Belousova A. K., Evseev V. O., Pishchik V. I. i dr. Vvedenie v professiyu Prepodavatel' vuza. Trudovye funkcii prepodavatelya. (Aspirantura, Magistratura). Uchebnyk. / E. A. Suroedova, A. K. Belousova, V. O. Evseev, V. I. Pishchik i dr. - M.: Izdatel'stvo KnoRus, 2022. - 458s.

7. Taratuhina, Yu. V. Pedagogika vysshej shkoly v sovremennom mire : uchebnik i praktikum dlya vuzov / Yu. V. Taratuhina, Z. K. Avdeeva. — Moskva : Izdatel'stvo Yurajt, 2024. — 217 s. — (Vysshee obrazovanie). — ISBN 978-5-534-13724-8. — Tekst : elektronnyj // Obrazovatel'naya platforma Yurajt [sajt]. — URL: <https://urait.ru/bcode/543871>

Internet Resources:

ELS RUDN University and third party EBS, to which university students have access based signed contracts:

- RUDN Electronic Library System, <http://lib.rudn.ru/MegaPro/Web> ;
- ELS University Library Online, <http://www.biblioclub.ru> ;
- EBS Urayt, <http://www.biblio-online.ru> ;
- ELS Student Consultant, <http://www.studentlibrary.ru> ;
- EBS Lan, <http://e.lanbook.com> ;
- EBS Trinity Bridge <http://www.trmost.ru>

Databases and search engines:

- Electronic fund of legal and normative-technical documentation, <http://docs.cntd.ru> ;
- Yandex search system <https://www.yandex.ru> ;
- Google search system <https://www.google.com> ;
- Reference database Scopus , <http://www.elsevier.com/locate/scopus>

Educational and methodological materials for students' self-work studying the internship:

Instructions for labor protection and fire safety during practical training (initial instruction).

Guidelines for students to fill out a diary and prepare a report on internship.

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

Assessment toolkit and a grading system to evaluate the level of competences (competences in part) formation as the course results are specified on the TUIS platform.

DEVELOPER:

Professor of the Department of
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position, department



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