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MINISTRY OF SCIENCE AND HIGHER EDUCATION OF THE RUSSIAN FEDERATION

Federal State Autonomous Educational Institution of Higher Education

"Moscow Polytechnic University"

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"27" февраля 2025

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"27" февраля 2025

WORKING PROGRAM OF THE DISCIPLINE

"Academic Internship (project)"

Field of study
38.03.02 Management

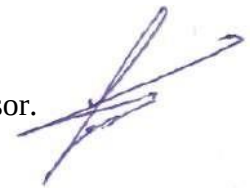
Educational program (profile)
"Business Process Management"

Qualification (degree)
Bachelor

Form of study
Part-time

Moscow 2025

Developer(s):

Candidate of Economic Sciences, Associate Professor.  /S.V. Bolotnikov/

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1. Goals, objectives and planned results of the internship

In accordance with the Federal State Educational Standard of Higher Education in the field of training 38.03.02 "Management" (qualification (degree) "bachelor"), educational practice (project practice) is a mandatory element of the main educational program of a bachelor's degree and is a type of training sessions directly focused on professional and practical training of students.

The purpose of educational practice (project):

Consists in the formation and development of personal and professional qualities in students, allowing them to ensure compliance with the requirements of the Federal State Educational Standard for Higher Education in the field of universal competence UK-12 - ability UK-2 - the ability to determine the range of tasks within the framework of the goal and choose the best ways to solve them, based on the current legal norms, available resources and limitations

Objectives of educational practice (project) are aimed at consolidating the theoretical training of students, acquiring practical skills and competencies of UK-2, as well as professional experience, including:

- Obtaining the ability to formulate a set of tasks within the framework of the set goal of the project, the solution of which ensures its achievement.
- Learn to determine the connections between the assigned tasks, the main components of the project and the expected results of its implementation.
- Mastering the ability to choose the optimal methods of planning, distributing areas of responsibility, solving problems, analyzing results, taking into account current legal norms, existing conditions, resources and limitations, possibilities of use

As part of educational practice (project), it is planned that students will directly perform the following types of work related to future professional activities:

- General familiarization with the activities, legal form and management system of the enterprise or organization;
- Studying the organizational structure of the enterprise and the functions of individual divisions;
- Studying the work, functions and job responsibilities of personnel;
- Study of legislative acts regulating the activities of the organization;
- Study of regulatory documents on management issues in the organization;
- Understanding the content of the manager's profession, its features and differences from the professions of other specialists;

Competencies of student, formed as a result of passing "educational practice (project)":

Code and name of competencies	Indicators of Competency Achievement

UK-2- Is able to determine the range of tasks within the framework of the set goal and choose the best ways to solve them, based on current legal norms, available resources and limitations	**IUC-2.1.***Formulates a set of tasks within the delivered goals of the project, solutions which provide achievement of IUC-2.2. Defines com betwee the set tasks, main components of the project and expected results of its implementation **IUC-2.3.**Selects the optimal methods of planning, distributing areas of responsibility, solving problems, analyzing results, taking into account current legal norms, existing conditions, resources and limitations, possibilities of use

2. Place of practice in the structure of the educational program

Educational practice (project-based) belongs to block B.2.1.3.1 Educational practice (project-based) is focused on the information-analytical type of professional activity. Educational practice (project) is interconnected logically, content-methodically with the following EP disciplines:

- Fundamentals of Management;
- Business process management;
- Introduction to the profession;
- Modern organizational management structures;
- Industrial practice (technological).

3. Characteristics of practice

A teacher from the Department of Management is appointed as the head of educational practice (project) from the University. Management of students' practice at all stages is carried out jointly with practice managers - employees of organizations of various organizational and legal forms of ownership.

Educational practice (project) takes place in an organization independently chosen by the student or in an organization provided to the student by the university, at his own request, drawn up in the form of an application from the existing practice base.

The main form of educational practice (introduction) is research and familiarization of the student with the organizational and managerial process of a particular enterprise. Completing all types of internship is mandatory on the basis of a specific enterprise, which will allow the student to identify factors and their dynamics, as well as their influence on the functioning and development of this enterprise.

The method of conducting internships is stationary and away in organizations with which the university has entered into agreements for practice. Stationary is

the practice that is carried out in an organization or in the educational program of an organization located on the territory, the locality in which the organization is located. The head of practice at the department issue the assignment for practice. An on-site practice is one that takes place outside the locality in which the organization is located. Field practice can be carried out in the field if it is necessary to create special conditions for its implementation.

The bases of educational practice (project) for the Field of Study 03/38/02 "Management" can act:

- Municipal organizations;
- State organizations;
- Commercial organizations;
- Non-profit organizations;
- Analytical departments of enterprises in various fields of activity (departments of logistics, marketing, advertising, research and market conditions, etc.).

Preference is given to those organizations that have the capabilities to implement the goals and objectives of the practice to a fuller extent. The basis for designating a specific organization as a practice base is:

- For non-workers: existence of a concluded agreement between the University and organization for internship by a group of students or individual contracts based on an application (Appendix E);
- For working students - a certificate from the place of work (on the organization's letterhead with the signature of the manager and seal).

When choosing a practice base for students, you must be guided, first of all, by:

- the direction of its preparation;
- The future topic of the student's final qualifying work. And also take into account what specific practical skills the future graduate must acquire in the workplace to perform specific work within the chosen field of training.

During the internship, students can occupy positions determined by the staffing table of the enterprise, for example: manager (assistant manager) for personnel management, manager (assistant manager) for sales, manager (assistant manager) of the supply department, head (assistant manager) of the marketing department, head (assistant manager) of the advertising department, manager (assistant manager) of the client group, etc.

The total duration of the internship is 2 weeks.

4. Structure and content of practice

The total labor intensity of educational practice (project) is 2 credit units, i.e. 72 academic hours (of which 72 hours are independent work of students).

Full-time and part-time education:

Educational practice (introduction) takes place in the first year.

Second semester: 72 hours – independent work of students. Type of intermediate certification - differentiated credit.

Contents of educational practice (project)

1. Familiarization with regulatory documentation regulating the activities of the organization.

Determination of the organizational and legal form of the organization. Comparison of the organizational and legal form stated in the statutory documents with the Civil Code (Part I, Section 4) of the Russian Federation.

Familiarization with the documents regulating the activities of the organization: charter, licenses, etc.

Familiarization with federal laws, local government laws, decrees of the Government of the Russian Federation, federal governing bodies, and other regulatory documents establishing norms, rules and requirements in a certain area of professional activity of the organization.

2. Familiarization with the internal regulations, labor protection and environmental protection of the organization.

Working with documents regulating internal regulations. Conducting observations on the actual compliance by the enterprise personnel with internal regulations, the established start and end times of the enterprise. Completion of safety training. Studying documents establishing safety rules in the organization. Familiarization with the occupational safety action plan. Familiarization with fire, electrical and other types of safety equipment.

Familiarization with environmental protection measures in the organization. Establishing compliance (non-compliance) with environmental requirements for products, works and services produced (provided) and/or sold by the organization.

Monitoring compliance with internal regulations, labor protection and environmental protection in the organization: establishing external and internal subjects of control and their competencies. Working with organizational documents.

3.Familiarization with the structure and organization of work of the organization's departments.

Work with documents regulating management activities in the organization: work plan, job descriptions, qualification characteristics, management orders on creation, assigned responsibilities, functions, minutes of meetings, etc. Analysis of documents, their accounting and registration. Working with letters.

Familiarization with the internal environment of the organization. Familiarization with the structural divisions of the organization. The main functions of these units. Drawing up a diagram of the interrelations of structural divisions. Familiarization with the goals, objectives and main areas of activity of the organization (division). Determining the compliance of the goals and objectives of the organization’s (division’s) activities with the division’s work plan. Establishing a leadership style at the top and middle levels of management of the organization.

No.	Sections (stages) of practice	Types of educational work in practice including independent student work and labor intensity (in hours)		Forms of current control
1	The preparatory stage, including an organizational meeting, instruction on safety precautions.	0.5 c.u.	6 p.m.	Marking in the calendar
2	Internship at an enterprise (organization), collection, processing and analysis of received information.	1 c.u.	36 hours	Marking in the calendar
3	Preparation of a practice report.	0.5 c.u.	6 p.m.	Mark in calendar plan
4	Defense of practice.			Differentiated credit

5. Educational and methodological and information support

5.1 Regulatory documents and GOSTs

1. Order No. 1121-OD dated November 22, 2021 On approval of the regulations on the procedure for conducting internships at_Moscow Polytechnic University.

2.Regulations on the procedure for conducting practice and practical training of students mastering the main educational programs of higher education (regulations on the procedure for conducting practice) // Moscow Polytechnic University.

3. Order of the Ministry of Education and Science of Russia N 885 of 08/05/2020 (as amended on 11/18/2020) “On the practical training of students” (together with the “Regulations on the practical training of students”).

4. Methodological developments for students that determine the order and content of organizational and managerial practice;

3. Forms of accounting, financial, statistical, internal reporting developed at the enterprise (organization) and instructions for filling them out.

5.2 Main literature

1. Lopareva A. M. Business planning: a textbook for universities / A. M. Lopareva. — 3rd ed., revised. and additional - M.: Yurayt Publishing House, 2022. - 273 p.
— (Higher education). — ISBN 978-5-534-13541-1. — Text: electronic // Educational platform Urayt [website]. — URL:https://urait.ru/bcode/495509

2. GromovA. I. Business process management: modern methods: monograph / A. I. Gromov, A. Fleishman, V. Schmidt; edited by A. I. Gromov. - M.:

Yurayt Publishing House, 2022. - 367 p. — (Current monographs). — ISBN 978-5-534-03094-5. — Text: electronic // Educational platform Urayt [website]. — URL:https://urait.ru/bcode/489237

3. Kuzmina E. E. Organization of entrepreneurial activity: textbook for universities / E. E. Kuzmina. — 4th ed., revised. and additional - Moscow
: Yurayt Publishing House, 2022. - 455 p. - (Higher education). — ISBN 978-5-534-14024-8. — Text: electronic // Educational platform Urayt [website]. — URL:https://urait.ru/bcode/488831

5.3 Additional literature

1. Maltseva S.V. Innovative management: a textbook for universities / S.V. Maltseva; executive editor S. V. Maltseva. - M.: Yurayt Publishing House, 2022. - 527 p. - (Higher education). — ISBN 978-5-534-15607-2. — Text: electronic // Educational platform Urayt [website]. — URL:https://urait.ru/bcode/509174

2. Lopareva A. M. Business planning: a textbook for universities / A. M. Lopareva. — 3rd ed., revised. and additional - M.: Yurayt Publishing House, 2022. - 273 p.
— (Higher education). — ISBN 978-5-534-13541-1. — Text: electronic // Educational platform Urayt [website]. — URL:https://urait.ru/bcode/495509

6. Logistics security

The internship is carried out at industrial enterprises or organizations in accordance with contracts and the order of the rector.

Reception of reports - at the department - tables, chairs, portable multimedia complex (projector, projection screen, and laptop). Teacher's workplace: table, chair.

7. Methodical recommendations

7.1 Methodological recommendations for the manager on organizing practice

In the process of organizing educational practice (project practice), managers from the graduating department and managers from the enterprise (organization) must use modern educational and scientific-production technologies.

1. *Multimedia technologies*, why introductory lectures and instruction for students during practice are held in rooms equipped with a projection screen, overhead projector, and laptops. This allows managers and specialists of the enterprise (organization) to save time spent on presenting the necessary material and increase its volume.
2. *Remote form* consultations during specific stages of educational practice and report preparation.
3. *Computer technologies and software products*, necessary for collecting and systematizing technical, economic and financial information, developing plans, carrying out calculations required by the program, etc.

7.2. Methodical instructions for students by development disciplines

Questions and tasks that the student masters independently

1. General methodological principles of management.

2. Classification of types and forms of management.
3. Basic concepts of management.
4. Macroeconomic environment of the enterprise.
5. Stages of formation and development of management.
6. Opportunity cost of property.
7. Analysis of the cost of individual types of products.
8. Analysis of the composition of accounts receivable.
9. Analysis of the composition and dynamics of profit.
10. Analysis of the composition, structure and dynamics of non-current assets of the enterprise.
11. Analysis of the composition, structure and dynamics of the company's current assets.
12. Analysis of the structure of enterprise assets.
13. Balance sheet: its essence and the procedure for reflecting business transactions on it.
14. Investment activities and depreciation.
15. Investment strategy of development of product competitiveness.
16. Integration of systems of technological preparation of production and operational scheduling.
17. Sources and conditions of project financing.
18. Quality and ensuring product competitiveness.
19. Concentration of production and monopoly.
20. Corporate informational systems of labor resources of enterprises.
21. Analytical function of marketing in an enterprise.
22. Internet as a distribution channel in an enterprise.
23. Management methods as a set of means of influencing the control object.
24. Projects for the manufacturing products for government needs.
25. Ensuring the production and technological process.
26. Basic principles of managing an organization.
27. Main articles of product costing.
28. Fixed assets.
29. Main purposes of product certification.
30. Main goals of standardization.
31. Main goals of unification.
32. Features of marketing activities in the electronic market.
33. Features of financing in Russia.
34. Domestic and foreign investments.
35. Risk assessment of an industrial enterprise as a condition for its sustainable development.
36. Estimation of the cost of capital of an enterprise.
37. Inflation indicators.
38. Concept of uncertainty and risk.
39. Concept of permanent variables, general, specific variable,

specific fixed, specific total costs. Their schedules.

40. The concept, meaning and objectives of analyzing the financial condition of an enterprise and its financial stability.

41. Constant, variable and deflated prices.

42. Economic life expectancy of innovations.

43. Project financing scheme, conditions for its development.

44. Production capacity.

45. Industrial policy of Russia.

46. Industrial potential of Russia.

47. E-mail Marketing: Objectives and Contents.

48. Products and services on the Internet.

49. Selecting an object for creating flexible production systems.

50. Information support for calculating the effectiveness of an innovative project.

51. Marketing communications on the Internet

52. Marketing control at the enterprise.

53. Projects of joint production activities.

54. Projects requiring government support, projects implemented at an existing enterprise.

55. Development of productive strength. What are the main factors of social division of labor and the formation of large industry groups and industries?

57. Regulation of domestic monopolies.

58. Decision support systems.

59. Own and borrowed funds.

60. Methods for assessing the degree of risk.

61. Stages of capital circulation.

62. Stages of designing production of an organization.

63. Strategic and tactical planning of the enterprise marketing.

64. Structure of commercial expenses.

65. Structure of general production and general economic costs.

66. Structural-logical model of formation of profit indicators.

67. Cost structures for maintenance and operation of equipment.

68. Essence, forms and indicators of concentration of production in industry

69. Technological production cycle and product sales.

70. Product policy of the enterprise.

71. Control of quality and competitiveness of ready-made products

72. Enterprise risk management.

73. Electronic market participants.

74. Product life cycle phases.

75. Formation of the organizational structure of the enterprise.

76. Economic efficiency concentrations of production industry.

77. Economic environment of the project.

Based on the results of the internship, the student, after completing the

internship, provides the internship supervisor with the following reporting documents on the internship:

- a review-characteristic signed by the head of the practice from the organization, certified by the seal of the organization (Appendix D);
- application for practice (Appendix D);
- internship calendar plan (Appendix A)
- practice diary signed by the student (Appendix B);
- practice report (Appendix B).

Feedback and diary is necessary to be sent in the scanned form to show the authenticity of the organization's seal and signature.

The basic requirements for a review-characteristic are that it must be filled out in accordance with the form, neatly, and containing the signature of the head of the practice from the organization, certified by the seal of the organization.

Basic requirements for the practice diary:

- The diary must be filled out correctly and accurately;
- Contains the deadlines for completing the internship, daily notes in strict accordance with the program and the practice plan;
- Contains the student's signature.
- The main requirements for the content of the practice report are the following:
- the introduction indicates: the purpose, place, start date and duration of the practice, a short list of the main works and tasks performed during the practice;
- the main part of the report provides a description of the organization of work during the internship, a description of the practical problems solved by the student during the internship (characteristics of the organizational structure, production structure, external and internal environment of the organization, job descriptions and safety precautions, accounting policies, primary accounting, financial analysis the state of the organization and the main economic indicators, trends in the development of the enterprise), a list of unfulfilled tasks and unfinished planned issues with an indication of the reasons.

  The main part contains two chapters;
- In conclusion, it is necessary to describe the skills and abilities acquired during the internship;
- Give suggestions for improving the organization of the enterprise; draw individual conclusions about the practical significance of the type of practice carried out for yourself.

A student who has undergone educational practice at the University on an individual assignment can submit as a report a report (section of the report) on the topic of the research work or its section (stage, task); scientific article, scientific report.

The main requirements for preparing a practice report are the following:

- The report must be completed in Microsoft Word, in Times New Roman font, 14 pt, with 1.5 spacing, the volume of the report is 20-25 pages of printed text;
- The report may include appendices (tables, graphs, completed forms, price lists, etc.) of no more than 20 pages (appendices (illustrative material) are not

included in the total number of pages of the report);

- Surnames, names of institutions, organizations, companies and other proper names are given in the original language;
- The pages of the report are numbered in Arabic numerals in compliance with continuous numbering throughout the text, the number is placed in the lower right part of the sheet without a dot at the end of the number;
- Diagrams, drawings, tables and other illustrative material located on separate sheets are included in the overall page numbering, but are not counted towards the scope of the work;
- The title page (Appendix B) is included in the general page numbering, but the page number is not indicated on the title page;
- Digital material should be presented in the form of tables, the table should be placed in the report immediately after the text in which it is mentioned for the first time, or on the next page, all tables provided should have links in the text of the report, each table should have a title. An example of the design of tables in Appendix 3;
- Drawings (graphs, diagrams, diagrams, etc.) should be placed in the work immediately after the text in which they are mentioned for the first time, or on the next page, illustrations can also be in color, all drawings should be referenced in the work. Illustrations should be numbered in Arabic numerals and sequentially numbered throughout the entire report (example in Appendix G). If there is only one illustration in the report, then it is designated "Fig." It is allowed to number illustrations within a section. In this case, the illustration number consists of the section number and the serial number of the figure, separated by a dot. For example, Fig. 1.1;
- When writing the text of the report, in addition to the skills acquired during the practice and proposals for organizing the educational process, it is important to show the problems and contradictions that arose during the practice and suggest ways to resolve these problems.

The most common disadvantages when completing an internship and reporting on it are:

- Violation of the rules for drawing up reporting documents (practice report, diary);
- Lack of supporting documentary materials confirming the implementation (performance) of various tasks during practice;
- Lack of attachments (completed primary documents, auxiliary tables);
- Failure to fulfill the assigned practice plan;
- Vagueness of the student's conclusions about the internship;
- Lack of reference list;
- Lack of indication in the list of references of new (current) normative legal acts, textbooks and teaching aids, as well as articles from specialized journals.

A test with an "excellent" grade is given to a student who:

- Demonstrated during practice a high level of possession of all general cultural and professional competencies provided for by the requirements for the results of practice;

- Completed the entire planned amount of work on time and at a high level in accordance with the practice plan;
- Demonstrated independence, creativity and a high level of training on issues of professional activity, organization of team work, self-organization;
- Made proposals for improving the activities of the enterprise (organization);
- Prepared the report in accordance with the standards.

A test with a "good" grade is given to a student who:

- In general, demonstrated during the practice the formation of all general cultural and professional competencies provided for by the requirements for the results of practice;
- Fully completed the assignment plan for completing the internship, but made minor mistakes in calculations and writing a report, mostly of a technical nature.

A test with a "satisfactory" grade is given to a student who:

- During the internship was unable to demonstrate the development of certain general cultural and professional competencies at the level corresponding to a junior or middle manager of an enterprise (organization);
- Found it difficult to solve the tasks assigned to him and made significant shortcomings in the calculations and in the preparation of the report.

A test with an "unsatisfactory" grade is given to a student who:

- Was unable, during practice, to demonstrate the development of general cultural and professional competencies provided for by the requirements for practice results;
- Did not fulfill the practice plan.

8. Appraisal Fund

8.1 Methods of monitoring and evaluating the results of internship

Assessment tools for ongoing monitoring of progress include control questions on the compiled report to monitor students' mastery of sections of educational practice (project).

COMPETENCIES FORMULATION	List of components	Technology for developing competencies	Form of assessment tool**	Degrees of levels of mastering competencies

UK-2- Is able to determine the range of tasks within the framework of the goal and choose optimal ways to solve them, based on current legal norms, available resources and limitations	**IUC-2.1.** Formulates a set of tasks within the framework of the set goal of the project, a solution that ensures its achievement by IUC-2.2. Defines connections between delivered tasks, main components project And expected results of its implementation **IUC-2.3.** Selects optimal ways of planning distribution zones responsibility solutions tasks, analysis of results taking into account existing legal norms, existing conditions, resources andrestrictions, opportunities use	Independent Job	report, control questions for the report	**Basic level:** - knows the theoretical foundations of project management **Increased level:** possesses the skills of independent solving management problems.

8.2 Scale and criteria for assessing the results of internship

Scales for assessing certification results and their description:

Certification form: differential pass.

Certification of students in the form of differential standings held based on the results of defending a report on training (practice for obtaining primary professional skills). Based on the results, a rating is given
"Excellent", "good", "satisfactory" or "unsatisfactory".

Grading scale	*Descriptio n*
Excellent	*Completed independent work, passed test tasks, actively participated in a business game, and performed other types of work provided for by the curriculum. The student demonstrates compliance with the knowledge, skills and abilities given in the tables of indicators, operates with acquired knowledge, skills and abilities, and applies them in situations of increased complexity. At the same time they can make*
	minor mistakes, inaccuracies, difficulties during analytical operations, transfer of knowledge and skills to new, non-standard situations may be made.

Good	*Completed independent work, passed test tasks, actively participated in a business game, and performed other types of work provided for by the curriculum. The student demonstrates incomplete, correct compliance of knowledge, skills and abilities with those given in the tables of indicators, or if 2-3 insignificant mistakes were made.*
Satisfactory	*Completed independent work, passed test tasks, participated in a business game, and performed other types of work provided for by the curriculum. The student demonstrates the consistency of knowledge, which covers the main, most important part of the material, but at the same time, one significant mistake or inaccuracy was made.*
Unsatisfactory	*Completed independent work in the form of a scientific report, did not fully participate in classroom work provided for by the curriculum. The student demonstrates incomplete compliance of knowledge, abilities, skills with those given in the tables of indicators, significant mistakes are made, a lack of knowledge, abilities, and skills is manifested in a number of indicators, and the student experiences significant difficulties in operating knowledge and skills.*

An indicator for assessing competencies at various stages of their formation is the achievement of planned learning outcomes by students.

UK-2. Is able to determine the range of tasks within the framework of the set goal and choose the best ways to solve them, based on the current legal norms available resources and limitations				
Index	Evaluation criteria			
IUC-2.1. Formulates the set of tasks Within the set goal project, solution of which provides achieving it.	The student demonstrates complete absence or insufficient understanding basic principles formulation of totality of tasks within the delivered project goals, the solution of	The student demonstrates incomplete understanding of basic principles of formulation of set tasks within the framework of the project goals, the solution of which provides achieving it	The student demonstrates a partial understanding of the basic principles of formulating a set of tasks within the framework of the project goal, solution of which ensures its achievement.	The student demonstrates complete understanding of basic principles for formulating a set of tasks within the framework of the set goal of the project, the solution of which ensures its achievement.

	which provides achieving it.			
IUC-2.2. Defines connections between the assigned tasks, the main components of the project and its expected results implementation.	The student does not know how or is insufficiently able to determine the connections between the assigned tasks, the main components of the project and the expected results of its implementation.	student demonstrates incomplete understanding and ability to identify connections between assigned tasks, the main components of the project and expected results of its implementation. Significant mistakes manifest failure of skills, in a number of indicators, student experiences significant difficulties with operating skills with their transfer to new situations.	The student demonstrates partial ability to determine the connections between the assigned tasks, the main components of the project and the expected results of its implementation. Skills have been mastered, but minor mistakes, inaccuracies, and difficulties in analytical operations and transfer of skills to new, non-standard situations occur.	The student demonstrates complete ability to determine connections between assigned tasks, main components of the project and the expected results of its implementation. Operates freely with acquired skills, applies them in situations of increased complexity.
UK-2.3 -Chooses optimal ways of planning, zone distribution responsibility problem solving, analysis results from taking into account existing legal norms, available conditions, resources and restrictions possibilities of use.	student demonstrates complete absence or insufficient correspondence to the following skills: choose optimal ways planning, distribution zones, responsibility for problem solving, analysis results from taking into account the existing legal norms, available conditions,	The student demonstrates incomplete compliance with the following skills: choose optimal methods of planning, distribution of areas of responsibility, problem solving, analysis of results taking into account current legal norms, existing conditions, resources and limitations, possibilities of use. Significant mistakes are made, insufficiency appears skills, according to a number of indicators, the student experiences significant difficulties in	student demonstrates partial correspondence the following skills: choose optimal ways planning, distribution zones responsibility problem solving, analysis results from taking into account existing legal norms, available conditions, resources and restrictions opportunities	The student demonstrates full compliance with the following skills: choose the best planning methods, distribution areas of responsibility, problem solving, analysis of results taking into account current legal norms, existing conditions, resources and limitations, possibilities of use. Operates freely with acquired skills, applies them in

	resources and restrictions opportunities use	operating skills when transferring them to new situations.	use. Skills have been mastered but minor mistakes are made, inaccuracies occur, difficulties with analytical operations, transferring skills for new, non-standard situations.	situations of increased complexity.

8.3 Evaluation tools

ET No.	Name of the evaluation tools	Brief description of the evaluation tool	Submission of the evaluation tool to FET
1	Practice report	The product of the student's independent work, which is a summary V written form received research results and familiarization with the selected enterprise.	Topics of reports on practice
2	Test questions for the report	A control tool organized as a special conversation between a teacher and a student on topics related to the prepared report, and designed to determine the volume of knowledge student in a specific section, topic, problem, etc.	Checklist questions

8.3.1 Current control**

An approximate list of questions for monitoring students' mastery of sections of educational practice (project)
(Formation of UK-2 competencies)

IUC-2.1.

1. General methodological principles of management.
2. Basic concepts of management.
3. Stages of formation and development of management.
4. Enterprise labor resources.
5. Internet as a distribution channel in an enterprise.
6. Management methods as a set of means of influencing the control object.
7. Classification of types and forms of management.

8. Macroeconomic environment of the enterprise.
9. Opportunity cost of property.
10. Balance sheet: its essence and the procedure for reflecting business transactions on it.
11. Investment activities and depreciation.
12. Analytical function of marketing in an enterprise
13. Projects for the production of products for government needs.
14. Ensuring the production and technological process.
15. Basic principles of management organization.
16. Main items for calculating product costs.
17. Fixed assets.
18. Main goals of product certification
19. Main goals of standardization.
20. Main goals of unification.

IUC-2.2.

20. Marketing communications on the Internet.
21. Development of productive forces as the main factor in the social division of labor and the formation of large industrial groups and industries.
22. Analysis of the cost of individual types of products.
23. Selecting an object for creating flexible production systems.
24.
25. Information support for calculating efficiency of assessment of innovative project.
26. Marketing control at the enterprise.
27. Projects of joint production activities.
28. Projects, requiring state support, projects, sold at an existing enterprise.
29. Analysis of the composition of accounts receivable.
30. Regulation of domestic monopolies.
31. Analysis of the composition and dynamics of profit.
32. Analysis composition, structures and speakers non-current assets enterprises.
33. Concept, meaning and tasks analysis financial state enterprise and its financial stability.
34. Constant, variable and deflated prices.
35. Economic life expectancy of innovations.
36. Project financing scheme, conditions for its development.
37. Production capacity.
38. Industrial policy of Russia.
39. Industrial potential of Russia.
40. Email Marketing: Objectives and Contents.
41. Products and services on the Internet.
42. Decision support systems.
43. Own and borrowed funds.
44. Methods for assessing the degree of risk.
45. Stages of capital circulation.

46. Analysis of the composition, structure and dynamics of the company's current assets.

47. Analysis of the structure of enterprise assets.

IUC-2.3.

48. Corporate information systems.

49. Formation of the organizational structure of the enterprise.

49. Investment strategy of development of production of product competitiveness.

50. Integration of the system of technological preparation of production and operational scheduling.

50. Sources and conditions of project financing.

51. Quality and ensuring the competitiveness of products.

52. …

53. ….

54. Concentration of production and monopolism.

55. Features of marketing activities in the electronic market.

56. Features of financing in Russia.

57. Domestic and foreign investments.

58. Grade risks of industrial enterprises. How to condition its sustainable development. Estimation of the cost of capital of an enterprise.

59. Inflation indicators.

61. Concept of uncertainty and risk.

62. Stages of designing production of the organization.

63. Strategic And tactical planning marketing at the enterprise

64. Structure of commercial expenses.

65. Structure of general production and general economic costs.

66. Structural-logical model of formation of profit indicators.

66. Cost structures for maintenance and operation of equipment.

67. Essence, forms and indicators of concentrations of production industry

68. Technological production cycle and sales of products.

69. Product policy of the enterprise.

70. Management of quality and competitiveness of finished products.

71. Enterprise risk management.

72. Participants in the electronic market.

73. Phases of the product life cycle.

74. Economic efficiency concentrations production industry.

75. Economic environment of the project.

The topics of specific questions may vary depending on the educational program (profile) of study and the specifics of the economic activities of the enterprise where the student completed his internship.

A test with an "excellent" grade is given to a student who:

– Demonstrated during practice a high level of possession of all general cultural and professional competencies provided for by the requirements for the results of practice;

– Completed the entire planned amount of work on time and at a high level in accordance with the practice plan;

– Demonstrated independence, creativity and a high level of training on issues of professional activity, organization of team work, self-organization;

– Made proposals for improving the activities of the organization where he completed his internship;

– Prepared the report in accordance with the requirements.

A test with a "good" grade is given to a student who:

– In general, demonstrated during the practice the formation of all general cultural and professional competencies provided for by the requirements for the results of practice;

– Fully completed the assignment plan for completing the internship, but made minor mistakes in calculations and writing a report, mostly of a technical nature.

A test with a "satisfactory" grade is given to a student who

– During the internship, he was unable to demonstrate the development of certain general cultural and professional competencies at a level corresponding to a junior or mid-level manager of the organization where he completed the internship;

– Found it difficult to solve the tasks assigned to him and made significant shortcomings in the calculations and in the preparation of the report.

A test with an "unsatisfactory" grade is given to a student who

– ωασ υναβλε το δεμονστρατε ματυριτψ δυρινγ πραχτιχεgeneral cultural and professional competencies provided for by the requirements for practice results;

–διδ νοτ φυλφιλλ τηε πραχτιχε πλαν.

8.3.2 Interim certification.

Approximate list of topics on which reports on educational practice (project) can be prepared
(Formation of UK-2 competencies).

IUC-2.1.

1. Enterprise management system (selected enterprise).
2. Analysis financial and economic activities enterprises service as an example (selected enterprise).
3. Analysis of local regulations (selected enterprise).
4. Evaluation of investment projects (selected enterprise).
5. Management system (selected enterprise).
6. Quality management system (selected enterprise).
7. Psychological selection of personnel (selected enterprise).
8. Principles of enterprise management (selected enterprise).
9. Quality awards from the Government of the Russian Federation (selected enterprise).
10. Increase efficiency of management staff (selected enterprise).
11. Management system in a travel company (selected enterprise).
12. Analysis of enterprise management work (selected enterprise).

13. Analysis of enterprise management (selected enterprise).
12. Analysis of systems of personnel services at the enterprises (selected enterprises).
13. Analysis of the management system in the organization.

IUC-2.2.

14. Technology providing services at residing hotel (selected enterprise).
15. Technology of personnel work at organizations (selected enterprises).
16. Management system (selected enterprise).
17. Collection information and adoption of managerial solutions (selected enterprise).
18. The role of managers-economists in maritime transport enterprises.
19. Development of measures to improve the management efficiency of the personnel management subsystem (selected enterprise).
20. Evaluation and analysis of activities of construction organizations (selected enterprise).
21. Features of document management organization (selected enterprise)
24. Features of marketing and management at (selected enterprise).
25. Features of activity (selected enterprise).
22. Basics management of the motor transport enterprise (selected enterprise).
23. Organization of workshop management (selected enterprise).
24. Organization of personnel management (selected enterprise).
25. Organization of the production process (selected enterprise).
26. Organization of management at the enterprise (selected enterprise).
27. Structure of management and marketing of the enterprises (selected enterprises).
28. Analysis of activities of the enterprises by management funds(selected enterprise).
29. Analysis of the organization of managerial work (selected enterprise).

IUC-2.3.

30. Improving the personnel management system at the enterprise (selected enterprise).
31. Systematic analysis of the business qualities of the personnel of the enterprise (selected enterprise).
32. Enterprise management system and its main elements (of the selected enterprise).
33. Organizational structure and the system of motivation of labor personnel of this enterprise.
34. Organizational structure of the organization (selected enterprise).
35. Organization and methods of making management decisions (selected enterprises).
36. Organization of activities of structural units during construction and installation work, operation, repair and reconstruction of buildings and structures (selected enterprise).
37. Organization of the activities of an enterprise (selected enterprise).
38. Organization of the activities of an enterprise using the example of (selected

enterprises).
39. Organizational and economic characteristics of the organization and analysis of the main production and economic indicators (selected enterprise).
40. Organizational and economic characteristics of the company (selected enterprise).
41. Characteristics and analysis of activities (selected enterprise).
42. Characteristics activities joint stock companies (selected enterprises).
43. Enterprise management (selected enterprise).

Appendix A

Sample design

Calendar plan

Passing practices

Student course forms of education
(Full name.)

No.	Name of works and individual tasks	Execution period works and tasks
1	2	3

Head of practice from the university (Full name.)
(Signature)

Appendix B

Sample design

Diary

Passing_____practices

Student_____course_____forms of education

_____(Full name.)

No.	date	Brief summary of the work performed	Place of work (replaceable job title)
1	2	3	4

Student_____(Full name.) _____

(signature)

Appendix B

Sample design of the title page of an internship report

MINISTRY OF SCIENCE AND HIGHER EDUCATION OF THE RUSSIAN FEDERATION

Federal State Autonomous Educational Institution of Higher Education

"MOSCOW POLYTECHNIC UNIVERSITY"

Department of Management

REPORT

About passing_____student practice

_____course_____forms of education

_____(Full name.)

Place of internship_____

_____

The practice took place with _____By_____

Report submission date_____

Head of practice_____(Full name.)

Moscow 2023

Appendix D

An approximate example of a review - characteristics of a student's practice

Organization form with mandatory indication of the organizational form and full names, addresses and contact numbers

Review - characteristics

Student of the department "_____» Moscow Polytechnic University Sidorova Natalya Savelyevna from 07/1/2023 to 07/15/2023 completed an educational (introductory) internship in the direction of 03/38/02 "Management" at CJSC "M-Auto".

During her internship, she served as an analysis specialist of financial and economic activity of the enterprise.

During her internship, Natalya Savelyevna Sidorova showed a high level of theoretical training in economic disciplines. Sidorova N.S. proved herself to be a competent specialist. The management of M-Auto CJSC is interested in continuing to work with the department "_____"and suggested Sidorova N.S. work taking into account her employment during extracurricular hours.

The practice program has been completed in full.

In general, the work of trainee Sidorova N.S. deserves an excellent rating.

CEO V.V. Vodopoev

M.P.

Appendix D

Head of the department

"Name of the department"

FULL NAME. Head of the department

From a student in the academic group. _____ full name of a student

STATEMENT

Please direct me, Last name First name, Patronymic fully, to complete a type of internship in an organization, the official name of the organization, on the basis of a general/individual agreement concluded between the organization and Moscow Polytechnic[1] agreement.

_____
(Signature

_____
) (Date)

1 Leave the desired option as the basis

Appendix E

Sample contents of a training practice report

Introduction..... 3

Chapter 1. General information about the organization 4
1.1. Organizational structure of the organization.....4
1.2. Characteristics of the organization's activities.....5
1.3. Characteristics of the administrative service 6
1.4. Characteristics of the range of products and services..... 8

Chapter 2. Characteristics of the external and internal environment of the organization...9
2.1. Characteristics of the main environmental factors 9
2.2. Characteristics of the main factors of the internal environment..... 10
2.3. Structure and responsibilities of the organization's personnel..... 11

Conclusion 15
List of sources used.....16
Applications… 17

Sample design of graphic material

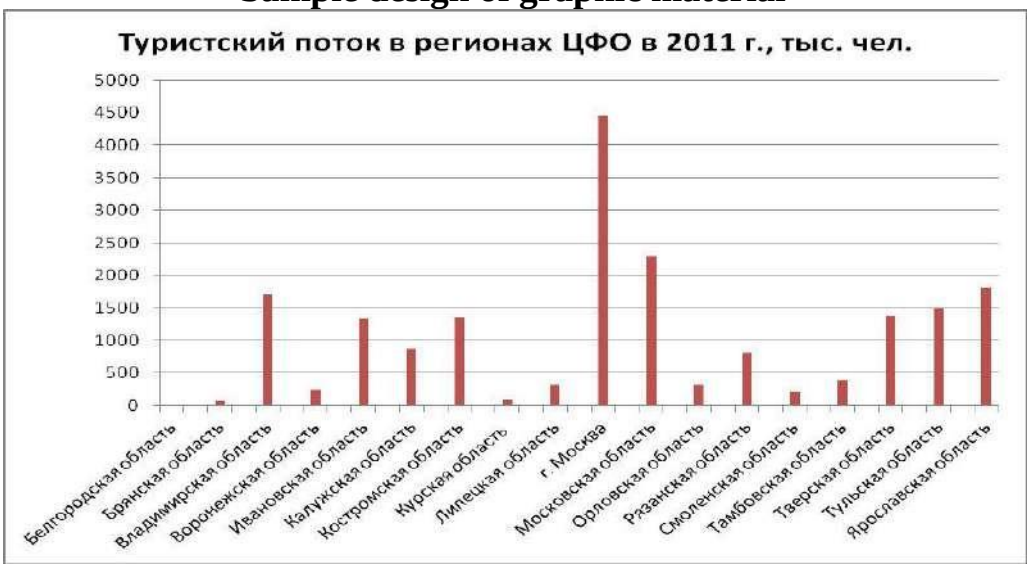


Figure 1. Distribution of tourist flow by region of the Central Federal District



Figure 2.Animation Management Structure

Appendix 3

Sample table design

Museums of the Yamalo-Nenets Autonomous Okrug

Table 1.

No.	Namesettlement	Name of institution	Address, telephone
Salekhard			
1.	Salekhard	District Museum and Exhibition Complex named after I.S. Shemanovsky	st. Chubynina, 38, tel. (34922) 3-05-19
2.	Salekhard	Museum-apartment of L. Laptsui	st. Komsomolskaya, 40, apt. 1, tel. 4-73-81
Labytnangi			
3.	Labytnangi	City Museum of Local Lore	st. Shkolnaya, 9, tel. (34992) 5-32-36
Nadymsky district			
4.	Nadym	Nadym Museum of Archeology and History	Leningradsky Ave., 11, tel. (34995) 4-04-00
5.	Nadym	Nadym Ecological and Methodological Center "House of Nature"	Parkovy Proezd, 1, tel. (34995) 4-18-60, 3-68-60
Yamal district			
6.	Yar-Sale village	Yamal Regional Museum (MUK)	st. Khudi Seroko, 18, tel. (34996) 2-74-58, 3-04-58 (Fax)
Priuralsky district			
7.	Aksarka village	Priuralsky Museum of Local Lore	st. Pervomayskaya, 28, tel. (34993) 2-24-43
8.	Gornoknyazevsk village	Natural-ethnographic complex	
Shuryshkarsky district			
9.	p.Muzhi	Shuryshskar district historical and local history complex	st. Komsomolskaya, 9, tel. (34994) 2-12-57
10.	Khanty-Muzhi village	Khanty-Muzhevsky Park-Museum "Zhivun"	st. Komsomolskaya, 9, tel. (34994) 2-12-57
11.	p.Ovgort	Ovgortsky Museum of Local Lore	tel. 07 or 8(349294) 6-72-42

- * **IUC-2.1.*** _ Таблица, начало стр.6 - неработающий формат. Внесение изменений невозможно.
- ** _ 8.3.1. Current Control (стр. 18-19): суть некоторых пунктов не совсем понятна, некоторые пункты вовсе отсутствуют, некоторые дублируются - - два номера 66. Нужна русская версия.