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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**

INTERNSHIP SYLLABUS

Undergraduate practice

(name of the practice)

38.03.01 Economics

(code and name of the direction of training/specialty)

Recommended by the Didactic Council for the Education Field of:

38.03.01 Economics, International Economic Relations

(name (profile/specialization))

2025

1. INTERNSHIP GOAL(s)

Целью проведения «Преддипломной практики» является получение практических навыков работы на предприятиях; учреждениях, осуществляющих библиотечную, библиографическую, научно-исследовательскую, научно-информационную, методическую, культурно-просветительскую, образовательную деятельность; учреждениях, осуществляющих внешнеэкономическую деятельность и деятельность, связанную со всеми формами международных экономических отношений при выполнении экономических и управленческих задач, а так же сбор практической информации.

2. REQUIREMENTS FOR LEARNING OUTCOMES

Проведение «Преддипломной (производственной) практики» направлено на формирование у обучающихся следующих компетенций (части компетенций):

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

Competence code	Competence descriptor	Competence formation indicators (within this course)
GC-1 /	Capable of searching for, critically analyzing, and synthesizing information. Adopts a systematic approach to solving tasks.	GC-1 / Know how to search for information to solve the task for different types of requests. GC-1 /: Able to analyze and contextually process information to solve problems with the formation of their own opinions and judgments. GC-1 /: Able to offer solutions to problems, analyze possible consequences of using them.

GC-3	Able to carry out social interaction and realize their role in the team.	<p>GC-3 / Able to determine the role in the team based on a strategy of cooperation to achieve the goal.</p> <p>GC-3 Know how to analyze the possible consequences of personal actions and plan their actions to achieve a given result.</p> <p>GC- 3 Able to argue about your own point of view on using ideas from other team members to achieve goals.</p>
GC-4 / YK-4	Able to communicate in interpersonal and intercultural interaction in Russian as a foreign and foreign language(s) based on the possession of interrelated and interdependent types of reproductive and productive foreign language speech activities, such as listening, speaking, reading, writing and translating in everyday life, socio-cultural, educational-professional, official-business and scientific spheres.	<p>GC-4 / YK-4.1 Know how to choose the style of business communication, depending on the language of communication, the purpose and conditions of the partnership.</p> <p>GC-4 / YK-4.2 Able to search the necessary information to solve standard communicative tasks in Russian and foreign languages.</p> <p>GC-4 / YK-4.3 Know how to use dialogue for cooperation in academic communication of communication, taking into account the personality of the interlocutors, their communicative-speech strategy and tactics, the degree of formality of the situation.</p>

GC-6 / UK-6	Able to manage his time, build and implement a trajectory of self-development based on the principles of education throughout life.	GC-6 / UK-6.1 Able to analyze self-resources and their limits (personal, situational, temporary, etc.) to successfully complete the task. GC-6 / UK-6.2 Know how to find and use sources of additional information to increase the level of general and professional knowledge. GC-6 / UK-6.3 Able to define the tasks of self-development, goals and priorities of professional growth.
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2. INTERNSHIP IN HIGHER EDUCATION PROGRAMME STRUCTURE

The internship refers to the core/variable/elective* component of (B2) block of the higher educational programme curriculum.

В рамках ОП ВО обучающиеся также осваивают дисциплины и/или другие практики, способствующие достижению запланированных результатов обучения по итогам прохождения «Проектно-технологической (производственной) практики».

Таблица 3.1. Перечень компонентов ОП ВО, способствующих достижению запланированных результатов обучения по итогам прохождения практики

Competence code	Competence descriptor	Previous courses/modules, internships*	Subsequent courses/modules, internships*
GC-1 / UK-1	Able to search, critical analysis and synthesis of information, apply a systematic approach to solve tasks.	Mathematics Computer science Philosophy Economical geography International Law Private International Law	Technological internship Project-technological internship Undergraduate practice Final state examination procedures Degree thesis procedures
GC-3 / UK-3	Able to carry out social interaction and realize their role in the team	Management International Labour market and Migration International Law International Marketing	Final state examination procedures Degree thesis procedures

GC-4 / YK-4	Able to communicate in interpersonal and intercultural interaction in Russian as a foreign and foreign language(s) based on the possession of interrelated and interdependent types of reproductive and productive foreign language speech activities, such as listening, speaking, reading, writing and translating in everyday life, socio-cultural, educational-professional, official-business and scientific spheres	International Economic Relations Foreign language Russian language as foreign Second foreign language (practical course) Foreign language (advanced) Russian language as foreign (advanced) Foreign language in business communication Professional communications in economics (foreign language)	Introductory internship Final state examination procedures Degree thesis procedures
GC-6 / YK-6	Able to manage his time, build and implement a trajectory of self-development based on the principles of education throughout life	Variable component Interdisciplinary coursework Interdisciplinary course project	Project-technological internship Undergraduate practice Final state examination procedures Degree thesis procedures

5. INTERNSHIP WORKLOAD

The total workload of the internship is 3 credits (108 academic hours).

6. INTERNSHIP CONTENTS

Modules	Contents (topics, types of practical activities)	Workload, academic hours
Section 1. Introductory part. Safety briefing	Safety briefing, introductory briefing.	44
Section 2. Production briefing.	Production briefing: getting to know the profile of an organization / institute. Study of the regulatory framework governing the organization's activities - the internship framework. Study of scientific and methodological foundations and mechanisms for organizing project activities within an organization - the basis for practical training.	90
Section 3. Basic part.	Completing production tasks, participating in specific professional projects, and collecting, processing, and analyzing actual materials from the internship. Document analysis is also included.	90
Section 4. Final part.	Construction models, analysis of the results obtained.	50
Creating a practice report		25
Preparation for the defense and defense of the practice report.		25
TOTAL:		324

7. INTERNSHIP LOCATION AND TIMELINE

To ensure a successful internship for undergraduate students in the field of production, organizations provide essential office equipment, including computers, laptops, projectors, printers, and scanners. Office safety is of utmost importance, requiring regular electrical safety inspections of wiring, sockets, and switches. Fire safety regulations must be strictly adhered to, with mandatory equipment shutdown procedures implemented after working hours to prevent electrical system overload. Any repairs to equipment should be performed by qualified personnel.

The pre-graduate industrial practice can be conducted within RUDN departments or in affiliated organizations, either through stationary placements or on-site visits. When interning at external organizations, a formal agreement outlining the conditions and terms of the internship must be established with the host organization. The internship schedule will generally align with the academic calendar but may be adjusted by the Departments of Educational Policy and Student Employment and Internship Coordination.

8. RESOURCES RECOMMENDED FOR INTERNSHIP

1. Main literature:

1. Economics of enterprises (firms): textbook / Semenov V.S., Nezhnikova E.V., Chernyaev M.V., Korenevskaya A.V., Egorycheva E.A. – M.: Izd-vo RUDN, 2019. – 376 p.
2. Economics of organization : textbook and practicum dlya akademicheskogo baccalaureate / L. A. Chaldaeva [i dr.] ; ed. L. And. Chaldaeva, A. In. Sharkova. - 2nd ed., pererab. and addendum. — M. : Yurayt Publishing House, 2019. — 361 s. Access Mode: <https://www.biblio-online.ru/viewer/ekonomikaorganizacii-433452#page/1>

3. Economics of the organization. Practicum : ucheb. posobie dlya akademicheskogo baccalaureate / L. A. Chaldaeva [i dr.] ; ed. L. A. Chaldaeva, A. V. Sharkova. — M. : Izdatelstvo Yurait, 2019. — 299 s. Access mode: <https://www.biblio-online.ru/viewer/ekonomika-organizacii-praktikum434597#page/>

Additional reading:

1. Nizovkina, N. G. Upravlenie costami erestva (organization) : ucheb. posobie dlya akademicheskogo baccalaureate / N. G. Nizovkina. — 2-e izd., ispr. i dop. — M. : Izdatstvo Yurait, 2019. — 187 s. Access Mode: <https://www.biblio-online.ru/viewer/upravlenie-zatratampredpriyatiya-organizacii-438043#page/1>
2. Economics of enterprise. Practicum : ucheb. a posobie dlya akademicheskogo bagradiata / S. P. Kirilchuk [i dr.] ; pod obshch. red. S. P. Kirilchuk. — M. : Izdatelstvo Yurait, 2019. — 517 s. Access mode: <https://www.biblio-online.ru/viewer/ekonomika-predpriyatiya-praktikum423213#page/1>
3. Rozanova, N. M. Ekonomika firmy v 2 ch. Part 1. Firma as the main subject of economy : a textbook for an academic bachelor 's degree / N. M. Rozanova. — M. : Yurayt Publishing House , 2019. — 187 p. — Access mode: <https://www.biblio-online.ru/viewer/ekonomika-firmy-v-2-ch-chast-1firma-kak-osnovnoy-subekt-ekonomiki-433463#page/1>

Software and Internet resources:

1. Educational and Scientific Information Library Center (Scientific Library) - <http://lib.rudn.ru/>
2. Electronic Library System (EBS RUDN University) <http://lib.rudn.ru/MegaPro/Web>
3. ЭБС "Университетская библиотека ONLINE" - <http://biblioclub.ru/>
4. EBS publishing house "Yurait" - <https://www.biblio-online.ru/>
5. EBS publishing house "Lan" - <https://e.lanbook.com>

Remote access is provided to all electronic library systems - subject to logging in to the personal account of the RUDN University EBS. More details - in the description for each EBS at the link: <http://lib.rudn.ru/7>

6. National Electronic Library -eLibrary.ru – Access mode : <http://elibrary.ru>
Specialized directories, databases
7. www.consultant.ru (Official website of the company "Consultant Plus", legal support).
8. www.garant.ru (Information and Legal Portal).
Portals of public authorities and administration
9. Federal Target Programs of Russia: <http://fcp.vpk.ru/cgi-bin/cis/fcp.cgi/Fcp/Title/>
10. The concept of improving regional policy in the Russian Federation. 2009: <http://www.minregion.ru>
11. Investment Fund of the Russian Federation. Projects of the Investment Fund of the Russian Federation. – Ministry of Regional Development of Russia: <http://www.minregion.ru>
12. Development of competition in Russia. – Ministry of Economic Development of Russia: <http://www.economy.gov.ru>

Training materials for completing an internship include filling out a diary and completing a report on the internship.

Rules for safety during undergraduate practice.

The general structure and principle of operation of technological equipment used by

students during practical training as well as technical maps and instructions if necessary.

Instructions for students to fill out diaries and write reports on their practice.

Requirements for protecting reports on the practice. All teaching materials for the practice are available on the TU website in accordance with current procedures.

8. ASSESSMENT TOOLKIT AND GRADING SYSTEM* FOR EVALUATION OF STUDENTS' COMPETENCES LEVEL AS INTERNSHIP RESULTS

The assessment toolkit and the grading system to evaluate the level of competences (competences in part) formation as the internship results are specified in the Appendix to the internship syllabus.*

* The assessment toolkit and the grading system are formed on the basis of the requirements of the relevant local normative act of RUDN University

DEVELOPERS

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