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**Federal State Autonomous Educational Institution
The Russian Peoples' Friendship University of Higher Education
Peoples' friendship university of Russia**

(name of the main training unit (TUO) developing the postgraduate programme)

Engineering academy

(name of the basic training unit (BUP) - developer of the postgraduate programme)

PRACTICE PROGRAM

Pedagogical practice

(name of practice)

Scientific speciality:

2.3.4 Management in organizational systems

(code and name of the scientific speciality)

Practical training is provided for students as part of the postgraduate programme:

Management in organizational systems

(name of postgraduate programme)

2023

1. PURPOSE OF THE PRACTICE

Pedagogical practice is aimed at the formation and development of competencies in graduate students in accordance with the level of education and professional standard; development of teaching skills in the field of theoretical mechanics, machine dynamics and related areas of technical knowledge in higher education; acquisition of skills of work in the scientific and pedagogical team.

The main tasks of pedagogical practice are:

- to study the methods and techniques of teaching and education in higher education;
- learn how to conduct classes in technical disciplines;
- master the primary skills of modeling classes, drawing up programs and projects, planning individual classes and predicting a special course, choosing an effective organization strategy.

2. REQUIREMENTS TO LEARNING OUTCOMES OF INTERNSHIP

Pedagogical Internship is aimed to obtain competences:

3. THE SCOPE OF PRACTICE

Total labor input of "Pedagogical practice" is 5 credit units (180 ac.h.).

5. CONTENT OF PEDAGOGICAL PRACTICE

*Table 5.1. Content of the practice**

Name of section of the practice	Section content (topics, practical activities)	Labour input, hours per week
3 term		
Section 1: Organisational and preparatory	Receipt of an individual practical assignment from the supervisor	2
	A safety briefing in the workplace (laboratory and/or production)	2
Section 2: Substantive	Familiarisation with the training activities of the mechanics and mechatronics department	8
	Develop training materials	12
	Carry out the lessons and implement the training tools developed	40
	Keeping the Internship diary	2
Section 3: Reporting	Preparing the presentation of the internship	4
	Intermediate assessment (preparation and presentation)	2
4 term		
Section 1: Organisational and preparatory	Receipt of an individual practical assignment from the supervisor	2

Name of section of the practice	Section content (topics, practical activities)	Labour input, hours per week
	A safety briefing in the workplace (laboratory and/or production)	2
Section 2: Substantive	Familiarisation with the training activities of the mechanics and mechatronics department	8
	Develop training materials	16
	Carry out the lessons and implement the training tools developed	60
	Supervise the supervision of the traineeship	2
	Keeping the Internship diary	9
Preparation for defence and defence of the internship report		9
TOTAL:		180

* - the content of the practice by section and type of practical training is FULLY reflected in the trainee's report on the practice.

6. LOGISTICAL SUPPORT FOR THE INTERNSHIP

For the successful implementation of Pedagogical practice, you need: a workplace, a computer, a printer, a library fund.

There is access to computer classes for processing materials collected by a graduate student during the practice.

The library fund should provide graduate students with basic literature in the amount of 0.5 copies per person.

Postgraduate students are also given the opportunity to use the Internet in an educational institution.

7. WAYS OF CARRYING OUT THE INTERNSHIP

"Pedagogical internship can be carried out both in the structural divisions of PFUR or in Moscow organizations (stationary) and on the bases outside Moscow (offsite).

Practical training on the basis of an external organization (outside the PFUR) is carried out on the basis of a corresponding agreement, which specifies the terms, place and conditions of practical training in the base organization.

The internship dates correspond to the period specified in the calendar of the postgraduate programme. The deadlines can be adjusted in agreement with the Department of Educational Policy and the Department of Internships and Student Employment at PFUR.

8. STUDY-METHODICAL AND INFORMATIONAL SUPPORT FOR THE INTERNSHIP

Basic literature:

1. Development of professionalism of higher school teacher. textbook. V.S. Agapov [et al.].-M.: Publishing house of RAGS, 2017. http://lib.rudn.ru/MegaPro2/UserEntry?Action=Rudn_FindDoc&id=470098&idb=0.

2. Miroshnichenko N. A., Stefanov S. A. To help a young teacher. methodical manual / N. A. Miroshnichenko, S. A. Stefanov.-Odessa: Yuridichna litera, 2003.-92 p.

3. Skok G.B., Lygina N.I. How to design an educational process for a course: Textbook. Ed. second revised and supplemented. - Moscow: Pedagogical Society of Russia.

http://lib.rudn.ru/MegaPro2/UserEntry?Action=Rudn_FindDoc&id=470098&idb=0

4. Lapaeva M.G., Lapaev S.P.; Ministry of Education and Science of the Russian Federation, Federal State Budgetary Educational Institution of Higher Education "Orenburg State University". - Orenburg: Orenburg State University, 2017. - 249 p.: ill. - Bibliography in the book - ISBN 978-5-7410-1791-3; [Electronic resource]. - URL: <http://biblioclub.ru/index.php?page=book&id=485476> (06.05.2018).\.

5. Education quality management: Practice-oriented monograph and methodological guide / Edited by M.M. Potashnik. M., 2016. URL: <http://biblioclub.ru/index.php?page=book&id=230540>.

Additional literature:

1. RUDN HEO (higher education level - training of higher qualification) in the field of training 01.06.01 Mathematics and Mechanics

2. local Acts of PFUR

3. Working programs of disciplines of the Department of Mechanics and Mechatronics in the fields of study 27.03.04 "Management in technical systems", 27.04.04 "Management in technical systems".

Resources of information and telecommunication network "Internet":

1. PFUR electronic library and third-party EBS to which postgraduate students have access on the basis of contracts:

- RUDN Electronic library system - RUDN EBS <http://lib.rudn.ru/MegaPro/Web>
- University Library Online Libraries <http://www.biblioclub.ru>
- The Yurite electronic library system <http://www.biblio-online.ru>
- Student Consultant electronic library system www.studentlibrary.ru
- Lan LBS <http://e.lanbook.com/>

2. databases and search engines:

- Electronic collection of legal and normative-technical documentation <http://docs.cntd.ru/>

- search engine Yandex <https://www.yandex.ru/>

- Google search engine <https://www.google.ru/>

- SCOPUS abstract database <http://www.elsevierscience.ru/products/scopus/>

*Teaching-methodical materials for the internship, completing the diary and preparing a report on the internship *:*

1. Safety rules of the "practice" (initial briefing).

2. Methodological guidelines for students to fill in the diary and report on the practice.

* - all didactic-methodic materials for the internship are placed according to the current order on the internship webpage in TUIS!

8. ASSESSMENT MATERIALS AND SCORE-RATING SYSTEM FOR EVALUATING THE LEVEL OF COMPETENCIES DEVELOPED DURING THE INTERNSHIP

Assessment materials and grading-rating system* of students' evaluation according to the results of internship are presented in the Annex of the present Programme of internship (module).

"Pedagogical practice" is presented in the Annex to the present Programme of practice (module).

The assessment materials and grading and rating system* are presented in the Appendix of the present Internship programme (module).

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