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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

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

Department of Finance and Credit

(department realizing the PhD program)

INTRERNSHIP SYLLABUS

Pedagogical Training

(internship type)

Scientific specialty:

5.2.4. Finance

(scientific specialty code and title)

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

Finance

(PhD program title)

1. INTERNSHIP GOALS

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

2. REQUIREMENTS FOR LEARNING OUTCOMES

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

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

- Formation of professional pedagogical skills and abilities.

As a result of pedagogical practice, the graduate student should receive the following knowledge, skills and abilities. A PhD student should know:

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

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

- types of educational work used in higher educational institutions;

- methodological techniques used in conducting various types of educational work.

A PhD student should be able to:

- to create conditions that contribute to successful pedagogical activity;

- to design pedagogical activities using knowledge of the theory of education and upbringing in higher school;

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

- to use the relationship between research and educational processes in higher education when presenting subject material, including the possibility of attracting their own scientific research as a means of improving the educational process;

- conduct various types of training sessions;

- to organize group work of students in practical classes;

- to organize independent work of students;

- to control and evaluate the effectiveness of students' educational activities.

A PhD student must be proficient in:

- the main methodological methods of organizing various types of educational and independent work of students;

- educational material and technology of teaching the disciplines taught.

3. INTERNSHIP WORKLOAD

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

4. INTERNSHIP CONTENT

Stages of internship	Content of the units (topics)	Workload, acad. hours
Section 1. Preparatory stage	Receiving an individual assignment for practice from the supervisor and undergoing briefing on labor protection at the workplace	1

	Attending lectures and seminars of the PhD student's supervisor or teaching staff from the department to which the PhD student is attached, participating in current, intermediate and final control events, preparing methodological materials, presentations, cases for lectures and/or seminars on the disciplines of the department.	20
	Attending the defenses of bachelor's and master's students attached to the scientific supervisor of the graduate student or the teaching staff of the department.	25
	Preparation of an internship report.	10
Section 2. Main stage	Conducting lectures and seminars on the disciplines of the department, developing and conducting their own special courses, master classes, under the guidance of the scientific supervisor of the graduate student or teaching staff of the department, participation in current, intermediate and final control events, preparation of methodological materials for lectures and / or seminars.	106
	Preparation of the internship report	10
Section 3. Intermediate certification	Preparation of an internship report	26
	Preparation for defense and defense of the internship 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.

Audience type	Classroom equipment	Specialized educational/laboratory equipment, software and materials for mastering the discipline (if necessary)
Lecture	Auditorium 101 for lecture-type classes, equipped with a set of specialized furniture; board (screen) and technical means of multimedia presentations.	Asus F6A Laptop, Casio XJ-S400UN Multimedia Projector, Casio XJ-V100W Multimedia Projector, GEHA 244*244 Projection Screen, Draper 203*1 Corded Screen, Defender Mercury 35 MkII Speaker System, Philip TV
Seminary	Room 103 for seminar-type classes, group and individual consultations, current control	Asus F6A Laptop, Casio XJ-S400UN Multimedia Projector, Digis Electra MW

	and intermediate certification, equipped with a set of specialized furniture and technical means of multimedia presentations.	DSEM - 1105 Motorized Screen
Computer Lab	Computer class 19 for classes, group and individual consultations, current control and intermediate certification, equipped with personal computers (in the amount of 21 pcs.), a whiteboard (screen) and technical means of multimedia presentations.	Lenovo Intel I5 10160T/8 GB/256 GB/audio All-in-One PC, 24" Monitor, Casio XJ-V100W Multimedia Projector, Digis Electra 200*150 Motorized Screen Dsem-4303
For independent work of students	Room 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 the EIOS.	Lenovo AIO-510-22ISH Intel I5 2200 MHz/8 GB/1000 GB/DVD/audio All-in-One PC, 21" Monitor, Casio XJ-V100W Multimedia Projector, Digis Electra 200*150 Motorized Screen Dsem-4303

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.

The main forms of practice can be:

- preparation and conduct of practical classes (seminars, colloquia, laboratory work, etc.) and reading individual lectures under the guidance of the teaching staff;
- development of educational and methodological complexes and / or teaching aids for 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 pedagogical 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 the implementation of pedagogical practice in the form of preparation and conduct of classes, the postgraduate student conducts an open lesson in one of the profile disciplines of the department within the framework of the disciplinary direction of postgraduate training.

7. RESOURCES RECOMMENDED FOR INTERNSHIP

Main readings:

1. Pedagogy: textbook and workshop for universities / L. S. Podymova [i dr.] ; under the general editorship of L. S. Podymova, V. A. Slastenin. - 3rd ed., revised and supplemented - Moscow : Yurayt Publishing House, 2025. — 227 p. — (Higher Education). — ISBN 978-5-534-18756-4. — Text : electronic // Educational platform Yurayt [site]. URL: <https://urait.ru/bcode/559808> (accessed: 19.02.2025).
2. Golovanova, N. F. Pedagogy: Textbook and Practicum for Higher Educational Institutions. — 2nd ed., revised and supplemented — Moscow : Yurayt Publishing House, 2025. — 372 p. — (Higher Education). — ISBN 978-5-534-01228-6. — Text : electronic // Educational platform Yurayt [site]. — URL: <https://urait.ru/bcode/560820> (data obrashcheniya: 19.02.2025).
3. Kodzhaspirova, G. M. Pedagogy: Textbook for Higher Educational Institutions. — 4th ed., revised and supplemented — Moscow : Yurayt Publishing House, 2025. — 711 p. — (Higher Education). — ISBN 978-5-534-14492-5. — Text : electronic // Educational platform Yurayt [site]. Available at: <https://urait.ru/bcode/560307> (accessed: 19.02.2025).

Additional readings :

4. Pedagogy: textbook and workshop for universities / S. V. Roslyakova, T. G. Ptashko, N. A. Sokolova; under the scientific editorship of R. S. Dimukhametov. - 2nd ed., ispr. Moscow: Yurayt Publishing House, 2025. — 207 p. — (Higher Education). — ISBN 978-5-534-19095-3. — Text : electronic // Educational platform Yurayt [site]. Available at: <https://urait.ru/bcode/561880> (accessed: 19.02.2025).
5. Savenkov, A. I. Pedagogy. Research Approach: Textbook and Practicum for Higher Educational Institutions / A. I. Savenkov. - 2nd ed., ispr. Moscow: Yurayt Publishing House, 2025. — 400 p. — (Higher Education). — ISBN 978-5-534-17019-1. — Text : electronic // Educational platform Yurayt [site]. — URL: <https://urait.ru/bcode/568587> (data obrashcheniya: 19.02.2025).
6. Safonov, A. A. Digital pedagogy. Practical Course: Textbook and Practicum for Higher Educational Institutions / A. A. Safonov, M. A. Safonova. — Moscow : Yurayt Publishing House, 2025. — 285 p. — (Higher Education). — ISBN 978-5-534-19747-1. — Text : electronic // Educational platform Yurayt [site]. Available at: <https://urait.ru/bcode/569199> (accessed: 19.02.2025).

Basic and additional literature from the work program of the discipline, in which the graduate student participates.

Internet Resources:

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

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

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

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

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

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

Databases and search engines:

Electronic Collection of Legal and Normative-Technical Information: [site]. URL: <https://docs.cntd.ru/>

Yandex search engine: [website]. URL: <https://yandex.ru/>

Google Search Engine: [website]. URL: <https://www.google.com/>

Educational and methodological materials for internship:

Instruction on labor protection and fire safety during practices [insert the name and number of the instruction in accordance with the one approved at your PMU] (initial briefing).

Methodical instructions for students to fill out a diary and draw up an internship report.

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

DEVELOPERS:

Professor of the Department of Finance and Credit

HEAD OF THE DEPARTMENT

Head of the Department of Finance and Credit

Sidorova E.Y.

Dinets D.A.