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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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"16" 02 2023

INTERNSHIP PROGRAM

"Training Internship (pre-graduation)"

Field of study
38.03.02 Management

Educational program (profile)
"Business Process Management"

Qualification (degree)
Bachelor

Form of study
Half-time

Moscow 2023

Developer(s):
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Content

1. Goals, objectives and planned results of the internship 4
2. Place of practice in the structure of the educational program 6
3. Practice characteristic 8
4. Structure and content of practice 8
5. Educational, methodological and information support 10
5.1. Regulatory documents and GOSTs 10
5.2. Main literature 11
5.3. additional literature 12
5.4. Electronic educational resources 12
5.5. Licensed and Free Software 12
5.6. Modern professional databases and information reference systems 13
6. Logistics 13
7. Guidelines 14
7.1. Guidelines for the head of the organization of practice 14
7.2. Guidelines for students on mastering the discipline 19
8. Evaluation fund 23
8.1. Methods for monitoring and evaluating the results of internship 23
8.2. Scale and criteria for evaluating the results of internship 24
8.3. Evaluation tools 332
Applications 42

1. Goals, objectives and planned results of the internship

The production practice (pre-diploma) is a logical continuation of the production practice (technological), is carried out with the aim of collecting, analyzing and summarizing scientific material, developing original scientific proposals and scientific ideas for the preparation of final qualifying work, obtaining skills for independent research work, practical participation in scientific - research work of teams of researchers.

The main objectives of the internship (pre-diploma) are: consolidation, expansion and systematization of knowledge gained in the study of special disciplines, on the basis of practical organization; consolidation of practical experience in the chosen specialty.

Industrial practice (pre-diploma) is carried out to perform the final qualifying work and is mandatory.

The purpose of the production practice (undergraduate):

consists in the formation and development of students' personal and professional qualities that make it possible to ensure the fulfillment of the requirements of the Federal State Educational Standard of Higher Education in the field of professional competencies PK-5 - the ability to collect information about business problems to identify the organization's business opportunities and PK-6 - the ability to form possible solutions based on target indicators developed for them, as well as to carry out analysis, justification and choice of decisions.

Tasks of production practice (undergraduate):aimed at consolidating, expanding, deepening and systematizing the knowledge gained in the study of the disciplines of the professional cycle, based on studying the activities of a particular organization, acquiring a comprehensive interrelated practical experience in the field of professional competencies PK-5 and PK-6, including:

- to study the theory of interpersonal and group communication in business interaction; theory of risk management conflicts, systems; methods, techniques, processes and tools for managing stakeholder requirements; visual modeling languages;
- study the subject area and the specifics of the organization's activities in an amount sufficient to solve the problems of business analysis.
- identify, register, analyze and classify the risks of the organization and its projects;
- collect, classify, systematize and ensure the storage and updating of information;
- determine the links and dependencies between internal and (external) factors and conditions affecting the organization's activities;
- analyze the requirements of stakeholders in terms of quality criteria determined by the chosen approaches;
- model and document the requirements of interested parties in accordance with the chosen approaches to requirements registration; define stakeholder requirement attributes and their meanings according to the requirements.

- within the framework of modeling, perform a functional decomposition of work, simulate the scope and boundaries of work; identify and categorize business problems or business opportunities;
- develop and propose a management solution for this organization and its projects, including describe possible solutions; analyze decisions in terms of achieving the target indicators of decisions; assess the resources needed to implement the solutions; evaluating the effectiveness of each solution option as a ratio between the expected level of resource use and the expected value;
- formalize the results of the business analysis in accordance with the chosen approaches and present the information in various ways and in various formats for discussion with stakeholders.

Competences of the student, formed as a result of the passage of "internship (pre-diploma)":

Code and name of competencies	Competence achievement indicators
PK-5 -Capable of gathering information about business problems and identifying business opportunities in the organization	**IPK-5.1.**Knows the theory of interpersonal and group communication in business interaction; conflict theory; methods, techniques, processes and tools for managing stakeholder requirements; visual modeling languages; theory of risk management; systems theory; the subject area and the specifics of the organization's activities in an amount sufficient to solve the problems of business analysis. **IPK-5.2.**Can use stakeholder identification techniques; plan, organize and conduct meetings and discussions with stakeholders; use effective communication techniques; identify, register, analyze and classify risks and develop a set of measures to minimize them; collect, classify, systematize and ensure the storage and updating of business analysis information; formalize the results of business analysis in accordance with the chosen approaches; determine relationships and dependencies between elements of business analysis information; present business intelligence information in a variety of ways and formats for discussion with stakeholders; apply information technology to the extent necessary for the purposes of business analysis; analyze internal (external) factors and conditions, affecting the activities of the organization; analyze stakeholder requirements in terms of quality criteria, determined by the chosen approaches; formalize stakeholder requirements in accordance with the chosen approaches; classify the requirements of interested parties in accordance with the chosen approaches; model the requirements of interested parties in accordance with the chosen approaches; document the requirements of interested parties in accordance with the chosen approaches to requirements registration; determine stakeholder requirement attributes and their meanings in accordance with the chosen approaches; manage changes in stakeholder requirements in accordance with the chosen approach; analyze the quality of business analysis information in terms of selected criteria; to analyze the subject area; perform functional decomposition of works; to model the scope and boundaries of work; identify and classify business problems or business opportunities; present information about identified business problems or business opportunities in a variety of ways and formats for discussion with stakeholders. **IPK-5.3.**Has the skills to analyze the needs of stakeholders; context analysis; identifying and documenting true business problems or business opportunities; agreeing with stakeholders on identified business problems or business opportunities; formation of target indicators of decisions.
PK-6 -Able to form possible solutions based on the target indicators developed for them, as well as to analyze, justify and	**IPK-6.1.**Knows visual modeling languages; systems theory; the subject area and the specifics of the organization's activities in an amount sufficient to solve the problems of business analysis; theory of interpersonal and group communication in business interaction; conflict theory; methods of collection, analysis, systematization, storage and

select solutions	maintenance of business analysis information; information technologies (software) used in the organization, to the extent necessary for the purposes of business analysis. **IPK-6.2.**Able to identify, register, analyze and classify risks and develop a set of measures to minimize them; formalize the results of business analysis in accordance with the chosen approaches; determine relationships and dependencies between elements of business analysis information; apply information technology to the extent necessary for the purposes of business analysis; analyze internal (external) factors and conditions affecting the organization's activities; analyze stakeholder requirements in terms of quality criteria determined by the chosen approaches; evaluate the effectiveness of the solution in terms of the selected criteria; evaluate the business feasibility of implementing the solution in terms of the selected target indicators; to model the scope and boundaries of work; to plan, organize and conduct meetings and discussions with stakeholders; use effective communication techniques. **IPK-6.3.**Has the skills to identify, collect and analyze business analysis information to form possible solutions; descriptions of possible solutions; analysis of decisions in terms of achieving target indicators of decisions; assessment of the resources needed to implement the solutions; evaluating the effectiveness of each solution option as a ratio between the expected level of resource use and the expected value; choosing a solution for implementation as part of a group of experts.

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

Industrial practice (pre-diploma) refers to block B.2.1.2 of the mandatory part of block B2 of the bachelor's degree program.

Industrial practice (undergraduate) is interconnected logically and methodically with the following disciplines of the OP:

- Business process management.
- System analysis in management.
- Management and evaluation of the effectiveness of business processes.
- Educational practice (introductory).
- Educational practice (project).
- Industrial practice (technological).

3. Practice characteristic

The head of the production practice (pre-diploma) from the Moscow Poly is the supervisor from the Department of Management. The management of the practice of students at all its stages is carried out jointly with the leaders of the practices - employees of organizations of various organizational and legal forms of ownership. Pre-diploma practice (pre-diploma) takes place in an organization independently chosen by the student or in an organization provided to the student by the university from the existing database of practices.

The production practice (pre-diploma) is carried out in the form of fulfilling tasks set by the supervisor according to the calendar plan for the passage of the Production practice (pre-diploma) (Appendix 1).

The method of conducting the practice is stationary and traveling in organizations with which the university has concluded contracts for practice. Stationary is a practice that is carried out in an organization or in the educational program of an organization located on the territory of the settlement in which the organization is located. The task

for practice is issued by the head of practice at the department. Outreach is a practice that is carried out outside the locality in which the organization is located. Field internship (pre-diploma) can be carried out in the field if it is necessary to create special conditions for its implementation.

Industrial practice (pre-diploma) is the most important component of the educational process, which is directly connected with production, preparing bachelors for professional activities, which helps to accelerate the process of adaptation of a young specialist in modern production.

The bases of Industrial practice (pre-diploma) for the direction of training 38.03.02 "Management" can be:

- municipal organizations;
- state organizations;
- commercial organizations;
- non-profit organizations;
- analytical divisions of enterprises of various fields of activity (departments of logistics, marketing, advertising, research and market conditions, etc.).

Preference is given to those organizations that have the ability to implement the goals and objectives of the practice to a greater extent. The basis for designating a particular organization as a practice base is: the existence of a concluded agreement between the University and the organization for internships by a group of students or individual agreements on the basis ofstatements.

The duration of the production practice (pre-diploma) is 8 weeks.

4. Structure and content of practice

The total labor intensity of production practice (pre-diploma) is 12 credit units, i.e. 432 academic hours (of which 432 hours are independent work of students).

For full-time education: industrial practice (pre-diploma) is held in the fourth year.

Eighth semester: 432 hours - independent work of students. The type of intermediate certification is a differentiated test.

For part-time education: industrial practice (pre-diploma) pass on the fifth course.

Ninth semester: 432 hours - independent work of students. The type of intermediate certification is a differentiated test.

The content of industrial practice (pre-diploma)

Industrial practice (undergraduate practice) includes:

1. Preparatory stage:
- briefing the head of practice on general issues;
- drawing up a work plan,
- clarification of the bibliography on the subject of WRC.

2. Research stage.

Work during the internship period is organized in accordance with the logic of work on the final qualifying work:

- specification of the problem within the framework of the chosen topic, object and subject of research;
- formulation of the purpose and objectives of the study;
- theoretical analysis and elaboration of scientific literature and research on the chosen research topic,
- selection and study of the necessary sources on the topic (patent materials, scientific reports, technical documentation, etc.);
- preparation of the practical part of the WRC based on the results of pre-diploma and industrial practice in the field (economic entities); registration of the results of scientific and practical activities.

Students work with the primary sources of enterprises, monographs, abstracts and dissertations, consult with a supervisor and practice leaders from enterprises.

3. Preparation of a practice report. The report is prepared by the student in accordance with the requirements of the department. Form of control - intermediate certification. Certification based on the results of the practice is carried out on the basis of the defense of the completed report and the review of the supervisor. Based on the results of attestation, the student is given an assessment (passed/not passed).

The result of the production practice (pre-diploma) is the preparation of materials for writing the practical part of the final qualifying work.

No. p/p	Sections (stages) of practice	Types of work in practice, including independent work of students and labor intensity (in credit units, hours)		Forms of current control
1	1. Preparatory stage: - briefing the head of practice on general issues; - drawing up a work plan, - clarification of the bibliography on the subject of WRC.	4 credits	144 h	Availability of a work plan, bibliography, Mark in the calendar plan
2	2. Research stage. The work of students during the period of practice is organized in accordance with the logic of work on the final qualifying work: - specification of the problem within the framework of the chosen topic, object and subject of research; - formulation of the purpose and objectives of the study; - theoretical analysis and elaboration of scientific literature and research on the chosen research topic, - selection and study of the	4 credits	144 h	Sections of the report on practice, Mark in the calendar plan

3	necessary sources on the topic (patent materials, scientific reports, technical documentation, etc.); - preparation of the practical part of the WRC based on the results of pre-diploma and industrial practice in the field (economic entities); registration of the results of scientific and practical activities. Students work with the primary sources of enterprises, monographs, abstracts and dissertations, consult with a supervisor and practice leaders from enterprises. 3. Preparation of a practice report. The report is prepared by the student in accordance with the requirements of the department. Form of control - intermediate certification. Certification based on the results of the practice is carried out on the basis of the defense of the completed report and the review of the supervisor. Based on the results of certification, the student is given an assessment (differentiated credit).	4 credits	144 h	Report on practice, control questions on the prepared report to control the development of sections of educational practice by students, Mark in the calendar plan

5. Educational, methodological and information support

5.1 Regulatory documents and GOSTs

1. Order No. 1121-OD dated November 22, 2021 On approval of the regulation on the procedure for conducting an internship at the Moscow Polytechnic University.

2. Regulations on the procedure for conducting practice and practical training of students mastering the main educational programs of higher education (regulation 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 of passage and the 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. Anshin V. M., Aleshin A. V., Bagrationi K. A. Project management: fundamental course: textbook, Moscow: Higher School of Economics, 2021 - 624 pages http://www.knigafund.ru/books/178636 /read#page1

2. Ilyin VV Project management: a practical guide. M.:Intermediator, 2020 - 266 pages http://www.knigafund.ru/books/199262/read#page1

3. Gromov A. I. Management of business processes: modern methods: monograph / A. I. Gromov, A.Fleishman, W. Schmidt; edited by A. I. Gromov. - M .: Yurayt Publishing House, 2022. - 367 p. — (Actual monographs). - ISBN 978-5-534-03094-5. — Text: electronic // Educational platform Urayt [website]. — URL: https://urait.ru/bcode/489237

4. Kuzmina E. E. Organization of entrepreneurialactivities: 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. Vylegzhanina A. O. Development of the project: a tutorial. Moscow: Direct-Media, 2015 - 291 pages.http://www.knigafund.ru/books/184023/read#page1

5.3 additional literature

1. Maltseva S. V. Innovative management: a textbook for universities / S. V. Maltseva; executive editor S. V. Maltseva. - M .: Publishing houseYurayt, 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 .: Yurait 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

3. Lopareva A. M. Business planning: a textbook for universities / A. M. Lopareva. - 3rd ed.,revised and additional - M .: Yurait 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

4. Gainutdinov E. M., Podderegina L. I. Business planning: a tutorial. Higher School 2011 208 pages.http://www.knigafund.ru/books/184767/read#page1

5.4 Electronic educational resources

1. Electronic library Yurayt:https://urait.ru/library?=
2. Electronic library online:http://biblioclub.ru/index.php?page=book_blocks&view=main_ub
3. Electronic library "Lan":https://e.lanbook.com

5.5. Licensed and Free Software

1. Operating system Windows 7 (or lower) - Microsoft Open License. License No. 61984214, 61984216, 61984217, 61984219, 61984213, 61984218, 61984215

2. Office applications, Microsoft Office 2013 (or lower) - Microsoft Open License. License No. 61984042

4. Antivirus software, Kaspersky Endpoint Security for Business - Standard.

5. License No. 1752161117060156960164.

6. Microsoft Office 2013 prof (for learning). State contract No. 18-09/14 dated 09/22/2014 Act No. Tr09950.

7. Microsoft Project 2013 Stadart 32-bit/x64 Russian. State contract No. 18-09/14 dated 09/22/2014 Act No. Tr064541 dated 10/29/2014.

8. Office applications, Microsoft Office 2013 (or lower) - Microsoft Open License. License No. 61984042…

5.6.Modern professional databases and information reference systems

1. http://www.gov.ruServer of state authorities of the Russian Federation.
2. http://www.mos.ruOfficial server of the Government of Moscow.
3. http://www.minfin.ruMinistry of Finance of the Russian Federation.
4. http://www.garant.ruGUARANTOR Legislation with comments.
5. http://www.gks.ruFederal State Statistics Service.
6. http://www.rg.ruRussian newspaper.
7. http://www.prime-tass.ruPRIME-TASS Economic Information Agency.
8. http://www.rbc.ruRBC (RosBusinessConsulting).
9. http://www.businesspress.ruBusiness press.
10. http://www.ereport.ruWorld economy.
11. http://uisrussia.msu.ruUniversity Information System of Russia.
12. http://www.forecast.ruCMASF (Center for Macroeconomic Analysis and Short-Term Forecasting).
13. http://www.cfin.ruCorporate management.
14. http://www.fin-izdat.ruPublishing House "Finance and Credit"
15. http://economist.com.ruThe Economist magazine.
16. http://www.vopreco.ruJournal "Economic Issues".
17. http://www.mevriz.ruJournal "Management in Russia and abroad"
18. http://systems-analysis.ru/Systems Analysis Laboratory
19. https://gtmarket.ru/concepts/7111System analysis
20. http://minpromtorg.gov.ru/Ministry of Industry and Trade of the Russian Federation.
21. http://www.rg.ruRussian newspaper.

9. Logistics

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

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

Scientific and technical library and reading room - Computer equipment with the ability to connect to the Internet and provide access to the electronic information and educational environment. Tables, chairs, racks with scientific, educational and periodic literature on the profile of the educational program, personal computers.

10. Guidelines

10.1 Guidelines for the head of the organization of practice

The management of the production practice (pre-diploma practice) of students is carried out by the supervisor, the head of practice from enterprises (institutions, organizations), responsible for the organization of practice from the department. They are responsible for:

Scientific director:

- approves the student's individual internship plan in accordance with the internship program;
- advises students on the issues of internship and preparation of a report on the work done;
- checks the quality of students' work and monitors the implementation of their individual plans for internship;
- provides methodological assistance in the collection of materials for the final qualifying work;
- organizes the test in practice;
- gives feedback on the results of the internship and approves the reports compiled by them at the end of the internship.

Practice leader from the organization:

- controls the implementation by students of the internal regulations of the organization;
- provides conditions for students to complete the practice program;
- at the end of the internship gives feedback - a description of the results of the internship.

Responsible for practice from the department:

- forms a database of organizations for practice;
- maintains contact with organizations;
- ensures the implementation of activities related to the preparation of students for practice;
- reports to the department and submits a written report on the practice along with comments and suggestions for its improvement to the leadership of the department.

During the production practice (pre-diploma), modern educational and research and production technologies are used.

Multimedia technologies, for which instructing students and receiving reports during practice are carried out in rooms equipped with a projection screen, projector, laptops. Tables, chairs, portable multimedia complex (projector, projection screen, laptop). Teacher's workplace: table, chair.

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

This allows managers and specialists of the enterprise (organization) to save time spent on presenting the necessary material and increase its volume.

The following research technologies are also used:

- problem-based learning associated with solving problems of a particular object of study;

- research methods of teaching related to independent replenishment of knowledge;

- project-based learning associated with the participation of bachelors in various real processes and projects that take place in the organization.

Organization of the defense of the results of industrial practice (pre-diploma):

1 Report on the internship (undergraduate internship), feedback from the place of internship, diary are submitted to the supervisor within five days from the end of the internship. Upon admission, a protection process is carried out.

2 When defending an internship, the scope of the internship program, the correctness of the paperwork, the content of the testimonial, the correctness of the answers to the questions asked by the head of the internship, the ability to analyze the documents attached to the report are taken into account.

Criteria for assessing the practice of bachelors:

- the level of qualification of the collected material in accordance with the practice program and individual assignments;

- the ability to professionally and competently answer questions on the performance of official duties and knowledge of the regulations governing the activities of the organization where the practice took place;

- knowledge of the internal documents of the enterprise that regulate management activities in the innovation sphere;

- the ability to assess the state of innovation activity of the object of study;

- the content of the review-characteristics of the organization - the place of internship.

3 Grade in practice is equal to grades (credits) in theoretical training and is taken into account when summing up the overall progress of students.

Students who have not completed the practice program for a good reason are sent to practice again in their free time.

Students who do not complete an internship program without a valid reason or receive a negative grade may be expelled from the university as having academic debt.

4 Materials of industrial practice (undergraduate practice) practice (report, characteristic-feedback, etc.) after its defense by the student are stored at the Department of "Management" for 2 years.

5 The final results of the passage of undergraduate practice by students are summed up at a meeting of the department.

9.2. Guidelines for students on mastering the discipline

During the period of internship, the student is obliged to study the organization's management and management system, its structure, work planning, external influence factors, principles of operational management of the organization's activities, the management subsystem of the unit that regulates innovation activity, the organization of innovation activity at the enterprise, the innovation portfolio and the processes for

implementing innovation projects :

1. Assess the degree of organization of the management system, incl. subsystems of management of the subdivision regulating innovative activity; internal organizational and regulatory documentation that regulates innovation activities at the enterprise.
2. Get acquainted with the general development strategy, determine the relationship between the mission - strategy - goals - tasks, get acquainted with the innovative program for the development of the enterprise.
3. Conduct an analysis and assessment of the business environment of the enterprise. Analysis and assessment of the innovative environment and innovative potential of the enterprise.
4. Get acquainted with the elements of the enterprise's innovative infrastructure, scientific and technical potential (material and technical base, research, design and technological components, sources of R&D funding, scientific personnel, information component, etc.)
5. Personnel assessment: opportunities and prospects for innovation.
6. Familiarize yourself with innovative projects implemented at the enterprise.
7. To study the annual reporting and evaluate such performance indicators of the enterprise as productivity, economy, efficiency, profitability, profitability in dynamics over a number of years.
8. To evaluate the indicators characterizing the innovative activity at the enterprise (volumes of production and sales of innovative products) in dynamics over a number of years.
9. Identify problems in the innovative sphere of the enterprise and give recommendations for their elimination.

During the internship, the student is required to study the following questions:

1 The internal environment of the organization:

1.1. Goals and strategy of the organization's behavior;
1.2. Organization structure;
1.3. Tasks and technologies of the organization;
1.4. Personnel of the organization, its leadership;
1.5. The relationship of internal factors.

2. Organization management system and its main elements:

2.1. Composition, structure and features of the management system;
2.2. The main content of the elements of the system;
2.3. General principles of management;
2.4. Goals and objectives of management;
2.5. Functions in the control system;
2.6. Management methods;
2.7. Information in the control system;
2.8. Availability of modern technical means of the control system;
2.9. Control technology;
2.10. Structure of the management system;

2.11. Management system personnel;
2.12. Optimization and improvement of the control system.

3. Factors of external influence on the organization:
3.1. The relationship between the environment of direct and indirect impact;
3.2. Direct exposure environment;
3.3. Environment of indirect influence.

4. Planning the work of the organization:
4.1. Elements of the planning function;
4.2. Time periods, methods, structure and procedure for the implementation of planning.

5. Organization of work in the company:
5.1. The composition of the "Organization" function and the general content of the elements;
5.2. Distribution of duties and delegation of powers;
5.3. Determination of organizational and technological relations in the process of work.

6. Operational management of the organization:
6.1. The essence of operational management;
6.2. The composition of the elements of the function "Operational management" and their general characteristics.

7. Functions of managers and personnel bodies when interacting with personnel:
7.1. The economic importance of personnel for the organization;
7.2. Personnel training system for the organization;
7.3. Measures to "recover strength" of employees.

8. Business structure and strategies:
8.1. Business structure (line of business, strategic planning units, specific markets)
8.2. Regularity of analysis of market position and market attractiveness for each planning unit
8.3. The role and functions of marketing in the process of corporate strategic planning
8.4. The effectiveness of the company's marketing strategy

9. Marketing planning and organizational structure
9.1. Annual and long-term strategic marketing plans
9.2. Strategy for selecting target market segments
9.3. Analysis of the industry, demand and competition in each target segment
9.4. Positioning strategy
9.5. Offer strategy

9.6. Brand Management Strategies
9.7. Merchandise distribution strategy
9.8. Pricing strategy
9.9. Advertising and promotion strategies

Obligations and rights of students in industrial practice (pre-diploma)

Students sent for practice are required to:

- before starting the practice, carefully study its program;
- Arrive at the practice base on time;
- comply with the internal regulations of the enterprise (organization) - places of practice;
- Accurately and timely follow all the instructions of the practice leaders;
- collect and process information obtained at the place of internship;
- at the end of the internship, draw up and submit to the department a report on the internship, which reflects information about the work performed by him within the framework of the requirements of the department.

The student has the right to:

- workplace for the implementation of the practice program;
- access to documentation and materials provided for by the internship program;
- appeal on all issues arising during the implementation of the program to the heads of practice from the enterprise and the university.

Student submits a report on the practice no later than five days after the end of the practice to the supervisor, after admission, the report is defended.

1. From the moment students are enrolled as interns, they are subject to labor legislation, labor protection rules and internal regulations in force in the organization, with which they must be familiarized in the prescribed manner.

2. During the period of internship, each student keeps a diary (Appendix 2), which records the daily work performed by him.

3. During the period of internship, the student must:

- to appear in due time at the organization appointed for the internship;
- show high organization, strictly comply with the provisions of the internal regulations established in the organization, as well as observe labor and service discipline; familiarize yourself with and comply with the rules of labor protection and safety;
- complete the practice program conscientiously, in full and on time; clearly and in a timely manner to fulfill specific tasks, instructions and instructions of the head of practice from the university and the head of practice from the organization;
- collect the necessary material for writing the final qualification work in accordance with its structure.

Documents regulating the practice

The practice of students is regulated by the following documents:

a) guidance documents;

- the current Federal State Educational Standard of Higher Education (direction

38.03.02 "Management");

b) documents defining the procedure and specifics of internships:

- the program of Industrial practice (undergraduate practice) of students in the direction 38.03.02 "Management";

- completed by the student report on the internship, bound together with the title page (Appendix 4);

- calendar plan for internship (Appendix 1);

- practice diary (Appendix 2);

- feedback-characteristics on the completion of the Industrial practice (pre-diploma practice), drawn up on the letterhead of the organization (Appendix 3).

Internship Report Forms

In accordance with the current regulatory documents, the form and type of reporting of students on the internship are determined by the higher educational institution.

As reporting materials on the internship are:

1. Review-characteristic of the internship by the student, compiled by the head of the practice from the enterprise, having the seal of the enterprise and the signature of the head. To compile the characteristics, data from observations of the student's activities during practice, the results of completing tasks, as well as conversations with the student are used. Feedback-characteristics is issued on the letterhead of the organization (Appendix 3);

2. Report on the internship, drawn up in the prescribed form.

3. Other documents of the organization received by the student during the internship. These documents should not contain information constituting state, official, commercial, personal secrets, as well as other information that is not related to the subject of study and not included in the student's internship program.

Within the prescribed time limit, the student prepares a written report in Microsoft Word format (handwritten reports are not accepted), reflecting the degree of completion of the program, and submits it in a bound form, along with other reporting documents, to the head of practice from the university.

All issued reporting documents on the practice are bound in the following sequence:

1 Title page (Appendix 4);

2 Voucher;

3 Practice report;

4 Calendar plan (Appendix 1);

5 Trainee's diary (Appendix 2);

6 Review-characteristic (Appendix 3).

Requirements for the content of the report on the passage of industrial practice (undergraduate).

The report for each type of practice should include the following components.

1. Title page (Appendix 4).

2. Voucher with the seal of the organization where the practice took place (if required)

3. The text of the practice report is typed in Microsoft Word and printed on one side of a standard sheet of A-4 paper, Times New Roman font - regular, size 14 pt; line spacing - one and a half; left, top and bottom2.0 cm; right -1.0 cm; paragraph -1.25 cm(handwritten reports will not be accepted).

The volume of the report should be for the Industrial practice (undergraduate practice) 25-30 pages (in Microsoft Word format in accordance with the requirements set out above);

Based on the specified volume of the text of the report, it must include the following main structural elements and comply with the basic requirements for the content of the report and its structural elements:

Introduction:

- purpose, objectives, place, start date and duration of the practice;
- a list of the main works and tasks performed during the practice.

Main part:

-analysis of the organization's activities, its management system;

- consideration of the subsystem of management of innovative activity of the organization;

- analysis of innovation policy and activities in the field of innovation of the organization (strategy or program of innovative development of the organization; normative documentation; specialized body for managing innovation activity (top manager responsible for this area) and its competence; innovation potential; sources of financing; actual innovation activity for production and application of technologies, business processes; a system for motivating employees to innovate);

- make an assessment of the state of the organization's management system, including innovation as an independent business function;

- analyze the results of the organization's activities as a whole and the effectiveness of innovative activities in terms of specific indicators in dynamics:

- identify problem areas in the field of innovation;

- to give suggestions for improving the organizational and managerial work of the organization - the place of internship in the field of innovation management.

Conclusion:

- a description of the practical tasks performed by the student during the internship;

- reflection of the skills and abilities acquired during the Industrial practice (undergraduate practice);

- draw individual conclusions about the practical significance of the type of practice carried out for oneself.

The report should be illustrated with tables, graphs, diagrams, figures.

The pages of the report are numbered in Arabic numerals, with continuous numbering throughout the text. The number is placed in the center of the bottom of the sheet (alignment from the center) without a dot at the end of the number.

Diagrams, figures, tables and other illustrative material located on separate sheets

are included in the general page numbering, but are not counted in the scope of the work. If they cannot be shown in computer graphics, they should be done in black ink or ink.

The title page is included in the overall page numbering, but the page number is not included 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 should be referenced in the text of the report. Tables should be numbered with Arabic numerals in serial numbering within the entire text of the report. The number should be placed above the table on the left without a paragraph indent after the word "Table". Each table must have a heading that fits on the same line with its number separated by a dash.

Drawings(drawings, graphs, diagrams, computer printouts, diagrams, photographs) 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 be computer-generated, including color.

3. In the review-characteristic (Appendix 3) of the internship leader from the enterprise at the place of internship, it is necessary to assess the student's attitude to work (with the signature of the responsible person), put the date of completion of the internship and the round seal of the enterprise.

Requirements for the preparation of a report on industrial practice (pre-diploma).

1. *Introduction, chapter titles, conclusion and list of sources used*written in 14 font from the indent1.25 cm, can be highlighted in bold. Dots are not put in the names. The text should be evenly spaced on the page, with equal indents from the beginning of the field where the text material is located.

2. The name of the picture is placed under the picture, while being centered.Example:

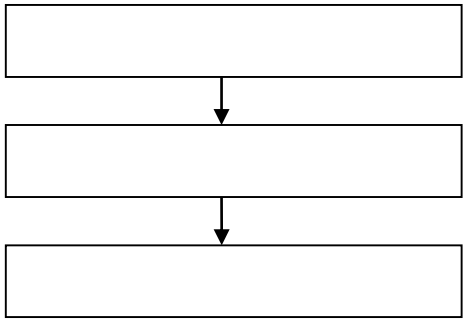


Figure 2 - Organizational structure of the enterprise [38, p. 12]

The table name is placed above the table without indent

Example 1:

Table 1 - Indicators characterizing the innovative activity of JSC "Progress" for 2015-2017 [Source number according to the list, p.]

Example 2:

Table 2 - Financial stability ratios of JSC "Progress" for 2017 (compiled by the author based on the company's materials)

If we are talking about the data of a particular company - the object of study, then the name of the figure or table indicates the object of study, the period of study and the source. When there is a reference to the numbers of sources, a square bracket is put; if the source is expressed in words, then a round bracket is put.

Before the figure (table), a mention is made of it, and after the figure (table), explanations or analysis of the data shown in the table (figure) are made.

Transferring a table to another page should be done in the following way. way. When transferring to another page of the table, it is necessary to write “Table 2 continued” in the upper right corner, but also transfer either the header or column numbers everywhere. On the first page, where the beginning of the table is located, the bottom line is not put, i.e. the table is not closed.

3. Each main section (introduction, chapters, conclusion, list of references) begins strictly on a new page, and subsections within the main section are placed on the same page, only two single line spacings are spaced from the text to the title and from the title to the text1.5 cm

4. Throughout the work, references are made to the sources used in this work, especially if statistical data are given.

5. It is desirable that the sources were published for the last 3-5 years. When using Internet resources, you must make a link to the site.

An example of a source description in a list:

(textbook) Gribov V.D., Nikitina L.P. Innovation Management: Textbook. - M.: INFRA-M, 2017. -311s. - (Higher education)

(article from the journal) Shirokova L.V., Fedoseeva L.V. Some aspects of building a national innovation system // Economics in Industry. No. 3 (23), 2016. July-September. S.24-29.

6. All formulas are numbered. The number can be through or within a chapter. It is placed in simple brackets.

7. Applications are numbered with letters of the Russian alphabet with A except for the letters E, Z, I, O, H, b, b, S Applications are executed on separate pages. The tables and figures inside the applications are shown as follows:

Table A.1 is the title of the table.

Figure A.1 - title of the figure

8. When listing, it is necessary to put hyphens, no checkmarks or circles.

9. Page numbering at bottom center.

10. Examples of enumeration:

1 option

It is necessary to distinguish five concepts of business strategy:

– business strategy as a plan - a system of sequential actions;

- business strategy as a position - determining the position of the organization in the external environment and relative to its main competitors;
- business strategy as a technique for distracting competitors;
- business strategy as a principle of behavior.

Option 2

Must be preceded by:

1) conducting strategic monitoring of the external and internal environment and assessing the impact of the main macroeconomic indicators on the functioning of the enterprise;

2) forecasting, scenario modeling and planning of key indicators for the medium and long term, taking into account the need to achieve strategic goals;

3) forecasting possible adverse factors hindering development, identifying the main risks and preparing proposals to reduce their impact on financial and economic results.

3 option

1 Civil Code of the Russian Federation (part one) dated November 30, 1994 No. 51-FZ. The current edition of 04/06/2017 // Legal information system "Consultant Plus".

2 Tax Code of the Russian Federation (Part Two) dated 08/05/2000 No. 117-FZ The current version is dated 04/06/2017. // Legal information system "Consultant Plus".

3 Richard NewtonProject management from A to Z. Per. from English. Kirichenko A. Publishing house: Alpina Publisher, 2016 -192 p.

11.Evaluation fund

11.1 Methods for monitoring and evaluating the results of internship

Evaluative means of monitoring progress include control questions on the compiled report to control mastering students of sections of industrial practice (pre-diploma).

Competencies	List of components	Competence formation technology	Assessment Tool Form**	Degrees of levels of development of competencies
FORMULATION				

PK-5. Capable of gathering information about business problems and identifying business opportunities in the organization	**IPK-5.1.**Knows the theory of interpersonal and group communication in business interaction; conflict theory; methods, techniques, processes and tools for managing stakeholder requirements; visual modeling languages; theory of risk management; systems theory; the subject area and the specifics of the organization's activities in an amount sufficient to solve the problems of business analysis. **IPK-5.2.**Can use stakeholder identification techniques; plan, organize and conduct meetings and discussions with stakeholders; use effective communication techniques; identify, register, analyze and classify risks and develop a set of measures to minimize them; collect, classify, systematize and ensure the storage and updating of business analysis information; formalize the results of business analysis in accordance with the chosen approaches; determine relationships and dependencies between elements of business analysis information; present business intelligence information in a variety of ways and formats for discussion with stakeholders; apply information technology to the extent necessary for the purposes of business analysis; analyze internal	independent work	report, control questions to the report diff. offset	**A basic level of** Understands the essence of scientific activity, knows the terminology of scientific research **Enhanced level** Able to independently prepare a report on scientific work
	external) factors and conditions affecting the activities of the organization; analyze stakeholder requirements in terms of quality criteria, determined by the chosen approaches; formalize stakeholder requirements in accordance with the chosen approaches; classify the requirements of interested parties in accordance with the chosen approaches; model the requirements of interested parties in accordance with the chosen approaches; document the requirements of interested parties in accordance with the chosen approaches to requirements registration; determine stakeholder requirement attributes and their meanings in accordance with the chosen approaches; manage changes in stakeholder requirements in accordance with the chosen approach; analyze the quality of business analysis information in terms of selected criteria; to analyze the subject area; perform functional decomposition of works; to model the scope and boundaries of work; identify and classify business problems or business opportunities; present information about identified business problems or business opportunities in a variety of ways and formats for discussion with stakeholders. **IPK-5.3.**Has the skills to analyze the needs of stakeholders; context analysis; identifying and documenting true business problems or business opportunities; agreeing with stakeholders on identified business problems or business opportunities; formation of target indicators of decisions.		–	

PK-6 -Able to form possible solutions based on the target indicators developed for them, as well as to analyze, justify and select solutions	**IPK-6.1.**Knows visual modeling languages; systems theory; the subject area and the specifics of the organization's activities in an amount sufficient to solve the problems of business analysis; theory of interpersonal and group communication in business interaction; conflict theory; methods of collection, analysis, systematization, storage and maintenance of business analysis information; information technologies (software) used in the organization, to the extent necessary for the purposes of business analysis **IPK-6.2**. Able to identify, register, analyze and classify risks and develop a set of measures to minimize them; formalize the results of business analysis in accordance with the chosen approaches; determine relationships and dependencies between	independent work	report, control questions to the report diff. offset	**A basic level of** Understands the essence of scientific activity, knows the terminology of scientific research **Enhanced level** Able to independently
	decisions in terms of selected criteria; evaluate the business feasibility of implementing the solution in terms of the selected target indicators; to model the scope and boundaries of work; plan, organize and conduct meetings and discussions with stakeholders; use effective communication techniques. **IPK-6.3.**Has the skills to identify, collect and analyze business analysis information to form possible solutions; descriptions of possible solutions; analysis of decisions in terms of achieving target indicators of decisions; assessment of the resources needed to implement the solutions; evaluating the effectiveness of each solution option as a ratio between the expected level of resource use and the expected value; choosing a solution for implementation as part of a group of experts.		–	

11.2 Scale and criteria for evaluating the results of internship

Form of attestation: differential test.

Certification of students in the form of a differentiated test is carried out based on the results of the implementation of all types of educational work provided for by the curriculum.

The assessment of the degree of achievement by students of the planned learning outcomes under the internship program is carried out by the teacher conducting classes in the discipline (module) by the method of expert assessment. According to the results of certification for the discipline (module), the grade is "excellent", "good", "satisfactory" or "unsatisfactory".

Evaluation scale	*Description*
Great	*Independent work was done, test tasks were passed, active participation in a business game, and other types of work provided for by the curriculum. The student demonstrates the correspondence of knowledge, skills and abilities given in the tables of indicators, operates with the acquired knowledge, skills, skills, applies them in situations of increased complexity. In this case, minor*

	errors, inaccuracies, difficulties in analytical operations, transferring knowledge and skills to new, non-standard situations can be made.
Fine	*Independent work was done, test tasks were passed, active participation in a business game, and other types of work provided for by the curriculum. The student demonstrates incomplete, correct correspondence of knowledge, skills, and abilities given in the tables of indicators, or if 2-3 minor errors were made at the same time.*
Satisfactorily	*Independent work was done, test tasks were passed, participation in a business game, and other types of work provided for by the curriculum. The student demonstrates the conformity of knowledge, which covers the main, most important part of the material, but at the same time one significant error or inaccuracy was made.*
Unsatisfactory	*Completed independent work in the form of a scientific report, not fully participating in the classroom work provided for by the curriculum. The student demonstrates incomplete correspondence of knowledge, skills and abilities given in the tables of indicators, significant errors are made, lack of knowledge, skills, skills is manifested in a number of indicators, the student experiences significant difficulties in operating knowledge and skills.*

An indicator of competency assessment at various stages of their formation is the achievement by students of the planned learning outcomes.

PC -5 - Able to collect information about business problems to identify business opportunities of the organization				
Index	**Evaluation criteria**			
	2	**3**	**4**	**5**
IPK-5.1. Knows the theory of interpersonal and group communication in business interaction; conflict theory; methods,	The student demonstrates the complete absence or insufficient compliance of the following knowledge: the theory of interpersonal and group communication in business interaction;	The student demonstrates an incomplete correspondence of the following knowledge: the theory of interpersonal and group	The student demonstrates partial compliance with the following knowledge: the theory of interpersonal and group communication in business interaction; conflict theory;	The student demonstrates full compliance with the following knowledge: the theory of interpersonal and group communication in

techniques, processes and tools for managing stakeholder requirements; visual modeling languages; theory of risk management; systems theory; the subject area and the specifics of the organization's activities in an amount sufficient to solve the problems of business analysis.	conflict theory; methods, techniques, processes and tools for managing stakeholder requirements; visual modeling languages; theory of risk management; systems theory; the subject area and the specifics of the organization's activities in an amount sufficient to solve the problems of business analysis.	communication in business interaction; conflict theory; methods, techniques, processes and tools for managing stakeholder requirements; visual modeling languages; theory of risk management; systems theory; the subject area and the specifics of the organization's activities in an amount sufficient to solve the problems of business analysis.	methods, techniques, processes and tools for managing stakeholder requirements; visual modeling languages; theory of risk management; systems theory; the subject area and the specifics of the organization's activities in an amount sufficient to solve the problems of business analysis.	business interaction; conflict theory; methods, techniques, processes and tools for managing stakeholder requirements; visual modeling languages; theory of risk management; systems theory; the subject area and the specifics of the organization's activities in an amount sufficient to solve the problems of business analysis.
IPK-5.2. Can use stakeholder identification techniques; plan, organize and conduct meetings and discussions with stakeholders; use effective communication techniques; identify, register, analyze and classify risks and develop a set of measures to minimize them; collect, classify, systematize and ensure the storage and updating of business analysis information; formalize the results of business analysis in accordance with the chosen approaches; determine	The learner does not know how or insufficiently knows how to use stakeholder identification techniques; plan, organize and conduct meetings and discussions with stakeholders; use effective communication techniques; identify, register, analyze and classify risks and develop a set of measures to minimize them; collect, classify, systematize and ensure the storage and updating of business analysis information; formalize the results of business analysis in accordance with the chosen approaches; determine relationships and dependencies between elements of business analysis information; present business	Обучающийся демонстрирует неполное соответствие следующих умений: использовать техники выявления заинтересованных сторон; планировать, организовывать и проводить встречи и обсуждения с заинтересованными сторонами; использовать техники эффективных коммуникаций; выявлять, регистрировать, анализировать и классифицировать риски и разрабатывать комплекс мероприятий по их минимизации; собирать, классифицировать,	The student demonstrates partial compliance with the following skills: use stakeholder identification techniques; plan, organize and conduct meetings and discussions with stakeholders; use effective communication techniques; identify, register, analyze and classify risks and develop a set of measures to minimize them; collect, classify, systematize and ensure the storage and updating of business analysis information; formalize the results of business analysis in accordance with the chosen approaches; determine relationships and dependencies between	The student demonstrates full compliance with the following skills: use stakeholder identification techniques; plan, organize and conduct meetings and discussions with stakeholders; use effective communication techniques; identify, register, analyze and classify risks and develop a set of measures to minimize them; collect, classify, systematize and ensure the storage and updating of business analysis information; formalize the results of business analysis in

relationships and dependencies between elements of business analysis information; present business intelligence information in a variety of ways and formats for discussion with stakeholders; apply information technology to the extent necessary for the purposes of business analysis; analyze internal (external) factors and conditions, affecting the activities of the organization; analyze stakeholder requirements in terms of quality criteria, determined by the chosen approaches; formalize stakeholder requirements in accordance with the chosen approaches; classify the requirements of interested parties in accordance with the chosen approaches; model the requirements of interested parties in accordance with the chosen approaches; document the requirements of interested parties in accordance	intelligence information in a variety of ways and formats for discussion with stakeholders; apply information technology to the extent necessary for business analysis purposes; analyze internal (external) factors and conditions affecting the organization's activities; analyze stakeholder requirements in terms of quality criteria, determined by the chosen approaches; formalize stakeholder requirements in accordance with the chosen approaches; classify the requirements of interested parties in accordance with the chosen approaches; model the requirements of interested parties in accordance with the chosen approaches; document the requirements of interested parties in accordance with the chosen approaches to requirements registration; determine stakeholder requirement attributes and their meanings in accordance with the chosen approaches; manage changes in stakeholder requirements in accordance with the chosen approach; analyze the quality of business analysis information in terms of selected criteria; to analyze the subject area; perform functional decomposition of works; to model the scope and boundaries of work;	систематизировать и обеспечивать хранение и актуализацию информации бизнес-анализа; оформлять результаты бизнес-анализа в соответствии с выбранными подходами; определять связи и зависимости между элементами информации бизнес-анализа; представлять информацию бизнес-анализа различными способами и в различных форматах для обсуждения с заинтересованными сторонами; применять информационные технологии в объеме, необходимом для целей бизнес-анализа; анализировать внутренние (внешние) факторы и условия, влияющие на деятельность организации; анализировать требования заинтересованных сторон с точки зрения критериев качества, определяемых выбранными подходами; оформлять требования заинтересованных сторон в соответствии с	elements of business analysis information; present business intelligence information in a variety of ways and formats for discussion with stakeholders; apply information technology to the extent necessary for business analysis purposes; analyze internal (external) factors and conditions affecting the organization's activities; analyze stakeholder requirements in terms of quality criteria, determined by the chosen approaches; formalize stakeholder requirements in accordance with the chosen approaches; classify the requirements of interested parties in accordance with the chosen approaches; model the requirements of interested parties in accordance with the chosen approaches; document the requirements of interested parties in accordance with the chosen approaches to requirements registration; determine stakeholder requirement attributes and their meanings in accordance with the chosen approaches; manage changes in stakeholder requirements in accordance with the chosen approach; analyze the quality of	accordance with the chosen approaches; determine relationships and dependencies between elements of business analysis information; present business intelligence information in a variety of ways and formats for discussion with stakeholders; apply information technology to the extent necessary for business analysis purposes; analyze internal (external) factors and conditions affecting the organization's activities; analyze stakeholder requirements in terms of quality criteria, determined by the chosen approaches; formalize stakeholder requirements in accordance with the chosen approaches; classify the requirements of interested parties in accordance with the chosen approaches; model the requirements of interested parties in accordance with the chosen approaches; document the requirements of

with the chosen approaches to requirements registration; determine stakeholder requirement attributes and their meanings in accordance with the chosen approaches; manage changes in stakeholder requirements in accordance with the chosen approach; analyze the quality of business analysis information in terms of selected criteria; to analyze the subject area; perform functional decomposition of works; to model the scope and boundaries of work; identify and classify business problems or business opportunities; present information about identified business problems or business opportunities in a variety of ways and formats for discussion with stakeholders.	identify and classify business problems or business opportunities; present information about identified business problems or business opportunities in a variety of ways and formats for discussion with stakeholders.	выбранными подходами; классифицировать требования заинтересованных сторон в соответствии с выбранными подходами; моделировать требования заинтересованных сторон в соответствии с выбранными подходами; документировать требования заинтересованных сторон в соответствии с выбранными подходами к оформлению требований; определять атрибуты требований заинтересованных сторон и их значения в соответствии с выбранными подходами; управлять изменениями требований заинтересованных сторон в соответствии с выбранным подходом; анализировать качество информации бизнес-анализа с точки зрения выбранных критериев; проводить анализ предметной области; выполнять функциональную декомпозицию работ;	business analysis information in terms of selected criteria; to analyze the subject area; perform functional decomposition of works; to model the scope and boundaries of work; identify and classify business problems or business opportunities; present information about identified business problems or business opportunities in various ways and in various formats for discussion with stakeholders. Skills are mastered, but minor errors, inaccuracies, difficulties in analytical operations, transferring skills to new, non-standard situations are allowed.	interested parties in accordance with the chosen approaches to requirements registration; determine stakeholder requirement attributes and their meanings in accordance with the chosen approaches; manage changes in stakeholder requirements in accordance with the chosen approach; analyze the quality of business analysis information in terms of selected criteria; to analyze the subject area; perform functional decomposition of works; to model the scope and boundaries of work; identify and classify business problems or business opportunities; present information about identified business problems or business opportunities in a variety of ways and formats for discussion with stakeholders. Freely operates with acquired skills, applies them in situations of increased complexity.

		моделировать объем и границы работ; выявлять и классифицировать бизнес-проблемы или бизнес-возможности; представлять информацию о выявленных бизнес-проблемах или бизнес-возможностях различными способами и в различных форматах для обсуждения с заинтересованными сторонами.		
IPK-5.3. Has the skills to analyze the needs of stakeholders; context analysis; identifying and documenting true business problems or business opportunities; agreeing with stakeholders on identified business problems or business opportunities; formation of target indicators of decisions.	The student demonstrates the complete absence or insufficient correspondence of the following knowledge: the skills of analyzing the needs of stakeholders; context analysis; identifying and documenting true business problems or business opportunities; agreeing with stakeholders on identified business problems or business opportunities; formation of target indicators of decisions.	The student demonstrates incomplete compliance with the following knowledge: the skills of analyzing the needs of stakeholders; context analysis; identifying and documenting true business problems or business opportunities; agreeing with stakeholders on identified business problems or business opportunities; formation of target indicators of decisions. Significant mistakes are made, lack of knowledge is manifested, for a number of indicators, the student experiences significant difficulties in operating knowledge when transferring it to new situations.	The student demonstrates partial compliance with the following knowledge: the skills of analyzing the needs of stakeholders; context analysis; identifying and documenting true business problems or business opportunities; agreeing with stakeholders on identified business problems or business opportunities; formation of target indicators of decisions., but minor errors, inaccuracies, difficulties in analytical operations are allowed.	The student demonstrates the full compliance of the following knowledge: methods with the skills of analyzing the needs of stakeholders; context analysis; identifying and documenting true business problems or business opportunities; agreeing with stakeholders on identified business problems or business opportunities; formation of target indicators of decisions, freely operates with acquired knowledge.

PC -6 - Able to form possible solutions based on the target indicators developed for them, as well as to analyze, justify and select solutions				
Index	**Evaluation criteria**			
	2	**3**	**4**	**5**
IPK-6.1. Knows visual modeling languages; systems theory; the subject area and the specifics of the organization's activities in an amount sufficient to solve the problems of business analysis; theory of interpersonal and group communication in business interaction; conflict theory; methods of collection, analysis, systematization, storage and maintenance of business analysis information; information technologies (software) used in the organization, to the extent necessary for the purposes of business analysis.	The student demonstrates the complete absence or insufficient compliance of the following knowledge: visual modeling languages; systems theory; the subject area and the specifics of the organization's activities in an amount sufficient to solve the problems of business analysis; theory of interpersonal and group communication in business interaction; conflict theory; methods of collection, analysis, systematization, storage and maintenance of business analysis information; information technologies (software) used in the organization, to the extent necessary for the purposes of business analysis	The student demonstrates incomplete compliance with the following knowledge: visual modeling languages; systems theory; the subject area and the specifics of the organization's activities in an amount sufficient to solve the problems of business analysis; theory of interpersonal and group communication in business interaction; conflict theory; methods of collection, analysis, systematization, storage and maintenance of business analysis information; information technologies (software) used in the organization, to the extent necessary for the purposes of business analysis. Significant mistakes are made, lack of knowledge is manifested, for a number of indicators, the student experiences significant difficulties in operating knowledge when transferring it to new situations.	The student demonstrates partial compliance with the following knowledge: visual modeling languages; systems theory; the subject area and the specifics of the organization's activities in an amount sufficient to solve the problems of business analysis; theory of interpersonal and group communication in business interaction; conflict theory; methods of collection, analysis, systematization, storage and maintenance of business analysis information; information technologies (software) used in the organization, to the extent necessary for the purposes of business analysis, but minor errors, inaccuracies, and difficulties in analytical operations are allowed.	The student demonstrates full compliance with the following knowledge: visual modeling languages; systems theory; the subject area and the specifics of the organization's activities in an amount sufficient to solve the problems of business analysis; theory of interpersonal and group communication in business interaction; conflict theory; methods of collection, analysis, systematization, storage and maintenance of business analysis information; information technologies (software) used in the organization, to the extent necessary for the purposes of business analysis, freely operates with the acquired knowledge.

IPK-6.2. Able to identify, register, analyze and classify risks and develop a set of measures to minimize them; formalize the results of business analysis in accordance with the chosen approaches; determine relationships and dependencies between elements of business analysis information; apply information technology to the extent necessary for the purposes of business analysis; analyze internal (external) factors and conditions affecting the organization's activities; analyze stakeholder requirements in terms of quality criteria determined by the chosen approaches; evaluate the effectiveness of the solution in terms of the selected criteria; evaluate the business feasibility of implementing the solution in terms of the selected target indicators; to model the scope and boundaries of work; to plan,	The student demonstrates the complete absence or insufficient compliance of the following knowledge: identify, register, analyze and classify risks and develop a set of measures to minimize them; formalize the results of business analysis in accordance with the chosen approaches; determine relationships and dependencies between elements of business analysis information; apply information technology to the extent necessary for the purposes of business analysis; analyze internal (external) factors and conditions affecting the organization's activities; analyze stakeholder requirements in terms of quality criteria, determined by the chosen approaches; evaluate the effectiveness of the solution in terms of the selected criteria; evaluate the business feasibility of implementing the solution in terms of the selected target indicators; to model the scope and boundaries of work; plan, organize and conduct meetings and discussions with stakeholders; use effective communication techniques.	The student demonstrates incomplete compliance with the following knowledge: identify, register, analyze and classify risks and develop a set of measures to minimize them; formalize the results of business analysis in accordance with the chosen approaches; determine relationships and dependencies between elements of business analysis information; apply information technology to the extent necessary for the purposes of business analysis; analyze internal (external) factors and conditions affecting the organization's activities; analyze stakeholder requirements in terms of quality criteria determined by the chosen approaches; evaluate the effectiveness of the solution in terms of the selected criteria; evaluate the business feasibility of implementing the solution in terms of the selected target indicators; to model the scope and boundaries of work; to plan, organize and conduct meetings and discussions with stakeholders; use effective communication	The student demonstrates partial compliance with the following knowledge: identify, register, analyze and classify risks and develop a set of measures to minimize them; formalize the results of business analysis in accordance with the chosen approaches; determine relationships and dependencies between elements of business analysis information; apply information technology to the extent necessary for the purposes of business analysis; analyze internal (external) factors and conditions affecting the organization's activities; analyze stakeholder requirements in terms of quality criteria determined by the chosen approaches; evaluate the effectiveness of the solution in terms of the selected criteria; evaluate the business feasibility of implementing the solution in terms of the selected target indicators; to model the scope and boundaries of work; to plan, organize and conduct meetings and discussions with stakeholders; use effective communication techniques, but minor errors, inaccuracies, and difficulties in analytical operations	The student demonstrates full compliance with the following knowledge: identify, register, analyze and classify risks and develop a set of measures to minimize them; formalize the results of business analysis in accordance with the chosen approaches; determine relationships and dependencies between elements of business analysis information; apply information technology to the extent necessary for the purposes of business analysis; analyze internal (external) factors and conditions affecting the organization's activities; analyze stakeholder requirements in terms of quality criteria determined by the chosen approaches; evaluate the effectiveness of the solution in terms of the selected criteria; evaluate the business feasibility of implementing the solution in terms of the selected target indicators;

organize and conduct meetings and discussions with stakeholders; use effective communication techniques.		techniques, according to a number of indicators, the student experiences significant difficulties in operating knowledge when transferring it to new situations.	are allowed.	to model the scope and boundaries of work; to plan, organize and conduct meetings and discussions with stakeholders; use effective communication techniques, freely operates with acquired knowledge.
IPK-6.3. Has the skills to identify, collect and analyze business analysis information to form possible solutions; descriptions of possible solutions; analysis of decisions in terms of achieving target indicators of decisions; assessment of the resources needed to implement the solutions; evaluating the effectiveness of each solution option as a ratio between the expected level of resource use and the expected value; choosing a solution for implementation as part of a group of experts.	The student demonstrates the complete absence or insufficient correspondence of the following knowledge: the skills of identifying, collecting and analyzing business analysis information to form possible solutions; descriptions of possible solutions; analysis of decisions in terms of achieving target indicators of decisions; assessment of the resources needed to implement the solutions; evaluating the effectiveness of each solution option as a ratio between the expected level of resource use and the expected value; choosing a solution for implementation as part of a group of experts.	The student demonstrates incomplete compliance with the following knowledge: the skills of identifying, collecting and analyzing business analysis information to form possible solutions; descriptions of possible solutions; analysis of decisions in terms of achieving target indicators of decisions; assessment of the resources needed to implement the solutions; evaluating the effectiveness of each solution option as a ratio between the expected level of resource use and the expected value; choosing a solution for implementation as part of a group of experts, the student experiences significant difficulties in operating knowledge when transferring it to new situations. The student experiences	The student demonstrates partial compliance with the following knowledge: the skills of identifying, collecting and analyzing business analysis information to form possible solutions; descriptions of possible solutions; analysis of decisions in terms of achieving target indicators of decisions; assessment of the resources needed to implement the solutions; evaluating the effectiveness of each solution option as a ratio between the expected level of resource use and the expected value; choosing a solution for implementation as part of a group of experts, but minor errors, inaccuracies, and difficulties in analytical operations are allowed.	The student demonstrates full compliance with the following knowledge: the skills of identifying, collecting and analyzing business analysis information to form possible solutions; descriptions of possible solutions; analysis of decisions in terms of achieving target indicators of decisions; assessment of the resources needed to implement the solutions; evaluating the effectiveness of each solution option as a ratio between the expected level of resource use and the expected value; choosing a solution for implementation as part of a group of experts. Freely operates with acquired knowledge.

		significant difficulties in operating knowledge when transferring it to new situations.		

11.3 Evaluation tools

OS number	Name of the evaluation tool	Brief description of the evaluation tool	Presentation of the evaluation tool in the FOS
1	Practice Report	The product of the student's independent work, which is a summary in writing of the results of the study and familiarization with the selected enterprise.	Practice Report Topics
2	Control questions on the report	A means of control, organized as a special conversation between a teacher and a student on topics related to the prepared report, and designed to determine the amount of knowledge of the student in a particular section, topic, problem, etc.	Checklist

8.3.1 Monitoring

An indicative list of questions on the compiled report to control the development of sections of industrial practice by students (pre-diploma) (formation of competence PK-5)

IPK-5.1.

1. Investment activity: subjects, objects, implementation mechanism, state regulation.
2. Investment legislation of the Russian Federation: main provisions.
3. Concept and economic essence of investments.
4. Classification of investments.
5. Management efficiency criteria
6. Control and monitoring in the organization
7. Management information support
8. Describe the production process, its essence.

IPK-5.2.

9. The role of investment in economic development.
10. Algorithm for determining the cost in the framework of the comparative approach.
11. Enterprise and business valuation based on the income approach.
12. Enterprise and business valuation based on the cost approach.

13. Basic approaches to assessing the value of an enterprise and business.
14. Determining the value of the business based on the value of net assets.
15. Business Value Based Management (VBM) concept.
16. Trust, Interoperability and Efficiency
17. Performance evaluation and command and control approach
18. The role of external and internal factors in the implementation of the enterprise plan.

IPK-5.3.

19. State guarantees of investment activity.
20. Decision-making system aimed at maximizing the value of the business for owners.
21. Intervention Effectiveness and Organizational Development
22. Socio-economic efficiency: analysis and evaluation
23. Productivity and efficiency of public administration
24. What is a design organization and what stage of the production cycle does it belong to?
25. Leadership as the final phase of the production management cycle
26. The essence of the organization of production processes in space and time.

The topics of specific questions may vary depending on the educational program (profile) of training and the specifics of the economic activity of the enterprise where the student had an internship.

An "excellent" grade is awarded to a student who:

– demonstrated in the course of practice a high level of possession of all the requirements for the results of practice, general cultural and professional competencies;

– completed on time and at a high level all the planned scope of work in accordance with the practice plan-task;

– showed independence, creativity and a high level of training in professional activities, organization of the work of the team, self-organization;

– made proposals for improving the activities of the enterprise (organization);

– prepared the report in accordance with the standards.

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

– in general, demonstrated in the course of practice the formation of all the stipulated requirements for the results of practice, general cultural and professional competencies;

– fully completed the plan-task for the internship, however, made minor shortcomings in the calculations and writing the report, mostly of a technical nature.

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

– in the course of practice, he was unable to demonstrate the development of certain general cultural and professional competencies at the level corresponding to the head of 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.

An "unsatisfactory" grade is given to a student who:

– failed to demonstrate the formation of general cultural and professional competencies in the course of practice, provided for by the requirements for the results of practice;

– did not complete the practice plan.

8.3.2 Interim qualification.

An indicative list of topics on which reports on industrial practice (undergraduate) can be prepared
(formation of competence PK-6)

IPK-6.1.

1. Improving the personnel policy (of the selected enterprise);
2. Improving the management of production potential (of the selected enterprise);
3. Improving the management of innovative projects (selected enterprise);
4. Improvement of investment project management (selected enterprise).

IPK-6.2.

5. Improving the organizational, economic and technical condition (of the selected enterprise);
6. Improving the disclosure of information in the field of sustainable development (selected enterprise);
7. Improvement of organizational and economic analysis (selected enterprise);
8. Improvement of liquidity and solvency (of the selected enterprise);
9. Improving the position of the enterprise in the markets for the sale of products (selected enterprise).

IPK-6.2.

10. Improvement of solvency and financial stability (of the selected enterprise);
eleven. Improving the organizational, economic and technical level (of the selected enterprise);
12. Improving the efficiency of the use of fixed assets (of the selected enterprise);
13. Improvement of organizational, economic and managerial analysis (of the selected enterprise);
14. Improving motivation and incentives for management personnel (selected enterprise).
15. Improving competitiveness management (selected enterprise).

The topics of specific topics may vary depending on the educational program (profile) of training and the specifics of the economic activity of the enterprise where the student had an internship.

An "excellent" grade is awarded to a student who:

- demonstrated in the course of practice a high level of possession of all the requirements for the results of practice, general cultural and professional competencies;
- completed on time and at a high level all the planned scope of work in accordance with the practice plan-task;
- showed independence, creativity and a high level of training in professional activities, organization of the work of the team, self-organization;
- made proposals for improving the activities of the enterprise (organization);
- prepared the report in accordance with the standards.

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

- in general, demonstrated in the course of practice the formation of all the stipulated requirements for the results of practice, general cultural and professional competencies;
- fully completed the plan-task for the internship, however, made minor shortcomings in the calculations and writing the report, mostly of a technical nature.

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

- in the course of practice, he was unable to demonstrate the development of certain general cultural and professional competencies at the level corresponding to the head of 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.

An "unsatisfactory" grade is given to a student who:

- failed to demonstrate the formation of general cultural and professional competencies in the course of practice, provided for by the requirements for the results of practice;
- did not complete the practice plan.

Annex 1

CALENDAR PLAN

INTERNSHIP (PRE-GRADUATION INTERNSHIP)

_____

(FULL NAME)

Student of _____ course, _____ group,

_____ form of education,

_____direction,

_____ educational program

1. Terms of internship:_____

2. Place of passage: _____

3. Practice plan:

No.	Type of work	Deadline	Reporting Form
1.			
2.			
3.			

Student's signature _____

Supervisor's signature _____

Appendix 2

DIARY

PRACTICE INTERNSHIP

_____
(Full Name)

Student _____ course, _____ group

Direction, educational program _____

Place of internship _____

Terms of practice: from _____ to _____ 201__

Month, number	The content of the work	The result of the work	Ratings, comments and proposals for work

Student _____ _____
(signature) (date)
Signature of head of practice _____ _____

Appendix 3

(Company's Form)

Review - characteristic

Student (ka) _____ of the course of the direction of training 38.03.02 "Management" educational program "Business Process Management" of the Moscow Polytechnic University_____ from ____ 201__ to _____ 201__
(FULL NAME)
passed (a) production (pre-diploma) practice in _____
(name of company)
During the period of practice, he performed (a) the duties of _____.
During the production (pre-diploma) practice
_____
__
(FULL NAME)
showed (a) _____ the level of theoretical training, _____ the ability to apply and use the knowledge gained at the university to solve the practical problems assigned to him (her).
The program of production (pre-diploma) practice was fully (partially) completed.
In general, the work of the trainee _____
(FULL NAME)
deserves an assessment _____ .

Head of the organization _____
(FULL NAME)
M.P.

Appendix 4

MINISTRY OF SCIENCE AND HIGHER EDUCATION

RUSSIAN FEDERATION

Federal State Autonomous Educational Institution

higher education

"MOSCOW POLYTECHNICAL UNIVERSITY"

/Moscow Polytech/

Department of "Management"

Report on undergraduate practice

in the period from "____" _____ to "____" _____

_____

(place of internship)

_____

(FULL NAME.)

Student of _____ course, _____ group,

_____ form of education,

_____direction,

_____ educational program

Head of practice _____
(position, full name)

Moscow - 2023__