


MINISTRY OF SCIENCE AND HIGHER EDUCATION OF THE RUSSIAN FEDERATION
 Federal State Autonomous Educational Institution
 Higher Education
 "Ural Federal University named after the First President of Russia B. N. Yeltsin"
 Graduate School of Economics and Management



APPROVED BY
 Vice rector for science
 A.V. Germanenko
 2023



INTERNSHIP PROGRAM

List of information about the doctoral program	Credentials
Doctoral Program «Control in Organizational Systems»	Code DP 2.3.4
Group of specialties «Information Sciences and Telecommunications»	Specialty group code 2.3
Federal State Requirements (FSR)	Order of the Ministry of Science and Higher Education of the Russian Federation No. 951 dated 20.10.2021
Self- Approved Requirements (SAR)	Order "On the implementation of the "Requirements for the development and implementation of training programs for scientific and scientific-pedagogical personnel in the graduate school of UrFU" No 315/03 dated 31.03.2022

The internship program is compiled by the authors:

No	Full name	Academic degree, academic title	Position	Department	Signature
1	Dmitry B. Berg	Doctor of Physical and Mathematical Sciences, Professor	Professor	Department of Big Data Analysis and Video Analysis Methods	
2	Svetlana N. Lapshina	Candidate of Technical Sciences, Docent	Associate Professor	Department of Systems Analysis and Decision Making	
3	Irina D. Turgel	Doctor of Economics Sciences, Professor	Head of Department	Department of Theory, Methodology and Legal support of State and Municipal Administration	

Recommended:

by Ural Federal University Academic Council

Protocol No. 9 dated 27.11.2023

Director of School of Economics and Management



Irina D. Turgel

Agreed by:

Head of the Department of
Science and Pedagogical training



Elena A. Butrina

1. GENERAL CHARACTERISTICS OF INTERNSHIP

1.1. Key objectives of the internship

Internship in the postgraduate education system is a component of professional training for scientific and pedagogical activities in a higher educational institution. It is a type of practical activity of postgraduate students in the implementation of the educational process in higher education, which includes teaching special disciplines, organizing students educational activities, scientific and methodological work on the subject, and obtaining skills in practical teaching.

The postgraduate Teaching Internship Program (hereinafter referred to as the Program) regulates the procedure and forms of teaching internship for full-time postgraduate students. Pedagogical internship is provided for in the curriculum and is conducted at the graduating department.

Professional formation of scientific and pedagogical skills is carried out in stages during the training process, which determines the content, scope, and orientation of scientific and pedagogical internship.

Internship goals:

- acquisition of the skills of a research teacher who has advanced scientific tools for searching and interpreting information material for the purpose of using it in teaching activities;
- study of the basics of pedagogical and teaching-methodical work in higher educational institutions;
- mastering the basics of pedagogical activity, skills and abilities of independent conduct of educational and teaching work;
- familiarization of postgraduate students with the specifics of the activity of a teacher of economic disciplines and the formation of skills in performing pedagogical functions;
- consolidation of psychological and pedagogical knowledge in the field of higher school pedagogy and acquisition of creative approach skills to solving scientific and pedagogical problems.

Pedagogical internship of postgraduate students is an integral part of the curriculum, in conjunction with the discipline "Higher School Pedagogy". To complete the program of pedagogical internship, a postgraduate student must have knowledge of the disciplines of the specialty, pedagogy, technologies and methods of professional training, as well as the psychology of professional education, issues of pedagogical application of information technologies in education.

1.2. The language of study – English.

1.3. Internship outcomes requirements

As a result of the internship, the postgraduate student must master and demonstrate professional practical skills and experience, namely:

No	Type of internship	Learning outcomes
1.	<i>Pedagogical internship</i>	Demonstrate skills and experience in: - Ability to analyze, process and present the results of research in the field of management of social and economic systems to colleagues, scientific communities and educational organizations in the framework of pedagogical and research activities; - Development of activities in the field of economics and present current problems of promising research areas in the framework of research and teaching activities.

Be able to:

- to use educational technologies, methods and techniques of conducting lectures and practical classes;
- to use opportunities to attract their own scientific research as a means of improving the educational process;
- to carry out methodological work on the design and organization of the educational process;
- to perform in front of an audience and create a creative atmosphere during classes;
- to analyze the difficulties that arise in teaching activities and develop an action plan to resolve them.

Demonstrate skills and experience:

- knowledge of the techniques of using information technologies, technical means of teaching during classes in academic disciplines;
- proficiency in speech technique, rules of conduct during training sessions;
- knowledge of the methodology and technology of conducting training sessions (lectures, seminars, practical classes, laboratory classes, consultations on discipline, course design, checking various types of homework, conducting intermediate attestations with a point assessment);
- knowledge of the methodology of self-assessment and self-analysis of the results and effectiveness of classroom classes of various types.

1.4. The structure of internship, their terms and duration in accordance with the curriculum

No	Type of internship	Academic semester number	Scope of internship	
			week	credit
1.	Pedagogical internship	2	18	3
Total			18	3

2. INTERNSHIP CONTENT

No	Type of internship	Internship sections	Contents
1.	Pedagogical internship	1. Organizational and methodological aspects of the internship	<p>1) safety instruction. drawing up an individual plan of pedagogical internship;</p> <p>2) visiting and analyzing classes of leading professors and associate professors of departments;</p> <p>3) development of the work program of the academic discipline (the choice of discipline is coordinated with the supervisor);</p> <p>4) selection of materials for the design of seminars, practical, laboratory classes;</p> <p>5) independent study of literature on the problems of higher school pedagogy; study of methods for preparing and conducting lectures, laboratory and practical classes, seminars, consultations, tests, exams, course and diploma design; development of innovative educational technologies;</p> <p>6) familiarity with the educational base of the department; with existing computer training programs, the capabilities of technical training tools, etc. the result of this stage are summaries, diagrams, visual aids and other didactic materials.</p>
		2. Active internship	<p>1) designing and conducting practical laboratory classes using innovative educational technologies;</p> <p>2) use of multimedia complexes;</p> <p>3) designing interdisciplinary modules for the study of the most complex and professionally significant concepts;</p> <p>4) development of tests, examination tasks, topics of course and diploma projects;</p> <p>5) construction of didactic materials on individual topics of training courses and their presentation;</p> <p>6) development of scenarios for business games, teleconferences and other innovative forms of classes;</p> <p>7) comparative analysis of various methods of assessing the quality of educational and cognitive activity of students in the study of economic disciplines;</p> <p>8) optimization of educational and cognitive activity and improvement of the quality of training;</p> <p>9) conducting psychological and pedagogical research on the diagnosis of professionally and personally significant qualities of a student (teacher) and analyzing its results;</p> <p>10) analysis of domestic and foreign practices of training specialists with higher economic education.</p>
		3. Preparation of the report	<p>1) systematization of the material;</p> <p>2) preparation of documentation;</p> <p>3) preparation and protection of the report.</p>

3. EVALUATION FUND FOR CONDUCTING CURRENT AND INTERIM INTERNSHIP ATTESTATION

3.1 An approximate list of control questions

- Specifics of the organization of pedagogical activity within the subject field "Control in organizational systems".
- Development of educational and methodological support for disciplines within the subject field "Control in organizational systems".
- Innovative educational technologies within the subject field "Control in organizational systems".
- Development of a fund of evaluation tools within the subject field "Control in organizational systems".
- Specifics of communication with students within the subject field "Control in organizational systems".
- Educational resources used for disciplines within the subject field "Control in organizational systems".
- Organization of classroom and independent work of students within the subject field "Control in organizational systems".

3.2 List of tasks for self-guided work

- Drawing up a plan of pedagogical internship.
- Development of the layout of the work program of the discipline for a certain course.
- Selection of educational, scientific, journalistic literature for the preparation of lecture notes.
- Study of educational and scientific pedagogical literature.
- The study of innovative educational technologies.
- Development of methodological recommendations for conducting seminars, practical or laboratory classes. Choosing a methodology for determining students' knowledge.
- Development of test tasks, exercises, scenarios of business games for conducting seminars.
- Conducting classes with students.
- Preparation of a report on pedagogical internship.

4. DATABASES, INFORMATION AND REFERENCE SYSTEMS AND SEARCH SYSTEMS

4.1. Recommended literature

4.1.1. Main literature

1. Dunleavy, P. *Authoring a Postgraduate: How to Plan, Draft, Write and Finish a Doctoral Thesis or Dissertation*. Red Globe Press: 2003; p 297.
2. MacSuga-Gage A. S., Simonsen B., Briere D. E. *Effective teaching practices: Effective teaching practices that promote a positive classroom environment //Beyond Behavior*. – 2012. – T. 22. – №. 1. – C. 14-22.
3. Samaras A. P., Freese A. R. *Self-study of teaching practices primer*. – 2006.
4. Tamhane, A. C. *Statistical Analysis of Designed Experiments: Theory and Applications*. 1 ed.; Wiley- Interscience: 2009; p 720.

4.1.2. Additional literature

1. Cohen L. et al. *A guide to teaching practice*. – Routledge, 2010.
2. McCarthy, P.; Hatcher, C. *Presentation Skills: The Essential Guide for Students (Study Skills)*. 1 ed.; SAGE Publications Ltd: 2002; p 228.
3. Morgan, S.; Whitener, B. *Speaking about Science: A Manual for Creating Clear Presentations* led.; Cambridge University Press: 2006; p. 138.

4. Silvia, P. J. How to Write a Lot: A Practical Guide to Productive Academic Writing. 2 ed.; American Psychological Association: 2018; p 110.
5. Thomas, G. How to Do Your Research Project: A Guide for Students. 4 ed.; SAGE Publications Ltd: 2022; p. 368.

4.2. Methodological developments

Not provided

4.3. Software

- Microsoft office (Word, Excel, Power point).
- Adobe Reader.
- Software package for scientific research MATCAD.

4.4. Databases, information and reference and search systems

- ScienceDirect: <http://www.sciencedirect.com>;
- Search engine EBSCO Discovery Service <http://lib.urfu.ru/course/view.php?id=141>;

4.5. Electronic educational resources

- Zonal Science Library <http://lib.urfu.ru>;
- Electronic library systems <http://lib.urfu.ru/mod/resource/view.php?id=2330>.

5. MATERIAL AND TECHNICAL SUPPORT OF THE INTERNSHIP

- Furniture classroom with the number of jobs in accordance with the number of postgraduate students.
- Teacher's workplace.
- Blackboard classroom.
- Peripherals.
- Personal computers by the number of students.
- Equipment that meets the requirements of organizing the educational process in accordance with sanitary rules and regulations.
- Internet connection.