**Federal State Autonomous Educational Institution of Higher Education
PEOPLES' FRIENDSHIP UNIVERSITY OF RUSSIA
RUDN University**

Faculty of Humanities and Social Sciences

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

INTERNSHIP SYLLABUS

Undergraduate practice
(training course title)

Undergraduate practical training
(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

2024

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	Capable to manage a project at all stages of its life cycle.	GC-2.1 Formulates a problem, the solution of which is directly related to the achievement of the project goal
		GC-2.2 Determines the links between the tasks and the expected results of their solution
GC-7	Capable to search for the necessary sources of information and data, to perceive, analyse, memorize and transmit information using digital means, as well as using algorithms when working with data received from various sources in order to use the information received effectively to solve problems; to evaluate information, its reliability, to build logical conclusions based on incoming information and data.	GC-7.1 Searches for the necessary sources of information and data, perceives, analyses, memorizes and transmits information using digital means, as well as using algorithms when working with data received from various sources in order to use the information received effectively to solve problems
		GC-7.2 Evaluates information, its reliability, builds logical conclusions based on incoming information and data
GPC-1	Capable to build professional communication in the state language of the	GPC-1.3 Confidently and systematically formulates his own position on political processes using scientific terminology, both in writing and orally

Competence code	Competence descriptor	Competence formation indicators (within this course)
	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 the business and spiritual culture of Russia and foreign countries.	
GPC-2	Capable 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 predict the development of political processes
		GPC-2.2 Uses specialized databases and software tools for the rapid search for information necessary to solve professional problems
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	GPC-3.1Uses theoretical and empirical methods to assess domestic and foreign policy processes at various levels
		GPC-3.2Conducts applied analysis of political processes using qualitative and quantitative methods to evaluate and model various political processes
GPC-4	Capable to conduct scientific research in the field of activity, including in interdisciplinary areas, independently formulate scientific hypotheses and innovative ideas, check their reliability	GPC-4.1Conducts 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 own conclusions and recommendations
		GPC-4.3Analyses domestic and foreign policy problems and processes while observing the principle of scientific objectivity

Competence code	Competence descriptor	Competence formation indicators (within this course)
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	GPC-5.1Independently prepares professionally oriented texts of various genres and stylistic affiliations (article, analytical reference, informational and analytical note, review, policy note, review, policy document, annotation, abstracts for the report, press release, etc.)
GPC-8	Capable to develop proposals and recommendations for applied research and consulting	GPC-8.1Develops a program of applied political science research
		GPC-8.2 Independently prepares an analytical note based on the results of applied political science research
GPC-10	Capable to use tools for working with large arrays of structured and unstructured information, use modern digital methods for processing, analysing, interpreting and visualizing data in order to solve the tasks of professional and research activities in the field of political science	GPC-10.1Uses information and communication technologies and software tools for working with large volumes of information to solve the problems of professional and research activities in the field of political science
		GPC-10.2Owns modern digital methods of processing, analysis, interpretation and visualization of data
PC-1	Capable to provide analytical support for the development and adoption of political decisions, including using the skills of diagnostics, analysis, forecasting of political processes and problem situations	PC-1.1Carries 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 part formed by the participants in educational relations.

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.

Compe tence code	Competence descriptor	Previous courses/modules, internships*	Subsequent courses/modules, internships*
GC-2	Capable to manage a project at all stages of its life cycle.	Professional practice Contemporary Schools of Thought in Russian and Global Political Science	Ethics of Public Policy and Administration Professional practice
GC-7	Capable to search for the necessary sources of information and data, to perceive, analyse, memorize and transmit information using digital means, as well as using algorithms when working with data received from various sources in order to use the information received effectively to solve problems; to evaluate information, its reliability, to build logical conclusions based on incoming information and data.	Professional practice Political Analytics: Possibilities and Implementation	Digital Technologies in Public Administration
GPC-1	Capable 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	Ethics of Public Policy and Administration	Digital Technologies in Public Administration

Compe tence code	Competence descriptor	Previous courses/modules, internships*	Subsequent courses/modules, internships*
	specifics of the business and spiritual culture of Russia and foreign countries.		
GPC-2	Capable to search for and apply promising information and communication technologies and software for comprehensive training and solving problems of professional activity.	International and Regional Politics of Eurasia	China and Russia: Global Powers in the Era of Global Disorder
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	Diversity and Governance: Civil Society, Religion and Ethnicity

Empire and Nationalism in Russia, the Soviet Union and Europe | Universal System of Human Rights Protection |
| GPC-4 | Capable to conduct scientific research in the field of activity, including in interdisciplinary areas, independently formulate scientific hypotheses and innovative ideas, check their reliability | Political and managerial models in the EU and Russia: levels, forms and mechanisms | The humanitarian factor in modern politics: education and culture |
| GPC-5 | Capable to build a strategy for the promotion of publications on the profile of activity in the media based on | Theory, Methods and Methodologies in Political Science | Political System of Russia |

Compe tence code	Competence descriptor	Previous courses/modules, internships*	Subsequent courses/modules, internships*
	the basic principles of media management		
GPC-8	Capable to develop proposals and recommendations for applied research and consulting	Political stability, international conflicts and state failure	Contemporary Schools of Thought in Russian and Global Political Science
GPC-10	Capable to use tools for working with large arrays of structured and unstructured information, use modern digital methods for processing, analysing, interpreting and visualizing data in order to solve the tasks of professional and research activities in the field of political science	Contemporary Schools of Thought in Russian and Global Political Science	Professional practice

Culture and Identity in Russia |
| PC-1 | Capable to provide analytical support for the development and adoption of political decisions, including using the skills of diagnostics, analysis, forecasting of political processes and problem situations | Political stability, international conflicts and state failure | China and Russia: Global Powers in the Era of Global Disorder

Political and managerial models in the EU and Russia: levels, forms and mechanisms |

4. INTERNSHIP WORKLOAD

The Undergraduate practice total workload is equal to 18 credits.

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
	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**

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.

3. Van Eber S. Methodical manual for students and postgraduate students of political science on the preparation of theses. – M., 2007.

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" // OtechestvennyeZapiski. – 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 // Ahre - menko 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
- eLibrary Yurayt 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.

9. EVALUATION TOOLKIT AND GRADE SYSTEM FOR ASSESSMENT

Evaluation materials and the rating system for assessing the level of formation of competencies (parts of competencies) based on the results of mastering the course are presented in the Appendix to this Course Syllabus.

DEVELOPERS:
Associate Professor of the
Department of Comparative
Political Science

		Kazarinova D.B.
position, department	*signature*	*initials, surname*

HEAD OF THE DEPARTMENT:
Head of the Department of
Comparative Political Science

		Mchedlova M.M.
position, department	*signature*	*initials, surname*

HEAD OF THE PROGRAM / PROGRAM MANAGER:
Professor of the Department of
Comparative Political Science

		PochtaYu.M.
position, department	*signature*	*initials, surname*