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

Higher School of Management

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

Innovative management and foreign economic activity

(department realizing the PhD program)

INTERNSHIP SYLLABUS

Pedagogical Training

(internship type)

Scientific specialty:

5.2.3. - Regional and sectoral economics

(scientific speciality code and title)

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

Economy of Innovations

(PhD program title)

1. INTERNSHIP GOALS

The purpose of conducting teaching practice is to prepare graduate students for teaching, and it is carried out in order to develop postgraduate students' skills in developing a training course, independently conducting training sessions, scientific and methodological work on training courses, gaining experience in organizational and educational work, as well as the formation of competencies in accordance with OS PFUR.

2. REQUIREMENTS FOR LEARNING OUTCOMES

As a result of completing the internship, the postgraduate student should:

- master the basic methods of teaching economic disciplines; rules of academic ethics.
- master the organization of the educational process; draw up programs of academic disciplines; develop lecture materials and assignments for seminars.
- gain experience in developing educational and methodological materials; assisting his/her academic supervisor or colleagues of the department to which the postgraduate student is assigned in conducting lectures or seminars, as well as current, midterm, final assessment events for undergraduate and graduate students, developing and conducting independent special courses.

3. INTERNSHIP WORKLOAD

The total labor intensity of "pedagogical practice" is 5 credits (180 academic hours).

4. INTERNSHIP CONTENTS

Stages of internship	Content of the units (topics)	Workload, acad. hours
Section 1. Preparatory stage	Attending lectures and seminars of scientific supervisor of a graduate student or teaching staff from department to which it is attached graduate student, participation in events current, intermediate and final control, preparation of methodological materials, presentations, cases for lectures and/or seminars on disciplines departments. Visiting PhD defenses of graduate students, attached to the supervisor graduate student or teaching staff of the department. Preparing a practice report.	40

Stages of internship	Content of the units (topics)	Workload, acad. hours
Section 2. Main stage	Conducting lectures and seminars on disciplines of the department, development and conducting own special courses, master classes, under the guidance of scientific head of the postgraduate student or teaching staff of the department, participation in current events intermediate and final control, preparation of methodological materials for lectures and/or seminars. Preparing a practice report	126
Section 3. Intermediate certification	Editing the practice report	7
	Submitting and defending the practice report	7
Total academic hours of internship:		180

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	Audience 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	Asus F6A laptop, Casio XJ-S400UN multimedia projector, Casio XJ-V100W multimedia projector, GEHA 244*244 projection screen, Draper 203*1 electric cable screen, Defender Mercury 35 MkII speaker system, Philip TV
Seminar	Auditorium 103 for conducting seminar-type classes, group and individual consultations, current control and intermediate certification, equipped with a set of specialized furniture and technical means for multimedia	Notebook Asus F6A, Multimedia projector Casio XJ-S400UN, Motorized screen Digis Electra MW

	presentations.	DSEM - 1105
computer class	Computer class 19 for conducting classes, group and individual consultations, current control and intermediate certification, equipped with personal computers (in the amount of 21), a board (screen) and technical means of multimedia presentations.	Monoblock Lenovo Intel I5 10160T/8 GB/256 GB/audio, monitor 24", Multimedia projector Casio XJ-V100W, Motorized screen Digis 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, monitor 21", Multimedia projector Casio XJ-V100W, Motorized screen Digis Electra 200*150 Dsem-4303
computer class	Computer class 19 for conducting classes, group and individual consultations, current control and intermediate certification, equipped with personal computers (in the amount of 21), a board (screen) and technical means of multimedia presentations.	Monoblock Lenovo Intel I5 10160T/8 GB/256 GB/audio, monitor 24", Multimedia projector Casio XJ-V100W, Motorized screen Digis Electra 200*150 Dsem-4303
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6. INTERNSHIP LOCATION AND TIMELINE

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

Conducting an internship on the basis of an external organization (outside the RUDN University) is carried out on the basis of an appropriate agreement, which specifies the terms, place and conditions for conducting an internship in the base organization. The terms of the practice correspond to the period indicated in the calendar study schedule of the postgraduate program. The timing of the internship 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.

7. RESOURCES RECOMMENDED FOR INTERNSHIP

Main literature:

1. Fatkhutdinov R.A. Management decisions. M.: Master: INFRA-M, 2018.
2. Agarkov, A. P. Management of innovation activity: A textbook for use in the educational process of educational organizations implementing higher education programs in the areas of training "Management", "Innovation" (bachelor's level) / A. P. Agarkov, R. S. Heads. – 2nd edition. - Moscow: Publishing and Trade Corporation "Dashkov and K", 2020. - 204 p.
3. Alekseev, A. A. Innovative management: textbook and workshop for universities / A. A. Alekseev. - 2nd ed., revised. and additional - Moscow: Yurayt Publishing House, 2021. - 259 p.
4. Alekseeva, M. B. Analysis of innovation activity: textbook and workshop for universities / M. B. Alekseeva, P. P. Vetrenko. - Moscow: Yurayt Publishing House, 2021. - 303 p.
5. Baranchev, V.P., Maslennikova N.P., Mishin V.M. Management of innovations: a textbook for academic undergraduate studies. - 3rd ed., revised. and additional - Moscow: Yurayt Publishing House, 2019. - 747 p.
6. Belyaev, Yu. M. Innovative management: a textbook for bachelors / Yu. M. Belyaev. - 2nd ed., revised. - Moscow: Publishing and Trade Corporation "Dashkov and Co", 2020. - 218 p.
7. Boeva, A. A. Methods of innovative management of an enterprise in a market economy / A. A. Boeva, Yu. V. Pakhomova // Organizational, economic and managerial aspects of the functioning and development of socio-economic systems in an innovative economy: Collection of scientific works based on the materials of the All-Russian Scientific and Practical Conference, Voronezh, May 23, 2019. - Voronezh: Voronezh State Technical University, 2019. - P. 34-42.
8. Vasilevskaya, I. V. Innovative management: study guide / I. V. Vasilevskaya. – 3rd ed. - Moscow: RIOR, 2019. - 129 p.
9. Gorfinkel, V. Ya. Innovative management: textbook / ed. V.Ya. Gorfinkel, T.G. Popadyuk. – 4th ed., revised. and additional - Moscow: University textbook: INFRA-M, 2021. - 380 p.
10. Gribov, V. D. Innovation management: textbook / V. D. Gribov, L. P. Nikitina. - Moscow: INFRA-M, 2019. - 311 p.
11. Danilina, E. I. Innovative management in personnel management: textbook for bachelors / E. I. Danilina, D. V. Gorelov, Ya. I. Malikova. - 2nd ed. - Moscow: Publishing and Trade Corporation "Dashkov and Co", 2020. - 208 p.

12. Darmilova, Zh. D. Innovative management: textbook for bachelors / Zh. D. Darmilova. - 2nd ed., revised. - Moscow: Publishing and Trade Corporation "Dashkov and Co", 2020. - 168 p.
13. Juha, V. M. Innovative management. Course in diagrams and tables: TEACHING AID on the discipline "Innovation Management" (Electronic resource) / V. M. Dzhukha, T. A. Saltanova. - Rostov-on-Don: Rostov State University of Economics "RINH", 2020. - 68 p.
14. Zvereva, T. M. The need to update the forms and methods of management in the context of the use of innovative management / T. M. Zvereva // Electronic scientific journal. - 2020. - No. 1 (30). - S. 67-70.
15. Innovation management: Teaching aid
16. Innovation management in Russian business / A. V. Borshcheva, M. S. Santalova, I. V. Soklakova, I. L. Surat. - 2nd edition. - Moscow: Publishing and Trade Corporation "Dashkov and K", 2020. - 198 p.
17. Innovative management as an object of management / Yu. I. Minina, K. D. Shlyapin, D. A. Evdokimova, A. I. Gorbacheva // Bulletin of modern research. - 2020. - No. 7-7 (37). - S. 52-58.
18. Innovation management: a textbook for universities / under the general editorship of L. P. Goncharenko. - 2nd ed., revised. and additional - Moscow: Yurayt Publishing House, 2021. - 487 p.
19. Kibanov A.Ya. Organizational personnel management - M.: INFRA-M, 2018.
20. Vikhansky O.S., Naumov A.I., Management: Textbook - 6th ed., Revised. and additional - M.: Master, NIC INFRA-M, 2017. - 656 p. Resources of the information and telecommunications network "Internet":

1. RUDN ELS and third-party ELS, to which university students have access on the basis of concluded agreements:

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

2. Databases and search engines:

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

3. Educational and methodological materials for internship, filling out a diary and preparing an internship report *:

1. Safety regulations for the passage of "Pedagogical 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, etc. (if necessary).
3. Guidelines for filling in a diary by students and preparing a practice 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:

Candidate of Economic Sciences,
Associate Professor of the Department
of Innovation Management
and Foreign Economic Activity



V. V. Strenalyuk

PROGRAM MANAGER:

Doctor of Economic Sciences,
Head of the Department of Innovative Management
and Foreign Economic Activity



A.I. Kashirin