

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

Faculty of Economics

(name of the main educational unit (POU) - program developer)

Finance and credit

(name of the basic educational unit (BUP) - program developer)

PRACTICE PROGRAM

Pedagogical

(name of practice)

Scientific specialty:

5.2.4 Finance

(code and name of scientific specialty)

Practical training of students is carried out as part of the postgraduate program:

Finance, money circulation and credit

(name of the program for training scientific and scientific-pedagogical personnel)

1. PURPOSE OF THE PRACTICE

The purpose of conducting teaching practice is to master the pedagogical skills of conducting certain types of training sessions and developing educational and methodological materials in educational disciplines of a biological profile. Pedagogical practice of postgraduate students is aimed at preparing postgraduate students for teaching activities, and is carried out with the aim of developing postgraduate students' skills in developing a training course, independently conducting training sessions, scientific and methodological work on training courses, and gaining experience in organizational and educational work.

2. REQUIREMENTS FOR LEARNING RESULTS AFTER COMPLETING PRACTICE

The objectives of the implementation of the teaching practice of a postgraduate student are: Familiarization of postgraduate students with the principles of organizing the educational process at a university, the features of teaching general scientific and specialized disciplines;

- consolidation of theoretical knowledge, skills and abilities acquired by graduate students in the process of studying the disciplines of the basic, variable part and block of elective disciplines;

- formation of professional pedagogical skills.

As a result of teaching practice, a graduate student must acquire the following knowledge, skills and abilities. The graduate student must know:

- the essence of general pedagogical methods and forms of teaching and education in higher education;

- features of modern pedagogical technologies and the mechanism for their implementation at the university;

- types of educational work used in higher educational institutions;

- methodological techniques used in carrying out various types of educational work.

The graduate student must be able to:

- create conditions conducive to successful teaching activities;

- design pedagogical activities using knowledge of the theory of teaching and education in higher education;

- carry out educational and methodological work related to the organization of the educational process;

- to use, when presenting subject material, the relationships between scientific research and educational processes in higher education, including the possibility of involving one's own scientific research as a means of improving the educational process;

- conduct various types of training sessions;

- organize group work of students during practical classes;

- organize independent work of students;

- monitor and evaluate the effectiveness of students' educational activities.

The graduate student must possess:

- basic methodological techniques for organizing different types of educational and independent work of students;

- educational material and teaching technology of the taught disciplines.

3. SCOPE OF PRACTICE

The total labor intensity of teaching practice is 6 credit units (216 academic hours).

4. CONTENT OF PRACTICE

Name of practice section	Contents of the section (topics, types of practical activities)	Labor intensity, ac . h.
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Section 1. Preparatory stage	Receiving an individual assignment for practice from the manager and undergoing training on labor protection in the workplace	1
	Attending lectures and seminars by the graduate student's supervisor or teaching staff from the unit to which the graduate student is attached, participating in ongoing, intermediate and final control events, preparing teaching materials, presentations, cases for lectures and/or seminars in the department's disciplines.	20
	Attending thesis defenses of postgraduate students assigned to the postgraduate student's supervisor or teaching staff of the department.	25
	Preparation of a practice report.	10
Section 2. Main stage	Conducting lectures and seminars on the disciplines of the department, developing and conducting one's own special courses, master classes, under the guidance of a graduate student's supervisor or teaching staff of the department, participating in ongoing, intermediate and final control events, preparing teaching materials for lectures and/or seminars.	106
	Preparation of a practice report	10
Section 3. Interim certification	Preparation of a practice report	26
	Preparation for defense and defense of the practice report	10
Total labor intensity of the practice:		216

5. MATERIAL AND TECHNICAL SUPPORT OF PRACTICE

Audience type	Auditorium equipment	Specialized educational/laboratory equipment, software and materials for mastering the discipline (if necessary)
Lecture	Auditorium 101 for conducting lecture-type classes, equipped with a set of specialized furniture; board (screen) and technical means of multimedia presentations.	Laptop Asus F6A, Multimedia projector Casio XJ-S400UN, Multimedia projector Casio XJ-V100W, Projection screen GEHA 244*244, Screen with electrical wire Draper 203*1, Acoustic system Defender Mercury 35 Mkl1, Philip TV
Seminar	Auditorium 103 for conducting seminar-type classes, group and individual consultations, ongoing monitoring and intermediate certification, equipped with a set of specialized furniture and technical means for multimedia presentations.	Asus F6A laptop, Casio XJ-S400UN multimedia projector, Digis motorized screen Electra MW DSEM - 1105

Audience type	Auditorium equipment	Specialized educational/laboratory equipment, software and materials for mastering the discipline (if necessary)
Computer class	Computer class 19 for conducting classes, group and individual consultations, ongoing monitoring and intermediate certification, equipped with personal computers (21 pcs.), a whiteboard (screen) and technical means for multimedia presentations.	All-in-one Lenovo Intel I5 10160T/8 GB/256 GB/audio, 24" monitor, Casio XJ-V100W multimedia projector, Digis motorized screen Electra 200*150 Dsem-4303
For independent work of students	Auditorium 29 for independent work of students (can be used for seminars and consultations), equipped with a set of specialized furniture and computers with access to EIOS.	Monoblock Lenovo AIO-510-22ISH Intel I5 2200 MHz/8 GB/1000 GB/DVD/audio, 21" monitor, Casio XJ-V100W multimedia projector, Digis motorized screen Electra 200*150 Dsem-4303

6. WAYS TO DO PRACTICE

“Pedagogical practice” can be carried out both in the structural divisions of RUDN University or in organizations in Moscow (stationary), and at bases located outside of Moscow (travelling).

Conducting internships 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 of the internship in the base organization.

The duration of the internship corresponds to the period specified in the academic calendar of the postgraduate program. The timing of the internship can be adjusted in agreement with the Department of Educational Policy and the Department of Organization of Internships and Employment of Students at RUDN University.

The main forms of practice implementation can be:

- preparing and conducting practical classes (seminars, colloquia , laboratory work, etc.) and delivering individual lectures under the guidance of teaching staff;
- development of educational and methodological complexes and / or educational (educational and methodological) aids in individual disciplines.

In a number of cases - in agreement with the supervisor - it is allowed (with appropriate documentation and support) to implement the following types of teaching practice.

- participation in the implementation of current and intermediate certification of students (conducting colloquiums and tests, participation in taking tests and exams);
- consultations on the taught academic discipline for students;
- organization and assistance in independent work of students;
- development of a set of full texts of lectures on the course with demonstration materials (including presentations).

In the case of implementing teaching practice in the form of preparing and conducting classes, a graduate student conducts an open lesson in one of the specialized disciplines of the department within the framework of the disciplinary area of graduate student training.

7. EDUCATIONAL, METHODOLOGICAL AND INFORMATION SUPPORT OF PRACTICE

Main literature:

1. Kodzhaspirova, G. M. Pedagogy: textbook for universities / G. M. Kodzhaspirova. — 4th ed., revised and additional - Moscow: Yurayt Publishing House, 2024. - 711 p. - (Higher education). — ISBN 978-5-534-14492-5. — Text: electronic // Educational platform Urayt [website]. — URL: <https://urait.ru/bcode/536002>.

2. Savenkov, A. I. Pedagogy. Research approach: textbook and workshop for universities / A. I. Savenkov. — 2nd ed., rev. and additional - Moscow: Yurayt Publishing House, 2024. - 400 p. - (Higher education). — ISBN 978-5-534-17019-1. — Text: electronic // Educational platform Urayt [website]. — URL: <https://urait.ru/bcode/532199>.

Additional literature:

1. Krivshenko, L.P. Pedagogy: textbook and workshop for universities / L.P. Krivshenko, L.V. Yurkina. — 2nd ed., revised and additional - Moscow: Yurayt Publishing House, 2024. - 400 p. - (Higher education). — ISBN 978-5-534-07709-4. — Text: electronic // Educational platform Urayt [website]. — URL: <https://urait.ru/bcode/536298>.

2. Golovanova, N. F. Pedagogy: textbook and workshop for universities / N. F. Golovanova. — 2nd ed., revised and additional - Moscow: Yurayt Publishing House, 2024. - 372 p. - (Higher education). — ISBN 978-5-534-01228-6. — Text: electronic // Educational platform Urayt [website]. — URL: <https://urait.ru/bcode/536747>.

3. Matis, V. I. Pedagogy of interethnic communication: a textbook for universities / V. I. Matis. — 2nd ed., rev. and additional - Moscow: Yurayt Publishing House, 2024. - 343 p. - (Higher education). — ISBN 978-5-534-13121-5. — Text: electronic // Educational platform Urayt [website]. — URL: <https://urait.ru/bcode/543318>.

4. Yurkina, L. V. Pedagogy. Workshop: textbook for universities / L. V. Yurkina. - Moscow: Yurayt Publishing House, 2024. - 136 p. - (Higher education). — ISBN 978-5-534-13549-7. — Text: electronic // Educational platform Urayt [website]. — URL: <https://urait.ru/bcode/543520>.

Resources of the information and telecommunications network “Internet”:

EBS of RUDN University and third-party EBS, to which university students have access based on concluded agreements:

– RUDN Electronic Library System: [website]. URL: <http://lib.rudn.ru/MegaPro/Web>

– EBS "University Library Online": [website]. URL: <http://www.biblioclub.ru/>

– Educational platform "Urayt": [website]. URL: <https://urait.ru/>

– EBS "Lan": [website]. URL: <https://e.lanbook.com/>

– Educational platform "Urayt": [website]. URL: <https://urait.ru/>

Databases and search engines:

– Electronic fund of legal, regulatory and technical information: [website]. URL: <https://docs.cntd.ru/>

– Search engine "Yandex": [site]. URL: <https://yandex.ru/>

– Search engine "Google": [site]. URL: <https://www.google.com/>

Educational and methodological materials for internship:

Instructions on labor protection and fire safety during practices [indicate the name and number of the instructions in accordance with those approved by your PMO] (initial briefing).

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

8. ASSESSMENT MATERIALS AND POINT-RATING SYSTEM FOR ASSESSING THE LEVEL OF COMPETENCIES BASED ON THE RESULTS OF COMPLETING PRACTICE

Evaluation materials and a point -rating system for assessing students based on the results of teaching practice are presented in the appendix to this practice program.

DEVELOPERS:

Acting Head of the Department
Professor of the department

D.A. Dinets
Bystryakov A.Ya.

HEAD OF PBU

Position of the head of the PMO

Bystryakov A.Ya.