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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 Humanities and Social Sciences

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

INTERNSHIP SYLLABUS

Undergraduate practice

(training course title)

Undergraduate practice

(type of training)

Recommended by the Didactic Council for the Education Field:

41.04.04 Political Science

(specialty type and code)

**Practical training is carried out as part of the professional educational program of
higher education:**

MA in Political Science, Political Institutions and Values

1. INTERNSHIP GOAL(s)

The goal of the “Undergraduate practice” is to acquire the theoretical and practical skills necessary for the successful preparation and defence of the final qualification work, including the collection, analysis of material in accordance with the chosen topic and work plan agreed with the scientific director. Undergraduate practice is also aimed at deepening and consolidating theoretical knowledge, preparing for independent work, developing a creative initiative in the field of political research to solve specific scientific and practical problems, professional activity in a production team, acquiring skills in analytical work, preparing scientific reports and recommendations.

2. REQUIREMENTS FOR LEARNING OUTCOMES

The internship implementation is aimed at the formation of the following competencies:

Table 2.1. List of competences that students acquire during the internship

Competence code	Competence descriptor	Competence formation indicators (within this course)
GC-2	Able to search for and apply promising information and communication technologies and software for comprehensive training and solving problems of professional activity.	GC-2.1 Applies modern technologies for searching and systematizing information to integrate and forecast the development of political processes.
		GC-2.2 Uses specialized databases and software to quickly search for information necessary to solve professional problems.
GC-7	Able to: search for the necessary sources of information and data, perceive, analyze, remember 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 received from various sources in order to effectively use the received information to solve problems;
		GC-7.2 Evaluates information, its reliability, builds logical conclusions based on incoming information and data.
GPC-1	Able to build professional communication in the state language of the Russian Federation and foreign language(s) according to the profile of activity in a multicultural environment based on the use of various communication technologies, taking into account the specifics of	GPC-1.3 Confidently and systematically formulates his own position on political processes using scientific terminology, both in written and oral form.

Competence code	Competence descriptor	Competence formation indicators (within this course)
	the business and spiritual culture of Russia and foreign countries.	
GPC-2	Able to search for and apply promising information and communication technologies and software for comprehensive training and solving problems of professional activity.	GPC-2.1 Applies modern technologies for searching and systematizing information to integrate and forecast the development of political processes.
		GPC-2.2 Uses specialized databases and software to quickly search for information necessary to solve professional problems.
GPC-3	Capable of assessing, modeling and forecasting global, macro-regional, national-state, regional and local political-cultural, socio-economic and socio-political processes based on the use of methods of theoretical and empirical research and applied analysis.	GPC-3.1 Uses theoretical and empirical methods to assess domestic and foreign policy processes at various levels.
		GPC-3.2 Conducts applied analysis of political processes using qualitative and quantitative methods to evaluate and model various political processes.
GPC-4	Able to conduct scientific research in his field of activity, including in interdisciplinary fields, independently formulate scientific hypotheses and innovative ideas, and check their reliability.	GPC-4.1 Conducts scientific research in interdisciplinary areas, including setting goals and objectives, choosing research methods, determining the scientific novelty of the problem under study, confirming the reliability of scientific hypotheses, formulating one's own conclusions and recommendations.
		GPC-4.3 Analyzes domestic and foreign policy problems and processes while observing the principle of scientific objectivity.
GPC-5	Able to build a strategy for promoting publications on the profile of activity in the media based on the basic principles of media management.	GPC-5.1 Independently prepares professionally oriented texts of various genres and stylistics (article, analytical report, information and analytical note, review, policy note, review, policy document, abstract, abstract for a report, press release, etc.).
GPC-8	Capable of developing proposals and recommendations for applied research and consulting.	GPC-8.1 Develops a programme of applied political science research.
		GPC-8.2 Independently prepares an analytical note based on the results of applied political science research.
GPC-10	Able to master the tools for working with large amounts of structured and unstructured	GPC-10.1 Uses information and communication technologies and software to work with large volumes of information to

Competence code	Competence descriptor	Competence formation indicators (within this course)
	information, use modern digital methods of processing, analysis, interpretation and visualization of data in order to solve the tasks of professional and research activities in the field of political science.	solve problems of professional and research activities in the field of political sciences;
		GPC-10.2 Proficient in modern digital methods of data processing, analysis, interpretation and visualization.
PC-1	Able to provide analytical support for the development and adoption of political decisions, including the use of diagnostic skills, analysis, and forecasting of political processes and problem situations.	PC-1.1 Carries out analytical monitoring of political processes, develops forecasts for the development of political processes for the long term.

3. INTERNSHIP IN HIGHER EDUCATION PROGRAMME STRUCTURE

“Undergraduate practice” refers to the Mandatory part of the higher educational programme curriculum.

As part of the Higher Education Academic Programme, students also study other courses and/or practices that contribute to the achievement of the planned learning outcomes of the Undergraduate practice.

Table 3.1. The list of the higher education programme components that contribute to the achievement of the expected learning outcomes as the internship results.

Competence code	Competence descriptor	Previous courses/modules, internships*	Subsequent courses/modules, internships*
GC-2	The ability to determine the range of tasks within the framework of the set goal and choose the best ways to solve them, based on current legal norms, available resources and limitations.	Political Analytics: Possibilities and Implementation Digital Technologies in Public Administration Theory, Methods and Methodologies in Political Science	-
GC-7	The ability to maintain an adequate level of physical fitness to ensure full-fledged social and professional activities.	Digital Technologies in Public Administration International and Regional Politics of Eurasia Soft Power as Foreign Policy Tool: Forms and Mechanisms	-

Competence code	Competence descriptor	Previous courses/modules, internships*	Subsequent courses/modules, internships*
GPC-1	The ability to carry out effective communication in a multicultural professional environment in the official language of the Russian Federation and a foreign language(s) based on the application of the conceptual framework for the field of activity.	Theory, Methods and Methodologies in Political Science	-
GPC-2	The ability to understand the principles of modern information technologies and use them to solve professional tasks.	Digital Technologies in Public Administration Contemporary Schools of Thought in Russian and Global Political Science	-
GPC-3	Capable to evaluate, model and predict global, macro-regional, national-state, regional and local political-cultural, socio-economic and socio-political processes based on the application of methods of theoretical and empirical research and applied analysis	Theory, Methods and Methodologies in Political Science Political Values: Ways of Formation and Methods of Study Political Culture: Russia - West – East Political Analytics: Possibilities and Implementation Contemporary Schools of Thought in Russian and Global Political Science Political and Managerial Models in the BRICS Countries: Levels, Forms and Mechanisms	-
GPC-4	The ability to isolate, systematize and interpret meaningfully significant empirical data from information flows, as well as	Contemporary Schools of Thought in Russian and Global Political Science Theory, Methods and Methodologies in Political	-

Competence code	Competence descriptor	Previous courses/modules, internships*	Subsequent courses/modules, internships*
	semantic constructions in original texts and sources by activity profile.	Science Universal System of Human Rights Protection Political Values: Ways of Formation and Methods of Study Governance models in the EU and the EAEU Political Analytics: Possibilities and Implementation International Migration: Political Values and Cultural Aspects Political and Managerial Models in the BRICS Countries: Levels, Forms and Mechanisms	
GPC-5	Capable to build a strategy for the promotion of publications on the profile of activity in the media based on the basic principles of media management	Theory, Methods and Methodologies in Political Science	-
GPC-8	Capable of developing proposals and recommendations for applied research and consulting.	Political Analytics: Possibilities and Implementation Political Values: Ways of Formation and Methods of Study Political Stability, International Conflicts and State Failure China and Russia in the New World Order Political Culture: Russia -	

Competence code	Competence descriptor	Previous courses/modules, internships*	Subsequent courses/modules, internships*
		West – East	
GPC-10	Able to master the tools for working with large amounts of structured and unstructured information, use modern digital methods of processing, analysis, interpretation and visualization of data in order to solve the tasks of professional and research activities in the field of political science.	Political and Managerial Models in the BRICS Countries: Levels, Forms and Mechanisms Digital Technologies in Public Administration Culture and Identity in Russia	-
PC-1	The ability to establish causal relationships, characterize and evaluate socio-political and socio-economic events and processes, identifying their relationship with economic, social, cultural and civilizational contexts, as well as with objective trends and patterns of complex development at the global, macroregional, national-state, regional and local levels.	Political Stability, International Conflicts and State Failure International Migration: Political Values and Cultural Aspects Civil Society in Contemporary Russia The Humanitarian Factor in Modern Politics: Education and Culture Energy factor in Contemporary Global Politics	-

* To be filled in according with the competence matrix of the higher education programme.

4. INTERNSHIP WORKLOAD

The Undergraduate practice total workload is equal to 18 credits (648 academic hours).

5. THE COURSE MODULES AND CONTENTS

*Table 5.1. Internship contents**

Modules	Contents (topics, types of practical activities)	Workload, academic hours
Module 1. Preparatory stage.	Acquaintance with the goals and objectives of the practice.	4

Modules	Contents (topics, types of practical activities)	Workload, academic hours
	Acquaintance with the requirements and principles of internship.	4
	Safety briefing, fire safety.	4
Module 2. Fulfilment of an individual task in practice.	Preparatory stage for writing the final qualification work. Discussion of the topic, development of a work plan for the preparation of a dissertation research. Coordination with the supervisor.	36
	Independent work with literature and materials (textual, visual, audio-visual, graphic, etc.): selection, structuring, analysis.	200
	Selection and mastery of various research methods necessary to achieve the goals and objectives of the study.	120
	Writing the work, making the necessary changes based on the results of work with the supervisor.	250
Preparation of a practice report		18
Preparation for the defence and defence of the practice report		12
TOTAL		648

* The contents of internship through modules and types of practical activities shall be FULLY reflected in the student's internship report.

6. INTERNSHIP EQUIPMENT AND TECHNOLOGY SUPPORT REQUIREMENTS

The student is provided with a workplace equipped with a computer and other equipment necessary to achieve the goals and objectives of the practice. The place of practice training must comply with sanitary and fire safety standards, as well as safety requirements.

7. INTERNSHIP LOCATION AND TIMELINE

“Undergraduate practice” can be carried out in the structural divisions of the RUDN University or other organizations whose activities correspond to the training profile.

Conducting a practice training on the basis of an external organization (outside the RUDN University) is carried out on the basis of a student's application and an appropriate agreement, which specifies the terms, place and conditions for conducting a practice in the main organization.

The timing of the practice corresponds to the period specified in the calendar training schedule. The timing of the practice can be adjusted upon agreement with the Department of Educational Policy and the Department for the organization of internships and employment of students at RUDN University.

8. RESOURCES RECOMMENDED FOR INTERNSHIP

a) Main sources:

1. Gaibova, T.V. Undergraduate practice: textbook / T.V. Gaibova, V.V. Tugov, N.A. Shumilina - Orenburg: OGU, 2016. - 131 p. [Electronic resource].- URL: <http://biblioclub.ru/index.php?page=book&id=467196>
2. Zulyar, R. Yu. Information and bibliographic culture: a textbook for universities / R. Yu. Zulyar. - Moscow:Yurayt Publishing House, 2021. — 144 p.
3. Knowledge management. Theory and practice: a textbook for undergraduate and graduate studies / AI Urintsov [and others]; edited by A. I. Urintsov. - Moscow: Yurayt Publishing House, 2019. — 255 p.
4. Gorovaya, V.I. Research work: textbook for universities / V.I. Gorovaya. - Moscow :Yurayt Publishing House, 2021— 103 p.
5. Lementueva, L.V. Public speaking: theory and practice / L.V. Lementuev. - Moscow; Vologda: Infra-Engineering, 2016. - 128 p. [Electronic resource]. - URL: <http://biblioclub.ru/index.php?page=book&id=444439>

б) Optional sources:

1. Guide to scientometrics: indicators of development of science and technology / edited by M. A. Akaeva. – Ekaterinburg: Publishing house Ural. University press, 2014.
2. Comparative politics: Textbook / edited by O. V. Gaman-Golutvina. – M.: Aspect-press, 2015.
4. Theory and methods in contemporary political science: the First attempt of theoretical synthesis / ed. by S. U. Larsen. – M.: ROSSPEN, 2009.
5. Ruzavin, state restoration Institute, G. I. Methodology of scientific knowledge. Textbook for universities - Moscow: YUNITI-DANA, 2012.
6. Shklyar M. F. Bases of scientific researches : study guide / M. F. Shklyar. - 5th ed. - M.: Dashkov and Co., 2014. - 244 p.
7. Democracy and institutions // Gregory V. Votes. Democracy in Russia: Assembly instructions. – St. Petersburg, 2012.
8. Thinking in Print The Uses of Research, Public and Private // Wayne C. Booth, Gregory G. Colomb, Joseph M. Williams. The Craft of Research (3rd ed.). – Chicago & London: The University of Chicago Press, 2008.
9. Votes, G. V., Political science or political analysis // Polit.ru. – 2006. URL: <http://polit.ru/article/2006/05/30/golosov/>.
10. The process of the study” // J. B. Mannheim, R. K. Rich. Political science. Research methods – M.: Whole world. 1997. URL: http://grachev62.narod.ru/Mr/Mr_01.html.
11. The order of application of disciplinary sanctions for violations of academic norms in writing academic papers in the State University – Higher school of Economics / the Official website of the HSE. URL: http://www.hse.ru/org/hse/antiplagiat_info/plagiat.
12. V. V. Radaev On academic ethics and the fighters against "anti-Plagiarism" // Otechestvennyye Zapiski. – 2013. – №4 (55). URL: <http://www.strana-oz.ru/2013/4/ob-akademicheskoy-etike-i-borcah-santiplagiatom>.
13. Sivak, E. V. Crime in the audience. Determinants of dishonest behavior of students (plagiarism and cheating) / Preprints.Higher school of Economics.Series WP10 "Scientific reports of the Institute for institutional research".2006. No. 06. URL:

http://www.hse.ru/pubs/lib/data/access/ticket/1378388043751ea31388f6c52ecdc5a4587b42d2ad/WP10_2_006_06.pdf.

14. The concept of the program of study / Training to political analysis // Ahrenmenko A. S., Political analysis and forecasting. Textbook. – M.: Gardariki, 2006.

15. There is nothing more complex than the problem statement / Rules of writing a research project and application for financing // V. Radaev V. How to organize and present a research project: 75 simple rules. – M.: GU-VSHE – Infra-M, 2001.

16. Problem, object and subject of research / Chapter II. Program theoretical and applied research with subsequent quantitative data analysis // Strategy of sociological research: description, explanation, understanding of social reality: a training manual / V. A. Yadov. – 6th ed. – M.: OMEGA-L, 2012.

17. From Questions to Problems // Wayne C. Booth, Gregory G. Colomb, Joseph M. Williams. The Craft of Research (2nd ed.). – Chicago & London: The University of Chicago Press, 2003.

18. Work plan: how to develop program of study // J. B. Mannheim, R. K. Rich. Political science. Research methods – M.: Whole world, 1997. URL: http://grachev62.narod.ru/Mr/Mr_04.html.

19. Problem, subject and aim of the study / Training to political analysis // Akhremenko A. S., Political analysis and forecasting. Textbook. – M.: Gardariki, 2006.

20. How to formulate a problem, goal and objectives of the research / writing Rules research project and application for financing // Radaev V. How to organize and present a research project: 75 simple rules. – M.: GU-VSHE – Infra-M, 2001.

21. Defining the purpose and objectives of the study Chapter II. Program theoretical and applied research with subsequent quantitative data analysis // Strategy of sociological research: description, explanation, understanding of social reality: a training manual / V. A. Yadov. – 6th ed. – M.: OMEGA-L, 2012.

22. Preliminary system analysis of object of study / Chapter II. Program theoretical and applied research with subsequent quantitative data analysis // Strategy of sociological research: description, explanation, understanding of social reality: a training manual / V. A. Yadov. – 6th ed. – M.: OMEGA-L, 2012.

Internet sources:

1. Electronic libraries with access for RUDN students:

- RUDN eLibrary System <http://lib.rudn.ru/MegaPro/Web>
- eLibrary"University Library Online" <http://www.biblioclub.ru>
- eLibraryYurayt <http://www.biblio-online.ru>
- eLibrary"Student Advisor" www.studentlibrary.ru
- eLibrary «LAN'» <http://e.lanbook.com/>
- eLibrary"Trinity Bridge"

2. Databases and search engines:

- electronic fund of legal and normative-technical documentation <http://docs.cntd.ru/>
- Yandex <https://www.yandex.ru/>
- Google <https://www.google.ru/>
- SCOPUS <http://www.elsevierscience.ru/products/scopus/>

Educational and methodological materials for practice:

1. Safety rules for the passage of “Undergraduate practice” (initial briefing).
2. The general arrangement and principle of operation of technological production equipment used by students during their internship; flow charts and regulations (if necessary).
3. Guidelines for filling in a diary by students and preparing a practice report.

DEVELOPERS:

Associate Professor of the Department of Comparative Political Science
position, department

Kazarinova D.B.
initials, surname

HEAD OF THE DEPARTMENT:

Head of the Department of Comparative Political Science
position, department

Mchedlova M.M.
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HEAD OF THE PROGRAM / PROGRAM MANAGER:

Professor of the Department of Comparative Political Science
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