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Federal State Autonomous Educational Institution for Higher Education
PEOPLES' FRIENDSHIP UNIVERSITY OF RUSSIA
(RUDN University)
Faculty of Economics

INTERNSHIP SYLLABUS

Technological internship

(наименование практики)

38.03.01 Economics

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

The development of the discipline is carried out within the framework of the implementation of the main professional educational program of higher education:

International Economic Relations

(name (profile/specialization))

2024 г.

1. INTERNSHIP GOAL(s)

The main purpose of the practical training of second-year full-time students of all profiles in the direction of training "Economics" is to get acquainted with the activities of various organizations and gain practical experience in performing specific functional tasks within the framework of the mastered disciplines of the curriculum.

Tasks of production practice

1. consolidation, deepening and expansion of knowledge, skills and abilities acquired in the process of theoretical training;
2. familiarization with the organizational and production structures of the enterprise (practice base);
3. study of various aspects of professional activity: social, legal , technical, technological, economic;
4. familiarization with production processes: the type of products (works and services), with technical and economic indicators of production, economic and financial activities of the enterprise;
5. performance of tasks issued to the student-intern by the leaders from the Department of National Economics and from production;
6. writing and defending a technology practice report

2. REQUIREMENTS FOR LEARNING OUTCOMES

Conducting the "Introductory Practice" is aimed at forming the following competencies (part of the competencies) among students:

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

Competence code	Competence descriptor	Competence formation indicators (within this course)
GC-1 / УК-1	Able to search, critical analysis and synthesis of information, apply a systematic approach to solve tasks / Способен осуществлять поиск, критический анализ и синтез информации, применять системный подход для решения поставленных задач	GC-1 / УК-1.1 Know how to search information to solve the task for various types of requests / Осуществляет поиск информации для решения поставленной задачи по различным типам запросов GC-1 / УК-1.2 Able to analyze and contextually process information to solve tasks with the formation of their own opinions and judgments / Анализирует и контекстно обрабатывает информацию для решения поставленных задач с формированием собственных мнений и суждений GC-1 / УК-1.3 Able to offer options for solving the problem, analyzes the possible consequences of their use / Предлагает варианты решения задачи, анализирует возможные последствия их использования
GC-3 / УК-3	Able to carry out social interaction and realize their role in the team / Способен осуществлять социальное взаимодействие и реализовывать свою роль в команде	GC-3 / УК-3.1 Able to determine the role in the team, based on the strategy of cooperation to achieve the goal / Определяет свою роль в команде, исходя из стратегии сотрудничества для достижения поставленной цели GC-3 / УК-3.2 Know hot to analyze the possible consequences of personal actions and plans their actions to achieve a given result / Анализирует возможные последствия личных действий и планирует свои действия для достижения заданного результата GC-3 / УК-3.3 Able to argue own point of view regarding the use of the ideas of other team members to achieve the goal / Аргументирует свою точку зрения относительно использования идей других членов команды для

Competence code	Competence descriptor	Competence formation indicators (within this course)
GC-4 / УК-4	<p>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 / Способен к коммуникации в межличностном и межкультурном взаимодействии на русском как иностранном и иностранном(ых) языке(ах) на основе владения взаимосвязанными и взаимозависимыми видами репродуктивной и продуктивной иноязычной речевой деятельности, такими как аудирование, говорение, чтение, письмо и перевод в повседневной, социокультурной, учебно-профессиональной, официально-деловой и научной сферах общения</p>	<p>достижения поставленной цели</p> <p>GC-4 / УК-4.1 Know how to choose the style of business communication, depending on the language of communication, the purpose and conditions of the partnership / Выбирает стиль делового общения, в зависимости от языка общения, цели и условий партнерства</p> <p>GC-4 / УК-4.2 Able to search the necessary information to solve standard communicative tasks in Russian and foreign languages / Осуществляет поиск необходимой информации для решения стандартных коммуникативных задач на русском и иностранном языках</p> <p>GC-4 / УК-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 / Использует диалог для сотрудничества в академической коммуникации общения с учетом личности собеседников, их коммуникативно-речевой стратегии и тактики, степени официальности обстановки</p>
GC-6 / УК-6	<p>Able to manage his time, build and implement a trajectory of self-development based on the principles of education throughout life / Способен управлять своим временем, выстраивать и реализовывать траекторию саморазвития на основе принципов образования в течение всей жизни</p>	<p>GC-6 / УК-6.1 Able to analyze self resources and their limits (personal, situational, temporary, etc.) to successfully complete the task / Анализирует свои ресурсы и их пределы (личностные, ситуативные, временные и т.д.), для успешного выполнения поставленной задачи</p> <p>GC-6 / УК-6.2 Know how to find and use sources of additional information to increase the level of general and professional knowledge / Находит и использует источники получения дополнительной информации для повышения уровня общих и профессиональных знаний</p> <p>GC-6 / УК-6.3 Able to define the tasks of self-development, goals and priorities of professional growth / Определяет задачи саморазвития, цели и приоритеты профессионального роста</p>

3. INTERNSHIP IN HIGHER EDUCATION PROGRAMME STRUCTURE

The internship refers to the core/variable/elective* component of (B2) block of the

higher educational programme curriculum.

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-1 / УК-1	Able to search, critical analysis and synthesis of information, apply a systematic approach to solve tasks / Способен осуществлять поиск, критический анализ и синтез информации, применять системный подход для решения поставленных задач	Mathematics / Математика Computer science / Информатика Philosophy / Философия Вариативная компонента Economical geography / Экономическая география International Law / Международное право Private International Law / Международное частное право	Technological internship / Технологическая практика Project-technological internship / Проектно-технологическая практика Undergraduate practice / Преддипломная практика Final state examination procedures / Подготовка и сдача государственного экзамена Degree thesis procedures / Оформление, подготовка к процедуре защиты и защита выпускной квалификационной работы
GC-3 / УК-3	Able to carry out social interaction and realize their role in the team / Способен осуществлять социальное взаимодействие и реализовывать свою роль в команде	Management / Менеджмент Вариативная компонента International Labour market and Migration / Мировой рынок труда и миграция International Law / Международное право International Marketing / Международный маркетинг	Final state examination procedures / Подготовка и сдача государственного экзамена Degree thesis procedures / Оформление, подготовка к процедуре защиты и защита выпускной квалификационной работы
GC-4 / УК-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 / Способен к коммуникации в межличностном и межкультурном взаимодействии на русском как иностранном и иностранном(ых) языке(ах) на основе владения взаимосвязанными и	International Economic Relations / Международные экономические отношения Foreign language / Иностранный язык Russian language as foreign / Русский язык (как иностранный) Вариативная компонента Second foreign language (practical course) / Второй иностранный язык Foreign language (advanced) / Иностранный язык (продвинутый уровень) Russian language as foreign (advanced) / Русский язык как иностранный (продвинутый уровень) Foreign language in business communication / Иностранный язык делового общения Professional communications in economics (foreign language) / Профессиональные	Introductory internship / Ознакомительная практика Final state examination procedures / Подготовка и сдача государственного экзамена Degree thesis procedures / Оформление, подготовка к процедуре защиты и защита выпускной квалификационной работы

Competence code	Competence descriptor	Previous courses/modules, internships*	Subsequent courses/modules, internships*
	взаимозависимыми видами репродуктивной и продуктивной иноязычной речевой деятельности, такими как аудирование, говорение, чтение, письмо и перевод в повседневной, социокультурной, учебно-профессиональной, официально-деловой и научной сферах общения GC-4 / УК-4	коммуникации в экономике (иностраный язык) Professional communications in economics (foreign language) / Профессиональные коммуникации в экономике	
GC-6 / УК-6	Able to manage his time, build and implement a trajectory of self-development based on the principles of education throughout life / Способен управлять своим временем, выстраивать и реализовывать траекторию саморазвития на основе принципов образования в течение всей жизни	Вариативная компонента Interdisciplinary coursework / Междисциплинарная курсовая работа Interdisciplinary course project / Междисциплинарная курсовая работа	Project-technological internship / Проектно-технологическая практика Undergraduate practice / Преддипломная практика Final state examination procedures / Подготовка и сдача государственного экзамена Degree thesis procedures / Оформление, подготовка к процедуре защиты и защита выпускной квалификационной работы

* - заполняется в соответствии с матрицей компетенций и СУП ОП ВО

4. INTERNSHIP WORKLOAD

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

5. INTERNSHIP CONTENTS

Forms of technological practice

Practical training (II course) is carried out in the following forms:

1. work of students with production, management and planning-economic documentation;
2. work of students as an assistant to specialists in planning and economic, management, logistics units and other units related to the economic activities of the enterprise;
3. independent study of normative literature

The passage of technological is aimed at the practical application of knowledge gained during the study of basic and variable disciplines of the profile.

Modules	Contents (topics, types of practical activities)	Workload, academic hours
Preparatory phase	Instruction in the collection, processing of the necessary of the information on the preparation of the report	4
	Safety briefing	1

	Acquaintance with the place of practical training in order to analyze the object investigations	15
Calculation and analytical stage	Perform individual tasks	20
	Collection, processing and systematization of facts - material	40
Заключительный этап	Preparation of a practice report	18
	Presentation of the report	2
108		

Preliminary stage. The content of the introductory lecture: setting goals, objectives, determining the time and place of internship; acquaintance with the leaders of the practice; instruction on keeping a diary of practice, design and defense of the practice report; organizational issues of internship; briefing on safety techniques and fire safety.

The result of the preliminary stage should be a completed individual application for practice. Individual tasks are mandatory for execution of students.

The calculation and analytical stage consists in studying the activities of the enterprise and involves the participation of the trainee in performing a number of works at the enterprise in accordance with the instructions of the head, collecting various information, conducting various calculations and completing an individual task.

The final stage is to prepare and defend the internship report to the supervisor.

7. INTERNSHIP LOCATION AND TIMELINE

For the passage of pre-diploma practice, the following types of enterprises and divisions are recommended for bachelors :

1. planning and economic subdivisions of enterprises and organizations of any organizational and legal forms and directions of various sectoral nature;
2. sales, logistics, statistics and any other divisions of the company;
3. departments or other structural units of the university, where research work related to the study of industries and industry markets is carried out.

Practice bases for bachelors must meet the following basic requirements:

4. correspond to the direction of preparation of the bachelor of economics;
5. have qualified personnel to manage the practice of bachelors;
6. provide trainees with regulatory, reporting and other documentation necessary for analyzing the activities of the company (division) and writing a report on practicality .

The duration of practice in the 2nd year is 2 weeks (3 ZE, 108 hours) The specific terms of practice are set by the curricula.

8. RESOURCES RECOMMENDED FOR INTERNSHIP

1. Main literature:

1. Economics of enterprises (firms): textbook / Semenovich 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. Chaldaeveva [i dr.] ; ed. L. And. Chaldaeveva, 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. Chaldaeveva [i dr.] ; ed. L. A. Chaldaeveva, A. V. Sharkova. — M. :

Izdatelstvo Yurait, 2019. — 299 s. Access mode: <https://www.biblio-online.ru/viewer/ekonomika-organizacii-praktikum434597#page/>

Further reading

1. Nizovkina, N. G. Upravlenie costami erezstva (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>

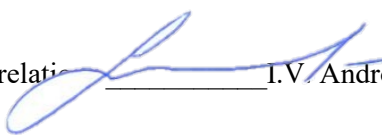
8. ASSESSMENT TOOLKIT AND GRADING SYSTEM* FOR EVALUATION OF STUDENTS' COMPETENCES LEVEL AS INTERNSHIP RESULTS

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 (regulations / order).

DEVELOPERS

Head of the Higher Education Program(me)

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