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Информация о владельце:
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Должность: Ректор
Дата подписания: 29.05.2024 15:16:20
Уникальный программный ключ:
ca953a0120d891083f939673078ef1a989dae18a

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

Faculty of Humanities and Social Sciences

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

INTERNSHIP SYLLABUS

Professional practice

internship title

Internship

internship type

Recommended by the Didactic Council for the Education Field of:

41.04.04 Political Science

field of studies / speciality code and title

The student's internship is implemented within the professional education programme of higher education:

MA in Political Science, Political Institutions and Values

higher education programme profile/specialisation title

1. INTERNSHIP GOAL(s)

The goal of the Internship is to develop the skills, knowledge, and skills of future Political Science Master alumni, to consolidate the universal, general professional and professional competencies obtained as a result of mastering the educational program; to develop the skills for independent work of political science students, creative initiative in the field of political research and analysis to solve specific scientific and practical problems, professional activity in the production team, acquisition of skills in analytical work, preparation of 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-1	The ability to carry out a critical analysis of problematic situations based on a systematic approach, to develop a strategy of action.	GC-1.1. Analyzes the task, highlighting its basic components
		GC-1.2. Defines and ranks the information required to solve the task
		GC-1.3. Analyzes the ways to solve problems of a philosophical, moral, and personal nature based on the use of basic philosophical ideas and categories in their historical development and socio-cultural context
GC-2	The ability 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. Analyzes the schedule for the implementation of the project as a whole and chooses the best way to solve the tasks set, based on current legal norms and available resources and limitations
GC-3	The ability to organize and manage the work of the team, developing a team strategy to achieve the set goal	GC-3.1. Formulates and takes into account in its activities the peculiarities of the behavior of groups of people, identified depending on the goal set
		GC-3.2. Analyzes the possible consequences of personal actions and plans his actions to achieve a given result
GC-4	The ability to apply modern communication technologies in the official	GC-4.1. Searches for the necessary information to solve standard communication tasks in Russian and foreign languages

Competence code	Competence descriptor	Competence formation indicators (within this course)
	language of the Russian Federation and a foreign language(s) for academic and professional interaction.	
		GC-4.2. Uses dialogue for cooperation in academic communication, taking into account the personality of the interlocutors, their communication and speech strategies and tactics, the degree of formality of the situation
		GC-4.3. Forms and argues his own assessment of the main ideas of the participants in the dialogue (discussion) in accordance with the needs of joint activities
GC-5	The ability to analyze and take into account the diversity of cultures in the process of intercultural interaction	GC-5.1. Finds and uses information about cultural characteristics and traditions of various social groups in social and professional communication
		GC-5.2. Collects information on a given topic, taking into account the ethnic groups and faiths that are most widely represented at the points of the study
		GC-5.3. Adheres to the principles of non-discriminatory interaction in personal and mass communication to fulfill professional tasks and strengthen social integration
GC-6	The ability to identify and implement the priorities of his own activities and ways to improve them based on self-assessment.	GC-6.1. Analyzes his own resources and their limits (personal, situational, temporary, etc.) for the successful completion of the task
		GC-6.2. Distributes tasks into long-, medium- and short-term ones with justification of relevance and analysis of resources for their implementation.

- general professional competencies:

Competence code	Competence descriptor	Competence formation indicators (within this course)
GPC-1	The ability to build professional communication in the official language of the Russian Federation and a	GPC-1.1. Builds communication with partners based on the goals and situation of communication, identifying and responding appropriately to cultural, linguistic and other features that affect professional communication and dialogue.

	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.	<p>GPC-1.2. Uses communicative and mediation technologies, taking into account the specifics of the business and spiritual culture of Russia and foreign countries</p> <p>GPC-1.3. Confidently and systematically formulates his own position on political processes using scientific terminology, both in written and oral form.</p>
GPC-2	The ability to search for and apply promising information and communication technologies and software tools for the complex formulation and solution of professional tasks.	<p>GPC-2.1. Applies modern technologies of information search and systematization to integrate and forecast the development of political processes</p> <p>GPC-2.2. Uses specialized databases and software tools to quickly search for information needed to solve professional tasks</p>
GPC-3	The ability 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.	<p>GPC-3.1. Uses theoretical and empirical methods to assess domestic and foreign policy processes at various levels</p> <p>GPC-3.2. Conducts applied analysis of political processes using qualitative and quantitative methods to evaluate and model various political processes.</p> <p>GPC-3.3. Predicts the development of the situation within the framework of solving the main domestic and foreign policy problems, including those affecting the interests of the Russian Federation.</p>
GPC-4	The ability to conduct scientific research in the field of activity, including in interdisciplinary fields, independently formulate scientific hypotheses and innovative ideas, and verify their reliability.	<p>GPC-4.1. Conducts scientific research in interdisciplinary fields, including setting goals and objectives, choosing research methods, determining the scientific novelty of the problem under study, confirming the reliability of scientific hypotheses, formulating their own conclusions and recommendations</p> <p>GPC-4.2. Conducts an expert assessment of political processes and phenomena using methods of political analysis</p>

		GPC-4.3. Analyzes domestic and foreign policy issues and processes while respecting the principle of scientific objectivity
GPC-5	The ability 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.	<p>GC-5.1. Independently prepares professionally oriented texts of various genre and stylistic affiliation (article, analytical reference, information and analytical note, review, program note, review, program document, abstract, abstracts to the report, press release, etc.)</p> <p>GC-5.2. Evaluates the target audience and editorial policy of print, audiovisual and online media of a socio-political orientation</p> <p>GC-5.3. Evaluates the perception of the image of political phenomena and processes formed in the media</p>
GPC-6	The ability to develop and implement organizational and managerial decisions on the profile of his activity.	<p>GPC-6.1. Organizes and participates in the implementation of development programs and strategies</p> <p>GPC-6.2. Independently formulates official tasks, defining goals, identifying and using the information necessary for making managerial decisions, evaluates the need for resources, identifies problems, finds alternatives, chooses optimal solutions, evaluates the results and consequences of management decisions</p>
GPC-7	The ability to independently build strategies for presenting the results of his professional activities, including in a public format, based on the selection of appropriate information and communication technologies and information dissemination channels.	<p>GPC-7.1. Builds strategies for presenting the results of professional activity, taking into account their specifics and the characteristics of the target audience</p> <p>GPC-7.2. Builds a convincing argument to achieve the goals of presenting the results of professional activity</p>
GPC-8	The ability to develop proposals and recommendations for conducting applied research and consulting.	<p>GPC-8.1. Develops a program of applied political science research</p> <p>GPC-8.2. Independently prepares an analytical note based on the results of applied political science research</p>

GPC-9	The ability to participate in the implementation of basic professional and additional educational programs.	GPC-9.1. Develops and updates (under the guidance of a specialist of a higher qualification level) work programs of training courses, disciplines (modules) of vocational training programs, basic vocational education, and additional education.
		GPC-9.2. Develops and updates (under the guidance of a specialist of a higher qualification level) educational and methodological materials for conducting certain types of training sessions on the taught training courses, disciplines (modules) of vocational training programs, basic vocational education and additional education
GPC-10	The ability to master the tools of 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.	CPC-10.1. Uses information and communication technologies and software tools to work with large amounts of information to solve the tasks of professional and research activities in the field of political sciences
		GPC-10.2. Possess modern digital methods of data processing, analysis, interpretation, and visualization.

- professional competencies:

Competence code	Competence descriptor	Competence formation indicators (within this course)
PC-1	The ability to provide analytical support for the development and adoption of political decisions, including using the skills of diagnosis, analysis, forecasting of political processes and problematic situations.	PC-1.1. Carries out analytical monitoring of political processes, develops forecasts for the development of political processes for the long term.
		PC-1.2. Independently develops and prepares analytical materials on domestic and foreign policy issues with the formulation of expert opinions and practical recommendations for officials making political decisions.
		PC-1.3. Developing strategies for the activities of public authorities, non-governmental organizations and commercial structures in the political sphere of society, depending on the specific political situation.

3. INTERNSHIP IN HIGHER EDUCATION PROGRAMME STRUCTURE

The internship is a compulsory part of the higher education program.

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 internship.

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	Capable to search, critical analysis of problem situations based on a systematic approach, develop an action strategy.	Contemporary Schools of Thought in Russian and Global Political Science	Undergraduate practice Political Analytics: Possibilities and Implementation
GC-3	Capable to organize and manage the work of the team, developing a team strategy to achieve the goal.	Undergraduate practice Political Analytics: Possibilities and Implementation	Professionally Oriented Foreign Language
GC-5	Capable to analyse and take into account the diversity of cultures in the process of intercultural interaction.	Professionally Oriented Foreign Language	Political Analytics: Possibilities and Implementation
GC-6	Capable to identify and implement the priorities of their own activities and ways to improve it based on self-assessment.	Russia in the Face of Challenges of Global and Regional Development Universal System of Human Rights Protection	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 specifics of the business and spiritual culture of Russia and foreign countries.	Theory, Methods and Methodologies in Political Science	Digital Technologies in Public Administration
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.	Universal System of Human Rights Protection	Political System of Russia
GPC-6	Capable to develop and implement organizational and managerial decisions on the profile of activity.	International Migration: Political Values and Cultural Aspects	Political stability, international conflicts and state failure
GPC-7	Capable to independently build strategies for	Political System of Russia	China and Russia: Global Powers in the Era of Global Disorder

Competence code	Competence descriptor	Previous courses/modules, internships*	Subsequent courses/modules, internships*
	presenting the results of his professional activities, including in a public format, based on the selection of appropriate information and communication technologies and channels for disseminating information.		
GPC-9	Capable to participate in the implementation of basic professional and additional educational programs.	Russia and the West: Contexts of Intercultural Communication	Culture and Identity in Russia
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	Undergraduate 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	Political and managerial models in the EU and Russia: levels, forms and mechanisms

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

4. INTERNSHIP WORKLOAD

The total workload of the internship is equal to 21 credits.

5. INTERNSHIP 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.	Acquaintance with the place of internship, the features of the work of the organization. The study of the structure, purpose and tasks set for the organization.	8

Modules	Contents (topics, types of practical activities)	Workload, academic hours
	Planning work with the head of the practice. Formation of the schedule.	6
	Study and analysis of the organization's documentation (Charter, regulations, etc.)	12
	Acquaintance with the experience and methods of work of advanced employees of the organization.	12
	Fulfilment of tasks of the head of practice in the framework of practical training.	342
	Participation in solving specific problems, design, analytical work.	326
	Discussion of the work done with the supervisor.	8
Preparation of a practice report	18	
Preparation for the defence and defence of the practice report		12
TOTAL		756

* 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

The internship can be carried out at the structural divisions of RUDN University (at Moscow-based organisations, as well as those located outside Moscow.

The internship at an external organisation (outside RUDN University) is legally arranged on the grounds of an appropriate agreement, which specifies the terms, place and conditions for an internship implementation at the organisation.

The period of the internship, as a rule, corresponds to the period indicated in the training calendar of the higher education programme. However, the period of the internship can be rescheduled upon the agreement with the Department of Educational Policy and the Department for the Organization of Internship and Employment of RUDN students.

8. RESOURCES RECOMMENDED FOR INTERNSHIP

Main readings:

1. Serdyuk, V. S. Guidelines for the preparation of reporting materials on industrial and educational practices: a tutorial / V. S. Serdyuk, E. V. Bakiko, O. A. Kanunnikova; Ministry of Education and Science of Russia, Omsk State Technical University. - Omsk: Omsk State Technical University (OmSTU), 2017. - 163 p.

2. Guidelines for the organization and conduct of internships for students: teaching aid: [16+] / O. N. Pavlova, A. S. Stankevich, D. S. Chivilikhin and others; Saint Petersburg

State University of Information Technologies, Mechanics and Optics. - St. Petersburg: ITMO University, 2019. - 47 p.

3. Busov, V. I. Management decisions: a textbook for universities / V. I. Busov. - Moscow: Yurayt Publishing House, 2021. - 254 p.

4. Borshchevsky, G. A. Public relations in the authorities: a textbook and workshop for universities / G. A. Borshchevsky. - Moscow: Yurayt Publishing House, 2021. - 267 p.

Additional readings:

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.

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

3. Shklyar M. F. Bases of scientific researches : study guide / M. F. Shklyar. - 5th ed. - M. : Dashkov and Co., 2014. - 244 p.

4. Democracy and institutions // Gregory V. Votes. Democracy in Russia: Assembly instructions. – St. Petersburg, 2012.

5. 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.

6. Votes, G. V., Political science or political analysis // Polit.ru. – 2006. URL: <http://polit.ru/article/2006/05/30/golosov/>.

7. 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.

8. 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.

9. V. V. Radaev On academic ethics and the fighters against "anti-Plagiarism" // Otechestvennye Zapiski. – 2013. – №4 (55). URL: <http://www.strana-oz.ru/2013/4/ob-akademicheskoy-etike-i-borcah-santiplagiatom>.

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

11. 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.

12. 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.

13. 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.

14. 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.

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

16. 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.

17. 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 (EL) of RUDN University and other institutions, to which university students have access on the basis of concluded agreements:

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

2. Databases and search engines:

- electronic foundation of legal and normative-technical documentation <http://docs.cntd.ru/>
- Yandex search engine [https:// www .yandex.ru/](https://www.yandex.ru/)
- Google search engine <https://www.google.ru/>
- Scopus abstract database <http://www.elsevierscience.ru/products/scopus/>

The training toolkit and guidelines for a student to do an internship, keep an internship diary and write an internship report:*

1. Safety regulations to do the internship (safety awareness briefing).
2. Machinery and principles of operation of technological production equipment used by students during their internship; process flow charts, regulations, etc. (if necessary).
3. Guidelines for keeping an internship diary and writing an internship report.

*The training toolkit and guidelines for the internship are placed on the internship page in the university telecommunication training and information system under the set procedure.

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:

Associate Professor of the
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Kazarinova D.B.

position, educational department

signature

name and surname.

HEAD OF EDUCATIONAL DEPARTMENT:

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