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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"

APPROVE
Vice-President
for International Affairs
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"15" февраля 2024

Dean of the Faculty
of Economics and Management
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"15" февраля 2024

WORKING PROGRAM OF THE INTERNSHIP

"Training Internship (Project- technological)"

Field of study
38.03.02 Management

Educational program (profile)
"Business Process Management"

Qualification (degree)
Bachelor

Form of study
Part-time

Moscow 2024

Developer(s):
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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”), industrial practice (practice to obtain professional skills and professional experience) is a mandatory element of the main educational program of a bachelor’s degree and represents type of training sessions directly focused on the professional and practical training of students.

The purpose of production practice (design and technological):

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 professional competencies PC-1 - The ability to regulate the processes of organizational units or develop administrative regulations for organizational units and PC-4. The ability to prepare for implementation, monitor parameters and evaluate the success of changes carried out in the organization.

Tasks of industrial practice (design and technological):are aimed at consolidating, expanding, deepening and systematizing the knowledge acquired in the study of disciplines of the professional cycle, based on studying the activities of a specific organization, acquiring initial practical experience in the field of professional competencies PC-1 and PC 4, including:

- study process management theories; principles of classification and methods of structuring processes; methods for collecting and classifying information about the process; principles and rules for working with normative and methodological documentation; requirements for the development of process regulations; fundamentals of economics, cost accounting and performance assessment; process modeling notations; methods for increasing the efficiency of processes and administrative regulations;
- review the basics of implementing change; basics of business process modeling; methodological documents and rules for monitoring compliance of processes; methods for assessing the reliability of the collected information and conducting analysis; rules for preparing reports and conclusions based on control results;
- analyze information about process boundaries, process requirements, process goals or administrative regulations;
- analyze areas of responsibility, process stakeholders, standards, resources, inputs, outputs and indicators of the organization’s processes;
- analyze the composition and sequence of operations that make up the process or administrative regulations;
- find the necessary documents and information about the organization’s processes in paper and electronic form in information systems; make observations; aggregate and summarize collected information;
- collect information about the current planning and reporting system for the work of the organizational unit process; about the progress and results of the process; registration of the results of information collection;
- classify processes and objects in the process environment or administrative regulations;

- identify inconsistencies in the functioning of the process, formulate and justify proposals for their correction; monitor the compliance of developed documents with regulatory and methodological documentation;
- assess the resources needed to improve processes; carry out communications;
- develop process diagrams or administrative regulations;
- select control points that allow you to assess the degree of compliance with regulations and draw up control plans; evaluate the reliability of information obtained during control;
- analyze process efficiency and effectiveness indicators;
- identify deviations from established criteria and performance indicators of the organization's processes.
- determine the goals of the organizational unit process; organizational unit process boundaries;
- identify the stakeholders, owner and participants in the process of the organizational unit or the administrative regulations of the organizational unit;
- determine the sequence of work in the organization process;
- study Russian and international legislation, local regulations, reporting documents necessary to carry out the process of subdividing an organization; identifying the responsible employees of the unit for each work in the process of subdividing the organization;
- systematize the collected information about the process of dividing the organization;
- prepare a report and conclusions based on the results of a study of the organization.

The student's competencies, formed as a result of completing "industrial practice (design and technological)":

Code and name of competencies	Indicators of Competency Achievement
PC-1- Able to regulate the processes of the organization's divisions or develop administrative regulations for the organization's divisions	**IPK-1.1.**Knows the theory of process management; principles of process classification; methods for structuring processes; basics of operational management; methods of collecting information (observations, data recording, timekeeping, photographs of the working day, interview and questionnaire techniques, analysis of documents and reporting information, studying feedback from stakeholders); methods for designing functional role models; methods for classifying information about the process and the process environment; principles and rules for working with normative and methodological documentation; requirements for the development of process regulations; fundamentals of economics, cost accounting and performance assessment; process modeling notations; methods for increasing the efficiency of processes and administrative regulations; basics of implementing changes; basics of business process modeling; methodological documents and rules for monitoring the compliance of processes or administrative regulations; methods for assessing the reliability of collected information; methods for analyzing the collected information; rules for preparing reports and conclusions based on control results; methods for assessing the effectiveness of processes or administrative regulations. **IPK-1.2.**Able to analyze information about process boundaries, process requirements, process goals or administrative regulations; analyze areas of

	responsibility, stakeholders of the process, current regulations, resources, inputs, outputs and indicators of the process or administrative regulations; analyze the composition and sequence of operations that make up a process or administrative regulation; find necessary documents and information about the process or administrative regulations in paper and electronic form in information systems; carry out observations, interviews and questionnaires; aggregate and summarize collected information; carry out classification of processes and objects in the process environment or administrative regulations; identify shortcomings, inconsistencies in the functioning of the process or administrative regulations, formulate and justify proposals for their correction; monitor the compliance of developed documents with regulatory and methodological documentation; evaluate resources needed to improve processes or administrative regulations; communicate, hold working meetings, find consensus; use software to develop process regulations or administrative regulations; develop local regulations in accordance with regulatory and methodological documents; develop process diagrams or administrative regulations; assess the resources needed to implement process regulations or administrative regulations or proposals to improve their efficiency; develop, coordinate and approve action plans, evaluate the achievement of results, develop corrective measures to achieve plans; provide consulting assistance to employees of the organization; select control points that allow you to assess the degree of compliance with regulations and draw up control plans; evaluate the reliability of information obtained during control; analyze indicators of efficiency and effectiveness of processes and administrative regulations; identify deviations from established criteria and indicators of the functioning of processes and administrative regulations; calculate the efficiency of processes and administrative regulations; identify potential for improving the efficiency of a process or administrative regulation; formulate and justify proposals to improve the efficiency of processes or administrative regulations; prepare reports and conclusions based on the results of control activities. **IPK-1.3.**Possesses the skills to determine the goals of the process of a division of an organization or the administrative regulations of a division of an organization; determining the boundaries of the process of a division of an organization or the administrative regulations of a division of an organization; determination of stakeholders, owner and participants in the process of a division of the organization or administrative regulations of the division of the organization; determining the inputs and outputs of the process of a subdivision of an organization or the beginning and result of the implementation of administrative regulations of a subdivision of an organization; clarifying the sequence of work in the process of subdividing an organization or the administrative regulations of a subdivision of an organization; clarification of the resources used, Russian and international legislation, local regulations, reporting documents necessary to carry out the process of a division of an organization or the administrative regulations of a division of an organization; identifying the responsible employees of the unit for each work in the process of subdividing the organization or the administrative regulations of the organization's subdivision; collecting information about the current planning and reporting system for the work process of a division of an organization or the administrative regulations of a division of an organization; collecting information about the progress and results of the process of a division of an organization or the administrative regulations of a division of an organization; registration of the results of information collection; systematization of collected information about the process of subdividing an organization or the administrative regulations of a subdivision of an organization; development of process regulations for a division of an organization or administrative regulations for a division of an organization and regulatory documents (instructions, regulations); development of procedures for monitoring the implementation of the process regulations of an organization's unit or the administrative regulations of an organization's unit; developing proposals to improve the efficiency of the process of a division of an organization or the administrative regulations of a division of an organization; planning measures to put into effect the process regulations of a division of an organization or the administrative regulations of a division of an organization; implementation of the process regulations of a division of an organization or the administrative regulations of a division of an organization; implementation of proposals to improve the efficiency of the process of a division of an organization or the administrative regulations of a division of an organization; assessing the effectiveness of measures to put

	into effect the process regulations of a division of an organization or the administrative regulations of a division of an organization; determining procedures for monitoring the implementation of the process regulations of an organization's unit or the administrative regulations of an organization's unit; collecting information on the progress and results of the implementation of the process of a division of an organization or the administrative regulations of a division of an organization; analysis of collected information for compliance with criteria,established for control; assessing the effectiveness of the process of a division of an organization or the administrative regulations of a division of an organization; developing recommendations to improve the efficiency of the processes of an organization's unit or administrative regulations of an organization's unit; registration of the results of monitoring the implementation of the process regulations of an organization's unit or the administrative regulations of an organization's unit. methods for calculating economic efficiency
PC-4- Able to prepare for implementation, monitor parameters and assess the success of changes carried out in the organization	**IPK-4.1.**Knows visual modeling languages; collection, analysis, systematization, storage and maintenance of business analysis information; information technologies (software) used in the organization, to the extent necessary for business analysis purposes; systems theory; subject area and specifics of the organization's activities to the extent sufficient to solve business analysis problems; theory of interpersonal and group communication in business interaction; conflict theory; requirements management methods, techniques, processes and tools; risk management theory; methods of planning the organization's activities; methods and techniques for determining indicators for assessing the current or desired state of the organization; methods for assessing the effectiveness of decisions. **IPK-4.2.**Able to plan, organize and conduct meetings and discussions with stakeholders; identify, register, analyze and classify risks and develop a set of measures to minimize them; present business analysis 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 the degree of stakeholder participation; explain the need for business analysis work; make changes in accordance with the chosen solution; assess the organization's readiness to change in accordance with the chosen solution; develop indicators and assess the state of the organization; evaluate the business opportunity to implement the solution in terms of selected target indicators; analyze the organization's activities; model the scope and boundaries of work; collect, classify, systematize and ensure storage and updating of business analysis information; formalize the results of business analysis in accordance with the selected approaches; analyze the requirements of stakeholders in terms of quality criteria determined by the selected approaches; analyze the subject area; analyze the requirements for the solution in terms of quality criteria determined by the selected approaches; evaluate the effectiveness of the solution in terms of selected criteria. **IPK-4.3.**Have the skills to analyze the organization's readiness to implement changes; development and implementation of measures to prepare the organization for changes; monitoring ongoing changes in terms of achieving the developed solution targets; management of interaction with stakeholders (satisfaction, degree of involvement); managing risks caused by changes carried out in the organization; analysis and evaluation of the effectiveness of the implemented solution; analyzing the reasons and developing ways to refine the solution if the solution fails to achieve the set business goals; analysis and development of ways to adapt the organization to the use of a new solution.

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

Industrial practice (design and technological) refers to block B.2.2.1 of the part, formed by participants in educational relations.

Production practice (design and technological) is logically, substantively and methodologically interconnected with the following EP disciplines:

- Organizational life cycle management;
- Production management;

- Business process management;
- Process management;
- Industrial practice (pre-graduation).

3. Characteristics of practice

Production practice (design and technological practice) is carried out in the following form: design and technological practice.

The head of the practice for obtaining professional skills and professional experience from the Moscow Polytechnic University is the scientific supervisor from the Department of Management. 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. Industrial practice (design and technological) takes place in an organization independently chosen by the student or in an organization provided to the student by the university from the existing practice base.

Industrial practice (design and technological) is carried out in the form of completing tasks established by the supervisor in accordance with the industrial internship calendar plan (Appendix A).

The method of conducting internships is stationary and away in organizations with which the university has entered into agreements for practice. Stationary practice is practice that is carried out in an organization or in an educational program organization located on the territory of the locality in which the organization is located. The assignment for practice is issued by the head of practice at the department. An on-site practice is one that takes place outside the locality in which the organization is located. Field practical training can be carried out in the field if it is necessary to create special conditions for its implementation.

Practice bases can be:

– 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: the existence of a concluded agreement between the University and the organization for internship by a group of students or individual agreements on the basisstatements (Appendix D);

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.

4. Structure and content of practice

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

For full-time and part-time education: industrial practice (technological) is carried out in the second and third year.

Fourth semester, sixth semester: 72 hours – independent work of students. Type of intermediate certification - differentiated test.

The total duration of industrial practice (design and technological practice) is 2 weeks.

Contents of industrial practice (design and technological)

Induction training. Familiarization of student interns with the goals, objectives, time and place of internship. Familiarization with the organization's internal operating procedures and safety regulations. Conducting instructions on students' independent work, keeping a practice diary and preparing a report. General acquaintance with the organization (through a tour or a speech by the manager).

Mastering the Toolsactivities for managing an organization (division)

Topic 1 Analysis of the organizational structure of the organization

Familiarization with the types of powers used in the organization and the procedure for their delegation. Identification of the main functional areas identified in the organization's activities.

Identifying problems that arise when delegating authority. Determination of the advantages and disadvantages of elements of various types of organizational management structures used in the structure of the organization.

Topic 2 Analysis of methods for organizing control

Establishing the types and methods of control used in the organization. Analysis and evaluation of the effectiveness of applied control procedures. Identifying the attitude of staff to the system of standards adopted in the organization. Identification of the relationship between control results and motivation.

Topic 3 Analysis of leadership styles used in the organization

Establishing the leadership styles used in the organization by managers at various levels. Exploring the extent to which multidimensional models of leadership style selection are used in organizations. Analysis of the degree of readiness of organization employees to use appropriate leadership styles. Analysis of the degree to which the level of authority and authority of managers at various levels corresponds to the leadership styles they use.

Preparation of a report on production (design and technological) practice.

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**

	Induction training	0.25	9	Marking in the calendar
	Topic 1. Analysis of the organizational structure of the organization	0.5	18	Marking in the calendar Marking in the calendar
	Topic 2. Analysis of methods of organizing control	0.5	18	Marking in the calendar
	Topic 3. Analysis of leadership styles used in the organization.	0.25	9	
	Preparation and defense of a practice report	0.5	18	

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 regulations on the procedure for conducting internships 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 (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 Basic 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. Gromov A. 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 pentrepreneurial activity: a textbook for universities / E. E. Kuzmina. — 4th ed., revised. and additional - M.: 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 Further reading

3. 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

4. Pogodina, T.V. Investment management: textbook and workshop for universities / T.V. Pogodina. — 2nd ed., revised. and additional - Moscow: Yurayt Publishing House, 2024. - 229 p. - (Higher education). — ISBN 978-5-534-16418-3. — Text: electronic // Educational platform Urayt [website]. — URL:https://urait.ru/bcode/536449

3. 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

5.4 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
5. Antivirus software, Kaspersky Endpoint Security for Business – Standard.
6. License No. 1752161117060156960164.
11. Microsoft Office 2013 prof (for training). State contract No. 18-09/14 dated September 22, 2014 Act No. Tr09950.
12. 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.
13. Office applications, Microsoft Office 2013 (or lower) – Microsoft Open License. License No. 61984042…

5.5 Modern professional databases and information reference systems

1. http://www.gov.ruServer of government authorities of the Russian Federation.
2. http://www.mos.ruOfficial server of the Moscow Government.
3. http://www.minfin.ruMinistry of Finance of the Russian Federation.
4. http://www.garant.ruGARANT 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.ruTsMAKP (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.ruMagazine "Management in Russia and Abroad"

18. http://systems-analysis.ru/Laboratory of Systems Analysis
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.

6. Logistics support

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, 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, shelves with scientific, educational, methodological and periodical literature on the profile of the educational program, personal computers.

7. Methodological recommendations

7.1 Methodological recommendations for the manager on organizing practice

In the process of organizing practice to obtain professional skills and professional experience, managers from the graduating department and managers from the enterprise (organization) must use modern educational and scientific-production technologies:

1. Multimedia technologies, for which introductory lectures and instruction for students during practice are carried out 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 of consultations during specific stages of educational practice and report preparation.

7.2 Guidelines for students on mastering the discipline

Independent work of students is aimed at independent study of a separate topic of the academic discipline. Independent work is mandatory for each student, its volume is determined by the curriculum. When working independently, the student interacts with the recommended materials with the participation of the teacher in the form of consultations. To perform independent work, methodological support is provided. The electronic library system (electronic library) of the university provides the possibility of individual access for each student from any point where there is access to the Internet.

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

The testimonial and diary must be sent in scanned form to show the authenticity of the organization's seal and signature.

The basic requirements for a review-characteristic are that it 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 practical training 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 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 “Figure”. 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, Drawing. 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) regulations, 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;

– I 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 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. Fund of assessment funds

8.1 Methods of monitoring and evaluating the results of internship

Assessment tools for ongoing progress monitoring include test questions based on the compiled report to monitor progress students of sections of industrial practice (design and technological).

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

PC-1- Able to regulate the processes of the organization's divisions or develop administrative regulations for the organization's divisions	**IPK-1.1.**Knows the theory of process management; principles of process classification; methods for structuring processes; basics of operational management; methods of collecting information (observations, data recording, timekeeping, photographs of the working day, interview and questionnaire techniques, analysis of documents and reporting information, studying feedback from stakeholders); methods for designing functional role models; methods for classifying information about the process and the process environment; principles and rules for working with normative and methodological documentation; requirements for the development of process regulations; fundamentals of economics, cost accounting and performance assessment; process modeling notations; methods for increasing the efficiency of processes and administrative regulations; basics of implementing changes; basics of business process modeling; methodological documents and rules for monitoring the compliance of processes or administrative regulations; methods for assessing the reliability of collected information; methods for analyzing the collected information; rules for preparing reports and conclusions based on control results; methods for assessing the effectiveness of processes or administrative regulations. **IPK-1.2.**Able to analyze information about process boundaries, process requirements, process goals or administrative regulations; analyze areas of responsibility, stakeholders of the process, current regulations, resources, inputs, outputs and indicators of the process or administrative regulations; analyze the composition and sequence of operations that make up the process or administrative regulations; find necessary documents and information about the process or administrative regulations in paper and electronic form in information systems; carry out observations, interviews and questionnaires; aggregate and summarize collected information; carry out classification of processes and objects in the process environment or administrative regulations; identify shortcomings, inconsistencies in the functioning of the process or administrative regulations, formulate and justify proposals for their correction; monitor the compliance of developed documents with regulatory and methodological documentation; evaluate resources, necessary to improve processes or administrative regulations; communicate, hold working meetings, find consensus; use software to develop process regulations or administrative regulations; develop local regulations in accordance with regulatory and methodological documents; develop process diagrams or administrative regulations; assess the resources needed to implement process regulations or administrative regulations or proposals to improve their efficiency; develop, coordinate and approve	independent work	report, control questions for the report diff. test	**A basic level of** Fundamentals of innovative business process management **Increased level** Able to independently organize, plan and control the activities of project teams

	action plans, evaluate the achievement of results, develop corrective measures to achieve plans; provide consulting assistance to employees of the organization; select control points that allow you to assess the degree of compliance with regulations and draw up control plans; evaluate the reliability of information obtained during control; analyze indicators of efficiency and effectiveness of processes and administrative regulations; identify deviations from established criteria and indicators of the functioning of processes and administrative regulations; calculate the efficiency of processes and administrative regulations; identify potential for improving the efficiency of a process or administrative regulation; formulate and justify proposals to improve the efficiency of processes or administrative regulations; prepare reports and conclusions based on the results of control activities. **IPK-1.3.**Possesses the skills to determine the goals of the process of a division of an organization or the administrative regulations of a division of an organization; determining the boundaries of the process of a division of an organization or the administrative regulations of a division of an organization; determination of stakeholders, owner and participants in the process of a division of the organization or administrative regulations of the division of the organization; determining the inputs and outputs of the process of a subdivision of an organization or the beginning and result of the implementation of administrative regulations of a subdivision of an organization; clarifying the sequence of work in the process of subdividing an organization or the administrative regulations of a subdivision of an organization; clarification of the resources used, Russian and international legislation, local regulations, reporting documents necessary to carry out the process of an organization's division or administrative regulations divisions of the organization; identifying the responsible employees of the unit for each work in the process of subdividing the organization or the administrative regulations of the organization's subdivision; collecting information about the current planning and reporting system for the work process of a division of an organization or the administrative regulations of a division of an organization; collecting information about the progress and results of the process of a division of an organization or the administrative regulations of a division of an organization; registration of the results of information collection; assessing the effectiveness of measures to put into effect the process regulations of a division of an organization or the administrative regulations of a division of an organization; definitions		–	

	procedures for monitoring the implementation of the process regulations of a division of an organization or the administrative regulations of a division of an organization; collecting information on the progress and results of the implementation of the process of a division of an organization or the administrative regulations of a division of an organization; analysis of the collected information for compliance with the criteria established for control; assessing the effectiveness of the process of a division of an organization or the administrative regulations of a division of an organization; developing recommendations to improve the efficiency of the processes of an organization's unit or administrative regulations of an organization's unit; registration of the results of monitoring the implementation of the process regulations of an organization's unit or the administrative regulations of an organization's unit. methods for calculating economic efficiency.		–	
PC-4- Able to prepare for implementation, monitor parameters and assess the success of changes carried out in the organization	**IPK-4.1.**Knows visual modeling languages; collection, analysis, systematization, storage and maintenance of business analysis information; information technologies (software) used in the organization, to the extent necessary for business analysis purposes; systems theory; subject area and specifics of the organization's activities to the extent sufficient to solve business analysis problems; theory of interpersonal and group communication in business interaction; conflict theory; requirements management methods, techniques, processes and tools; risk management theory; methods of planning the organization's activities; methods and techniques for determining indicators for assessing the current or desired state of the organization; methods for assessing the effectiveness of decisions. **IPK-4.2.**Able to plan, organize and conduct meetings and discussions with stakeholders; identify, register, analyze and classify risks and develop a set of measures to minimize them; present business analysis 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 the degree of stakeholder participation; explain the need for business analysis work; develop indicators and assess the state of the organization; evaluate the business opportunity to implement the solution in terms of selected target indicators; analyze the organization's activities;; analyze	independent work	report, control questions for the report diff. test	A basic level of Fundamentals of innovative business process management Increased level Able to independently organize, plan and control the activities of project teams

	stakeholder requirements in terms of quality criteria determined by the selected approaches; analyze the subject area; analyze the requirements for the solution in terms of quality criteria determined by the selected approaches; evaluate the effectiveness of the solution in terms of selected criteria		–	
	IPK-4.3. Have the skills to analyze the organization's readiness to implement changes; development and implementation of measures to prepare the organization for changes; monitoring ongoing changes in terms of achieving the developed solution targets; management of interaction with stakeholders (satisfaction, degree of involvement); managing risks caused by changes carried out in the organization; analysis and evaluation of the effectiveness of the implemented solution; analyzing the reasons and developing ways to refine the solution if the solution fails to achieve the set business goals; analysis and development of ways to adapt the organization to the use of a new solution.		–	

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 differentiated credit is carried out based on the results of completing all types of educational work provided for by the curriculum.

Assessment of the degree to which students have achieved the planned learning outcomes of the practice program is carried out by the teacher leading classes in the discipline (module) using the method of expert assessment. Based on the results of certification for the discipline (module), a grade of "excellent", "good", "satisfactory" or "unsatisfactory" is given.

Grading scale	*Description*
Great	*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. In this case, minor errors, inaccuracies, and difficulties during analytical operations and the transfer of knowledge and skills to new, non-standard situations may be made.*

Fine	*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 errors were made.*
Satisfactorily	*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 error 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, skills is manifested in a number of indicators, the student experiences significant difficulties in operating knowledge and skills.*

Certification procedure:

1. A report on the internship to gain professional skills and professional experience, feedback from the place of internship, and a diary are submitted to the supervisor within five days from the end of the internship. Upon admission, a security process is carried out.

2. When defending an internship report, the volume of implementation of the internship program, the correctness of document execution, the content of the testimonial, the correctness of answers to questions asked by the internship supervisor, and the ability to analyze documents attached to the report are taken into account.

Practice evaluation criteria:

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

– the ability to professionally and competently answer questions regarding the performance of official duties and knowledge of regulations governing the activities of the organization where the internship took place;

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

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

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

3. The assessment for practice is equal to assessments (credits) for theoretical training and is taken into account when summing up the overall performance of students.

Students who do not complete the internship program for a valid reason are sent to

practice again in their free time from study.

Students who fail to complete the internship program without a valid reason or who receive a negative grade may be expelled from the university as having academic debt.

4. Materials from practice on obtaining professional skills and experience in professional activities (report, characteristics-feedback, etc.) after its defense by the student are stored at the Department of Management for 2 years.

5. The final results of the internship to gain professional skills and professional experience by students are summed up at a department meeting.

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

PC - 1 -Capable of regulating the processes of the organization's divisions or developing administrative regulations for the organization's divisions.				
Index	**Evaluation criteria**			
	2	**3**	**4**	**5**
IPK-1.1. Knows the theory of process control; principles of process classification; methods of structuring processes; fundamentals of operational management; methods of collecting information (observation, data recording, time-lapse, photography of the working day, interview and questionnaire techniques, analysis of documents and reporting information, studying feedback from stakeholders); methods for designing functional-role models; methods for classifying information about the process and the process environment; principles and rules for working with normative and methodological documentation; requirements for the development of process regulations;	The student demonstrates a complete absence or insufficient compliance of the following knowledge:process management theory; principles of process classification; methods for structuring processes; basics of operational management; methods of collecting information (observations, data recording, timekeeping, photographs of the working day, interview and questionnaire techniques, analysis of documents and reporting information, studying feedback from stakeholders); methods for designing functional role models; methods for classifying information about the process and the process environment; principles and rules for working with normative and methodological documentation; requirements for the development of process regulations; fundamentals of economics, cost accounting and performance assessment; process modeling notations; methods for increasing the efficiency of processes and administrative regulations; basics of implementing changes; basics of business	The student demonstrates incomplete compliance with the following knowledge:process management theory; principles of process classification; methods for structuring processes; basics of operational management; methods of collecting information (observations, data recording, timekeeping, photographs of the working day, interview and questionnaire techniques, analysis of documents and reporting information, studying feedback from stakeholders); methods for designing functional role models; methods for classifying information about the process and the process environment; principles and rules for working with normative and methodological documentation; requirements for the development of process regulations; fundamentals of economics, cost accounting and performance assessment; process modeling notations; methods for increasing the efficiency of processes and administrative regulations; basics of	The student demonstrates partial compliance with the following knowledgeprocess management theory; principles of process classification; methods for structuring processes; basics of operational management; methods of collecting information (observations, data recording, timekeeping, photographs of the working day, interview and questionnaire techniques, analysis of documents and reporting information, studying feedback from stakeholders); methods for designing functional role models; methods for classifying information about the process and the process environment; principles and rules for working with normative and methodological documentation; requirements for the development of process regulations; fundamentals of economics, cost accounting and performance assessment; process modeling notations; methods for increasing the efficiency of processes and administrative regulations; basics of	The student demonstrates full compliance with the following knowledge:process management theory; principles of process classification; methods for structuring processes; basics of operational management; methods of collecting information (observations, data recording, timekeeping, photographs of the working day, interview and questionnaire techniques, analysis of documents and reporting information, studying feedback from stakeholders); methods for designing functional role models; methods for classifying information about the process and the process environment; principles and rules for working with normative and methodological documentation; requirements for the development of process regulations; fundamentals of economics, cost accounting and performance assessment; process modeling notations; methods for

fundamentals of economics, cost accounting and performance assessment; process modeling notations; methods for increasing the efficiency of processes and administrative regulations; basics of implementing changes; basics of business process modeling; methodological documents and rules for monitoring the compliance of processes or administrative regulations; methods for assessing the reliability of collected information; methods for analyzing the collected information; rules for preparing reports and conclusions based on control results; methods for assessing the effectiveness of processes or administrative regulations.	process modeling; methodological documents and rules for monitoring the compliance of processes or administrative regulations; methods for assessing the reliability of collected information; methods for analyzing the collected information; rules for preparing reports and conclusions based on control results; methods for assessing the effectiveness of processes or administrative regulations	implementing changes; basics of business process modeling; methodological documents and rules for monitoring the compliance of processes or administrative regulations; methods for assessing the reliability of collected information; methods for analyzing the collected information; rules for preparing reports and conclusions based on control results; methods for assessing the effectiveness of processes or administrative regulations.Significant mistakes are made, insufficient knowledge is manifested, according to a number of indicators, the student experiences significant difficulties in operating knowledge when transferring it to new situations.	implementing changes; basics of business process modeling; methodological documents and rules for monitoring the compliance of processes or administrative regulations; methods for assessing the reliability of collected information; methods for analyzing the collected information; rules for preparing reports and conclusions based on control results; methods for assessing the effectiveness of processes or administrative regulations, but minor errors, inaccuracies, and difficulties during analytical operations are allowed.	increasing the efficiency of processes and administrative regulations; basics of implementing changes; basics of business process modeling; methodological documents and rules for monitoring the compliance of processes or administrative regulations; methods for assessing the reliability of collected information; methods for analyzing the collected information; rules for preparing reports and conclusions based on control results; methods for assessing the effectiveness of processes or administrative regulations, operates freely with acquired knowledge.
IPK-1.2. Able to analyze information about process boundaries, process requirements, process goals or administrative regulations; analyze areas of responsibility, stakeholders of the process, current regulations, resources, inputs, outputs and indicators of the process or administrative regulations; analyze the composition and sequence of operations that make up a process or administrative regulation; find necessary documents and	The student is unable or insufficiently able toknows how to analyze information about process boundaries, process requirements, process goals or administrative regulations; analyze areas of responsibility, stakeholders of the process, current regulations, resources, inputs, outputs and indicators of the process or administrative regulations; analyze the composition and sequence of operations that make up a process or administrative regulation; find necessary documents and information about the process or administrative regulations in paper and electronic form in information systems; carry out observations, interviews and	The student demonstrates incomplete compliance with the following skills:analyze information about process boundaries, process requirements, process goals or administrative regulations; analyze areas of responsibility, stakeholders of the process, current regulations, resources, inputs, outputs and indicators of the process or administrative regulations; analyze the composition and sequence of operations that make up a process or administrative regulation; find necessary documents and information about the process or administrative regulations in paper and electronic form in information systems;	The student demonstrates partial compliance with the following skills:analyze information about process boundaries, process requirements, process goals or administrative regulations; analyze areas of responsibility, stakeholders of the process, current regulations, resources, inputs, outputs and indicators of the process or administrative regulations; analyze the composition and sequence of operations that make up a process or administrative regulation; find necessary documents and information about the process or administrative regulations in paper and electronic form in information systems;	The student demonstrates full compliance with the following skills: analyze information about process boundaries, process requirements, process goals or administrative regulations; analyze areas of responsibility, stakeholders of the process, current regulations, resources, inputs, outputs and indicators of the process or administrative regulations; analyze the composition and sequence of operations that make up a process or administrative regulation; find necessary documents and information about the process or

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approve action plans, evaluate the achievement of results, develop corrective measures to achieve plans; provide consulting assistance to employees of the organization; select control points that allow you to assess the degree of compliance with regulations and draw up control plans; evaluate the reliability of information obtained during control; analyze indicators of efficiency and effectiveness of processes and administrative regulations; identify deviations from established criteria and indicators of the functioning of processes and administrative regulations; calculate the efficiency of processes and administrative regulations; identify potential for improving the efficiency of a process or administrative regulation; formulate and justify proposals to improve the efficiency of processes or administrative regulations; prepare reports and conclusions based on the results of control activities	processes and administrative regulations; identify potential for improving the efficiency of a process or administrative regulation; formulate and justify proposals to improve the efficiency of processes or administrative regulations; prepare reports and conclusions based on the results of control activities	deviations from established criteria and indicators of the functioning of processes and administrative regulations; calculate the efficiency of processes and administrative regulations; identify potential for improving the efficiency of a process or administrative regulation; formulate and justify proposals to improve the efficiency of processes or administrative regulations; prepare reports and conclusions based on the results of control activities.Significant mistakes are made, insufficient skills are manifested, according to a number of indicators, the student experiences significant difficulties in operating skills when transferring them to new situations.	deviations from established criteria and indicators of the functioning of processes and administrative regulations; calculate the efficiency of processes and administrative regulations; identify potential for improving the efficiency of a process or administrative regulation; formulate and justify proposals to improve the efficiency of processes or administrative regulations; prepare reports and conclusions based on the results of control activities The skills have been mastered, but minor errors, inaccuracies, and difficulties are allowed during analytical operations and transfer of skills to new, non-standard situations.	reliability of information obtained during control; analyze indicators of efficiency and effectiveness of processes and administrative regulations; identify deviations from established criteria and indicators of the functioning of processes and administrative regulations; calculate the efficiency of processes and administrative regulations; identify potential for improving the efficiency of a process or administrative regulation; formulate and justify proposals to improve the efficiency of processes or administrative regulations; prepare reports and conclusions based on the results of control activities Fluently operates with acquired skills and applies them in situations of increased complexity.
IPK-1.3. Possesses the skills to determine the goals of the process of a division of an organization or the administrative regulations of a division of an organization; determining the boundaries of the process of a division of an	The student demonstrates a complete absence or insufficient compliance with the following knowledge: skills in determining the goals of the process of a division of an organization or the administrative regulations of a division of an organization; determining the boundaries of the process of a division of an organization or the administrative regulations	The student demonstrates incomplete compliance with the following knowledge: skills in determining the goals of the process of a division of an organization or the administrative regulations of a division of an organization; determining the boundaries of the process of a division of an organization or the administrative	The student demonstrates partial compliance with the following knowledge: skills in determining the goals of the process of a division of an organization or the administrative regulations of a division of an organization; determining the boundaries of the process of a division of an organization or the administrative	The student demonstrates full compliance with the following knowledge: skills in determining the goals of the process of a division of an organization or the administrative regulations of a division of an organization; determining the boundaries of the process of a division of

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collecting information on the progress and results of the implementation of the process of a division of an organization or the administrative regulations of a division of an organization; analysis of the collected information for compliance with the criteria established for control; assessing the effectiveness of the process of a division of an organization or the administrative regulations of a division of an organization; developing recommendations to improve the efficiency of the processes of an organization's unit or administrative regulations of an organization's unit;	of an organization and regulatory documents (instructions,provisions); development of procedures for monitoring the implementation of the process regulations of an organization's unit or the administrative regulations of an organization's unit; developing proposals to improve the efficiency of the process of a division of an organization or the administrative regulations of a division of an organization; planning measures to put into effect the process regulations of a division of an organization or the administrative regulations of a division of an organization; 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developing recommendations to improve the efficiency of the processes of an organization's unit or administrative regulations of an organization's unit;	subdivision of an organization; development of process regulations for a division of an organization or administrative regulations for a division of an organization and regulatory documents (instructions,provisions); development of procedures for monitoring the implementation of the process regulations of an organization's unit or the administrative regulations of an organization's unit; developing proposals to improve the efficiency of the process of a division of an organization or the administrative regulations of a division of an organization; planning measures to put into effect the process regulations of a division of an organization or the administrative regulations of a division of an organization; implementation of the process regulations of a division of an organization or the administrative regulations of a division of an organization; implementation of proposals to improve the efficiency of the process of a division of an organization or the administrative regulations of a division of an organization; assessing the effectiveness of measures to put into effect the process regulations of a division of an organization or the administrative regulations of a division of an organization; determining procedures for monitoring the implementation of the process regulations of an organization's unit or the administrative regulations of an organization's unit; collecting information on the progress and results of the implementation of the process of a division of an organization or the administrative regulations of a division of an organization; analysis of the collected

administrative regulations of a division of an organization; determining procedures for monitoring the implementation of the process regulations of an organization's unit or the administrative regulations of an organization's unit; collecting information on the progress and results of the implementation of the process of a division of an organization or the administrative regulations of a division of an organization; analysis of collected information for compliance with criteria,established for control; assessing the effectiveness of the process of a division of an organization or the administrative regulations of a division of an organization; developing recommendations to improve the efficiency of the processes of an organization's unit or administrative regulations of an organization's unit; registration of the results of monitoring the implementation of the process regulations of a division of an organization or the administrative regulations of a division of an organization. using methods for calculating economic efficiency		registration of the results of monitoring the implementation of the process regulations of a division of an organization or the administrative regulations of a division of an organization using methods for calculating economic efficiency. Significant mistakes are made, insufficient knowledge is manifested, according to a number of indicators, the student experiences significant difficulties in operating knowledge when transferring it to new situations.	registration of the results of monitoring the implementation of the process regulations of a division of an organization or the administrative regulations of a division of an organization using methods for calculating economic efficiency, but minor errors, inaccuracies, and difficulties in analytical operations are allowed.	information for compliance with the criteria established for control; assessing the effectiveness of the process of a division of an organization or the administrative regulations of a division of an organization; developing recommendations to improve the efficiency of the processes of an organization's unit or administrative regulations of an organization's unit; registration of the results of monitoring the implementation of the process regulations of a division of an organization or the administrative regulations of a division of an organization. using methods for calculating economic efficiency, freely operates with acquired knowledge.

PC - 4 -Able to prepare for implementation, monitor parameters and assess the success of changes carried out in the organization.

Index	**Evaluation criteria**			
	2	**3**	**4**	**5**
IPK-4.1. Knows visual modeling languages; collection, analysis, systematization, storage and maintenance of business analysis	The student does not know how or is insufficiently able to use visual modeling languages; collection, analysis, systematization, storage and maintenance of business analysis information; information	The student demonstrates incomplete compliance with the following skills: use visual modeling languages; collection, analysis, systematization, storage and maintenance of business analysis	The student demonstrates partial compliance with the following skills: use visual modeling languages; collection, analysis, systematization, storage and maintenance of business analysis	The student demonstrates full compliance with the following skills: use visual modeling languages; collection, analysis, systematization,

information; information technologies (software) used in the organization, to the extent necessary for business analysis purposes; systems theory; subject area and specifics of the organization's activities to the extent sufficient to solve business analysis problems; theory of interpersonal and group communication in business interaction; conflict theory; requirements management methods, techniques, processes and tools; risk management theory; methods of planning the organization's activities; methods and techniques for determining indicators for assessing the current or desired state of the organization; methods for assessing the effectiveness of decisions.	technologies (software) used in the organization, to the extent necessary for business analysis purposes; systems theory; subject area and specifics of the organization's activities to the extent sufficient to solve business analysis problems; theory of interpersonal and group communication in business interaction; conflict theory; requirements management methods, techniques, processes and tools; risk management theory; methods of planning the organization's activities; methods and techniques for determining indicators for assessing the current or desired state of the organization; methods for assessing the effectiveness of decisions.	information; information technologies (software) used in the organization, to the extent necessary for business analysis purposes; systems theory; subject area and specifics of the organization's activities to the extent sufficient to solve business analysis problems; theory of interpersonal and group communication in business interaction; conflict theory; requirements management methods, techniques, processes and tools; risk management theory; methods of planning the organization's activities; methods and techniques for determining indicators for assessing the current or desired state of the organization; methods for assessing the effectiveness of decisions. Significant mistakes are made, insufficient knowledge is manifested, according to a number of indicators, the student experiences significant difficulties in operating knowledge when transferring it to new situations.	information; information technologies (software) used in the organization, to the extent necessary for business analysis purposes; systems theory; subject area and specifics of the organization's activities to the extent sufficient to solve business analysis problems; theory of interpersonal and group communication in business interaction; conflict theory; requirements management methods, techniques, processes and tools; risk management theory; methods of planning the organization's activities; methods and techniques for determining indicators for assessing the current or desired state of the organization; methods for assessing the effectiveness of decisions, but minor errors, inaccuracies, and difficulties in analytical operations are allowed.	storage and maintenance of business analysis information; information technologies (software) used in the organization, to the extent necessary for business analysis purposes; systems theory; subject area and specifics of the organization's activities to the extent sufficient to solve business analysis problems; theory of interpersonal and group communication in business interaction; conflict theory; requirements management methods, techniques, processes and tools; risk management theory; methods of planning the organization's activities; methods and techniques for determining indicators for assessing the current or desired state of the organization; methods for assessing the effectiveness of decisions, freely operates with acquired knowledge.
IPK-4.2. Able to plan, organize and conduct meetings and discussions with stakeholders; identify, register, analyze and classify risks and develop a set of measures to minimize them; present business analysis information in a variety of ways and formats for discussion with stakeholders; apply information technologies to the extent necessary for business analysis purposes; analyze internal factors and conditions affecting the organization's activities; analyze the degree of stakeholder participation; explain the need for business analysis work; make changes in accordance with the chosen solution; assess the organization's readiness for changes in	The student is unable or insufficiently able to plan, organize and conduct meetings and discussions with stakeholders; identify, register, analyze and classify risks and develop a set of measures to minimize them; present business analysis 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 the degree of stakeholder participation; explain the need for business analysis work; make changes in accordance with the chosen solution; assess the organization's readiness to change in accordance with the chosen solution; develop indicators and assess the state of the organization; evaluate the business opportunity to implement the solution in terms of selected target indicators; analyze the organization's activities;	The student demonstrates incomplete compliance with the following skills: plan, organize and conduct meetings and discussions with stakeholders; identify, register, analyze and classify risks and develop a set of measures to minimize them; present business analysis 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 the degree of stakeholder participation; explain the need for business analysis work; make changes in accordance with the chosen solution; assess the organization's readiness to change in accordance with the chosen solution; develop indicators and assess the state of the organization; evaluate the business opportunity to implement the solution in terms of	The learner demonstrates partial compliance with the following skills: Able to plan, organize and conduct meetings and discussions with stakeholders; identify, register, analyze and classify risks and develop a set of measures to minimize them; present business analysis 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 the degree of stakeholder participation; explain the need for business analysis work; make changes in accordance with the chosen solution; assess the organization's readiness to change in accordance with the chosen solution; develop indicators and assess the state of the organization; evaluate the business opportunity to implement the solution in terms of	The student demonstrates full compliance with the following skills: Able to plan, organize and conduct meetings and discussions with stakeholders; identify, register, analyze and classify risks and develop a set of measures to minimize them; present business analysis 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 the degree of stakeholder participation; explain the need for business analysis work; make changes in accordance with the chosen solution; assess the organization's readiness to change in accordance with the chosen solution; develop indicators and

accordance with the chosen solution; develop indicators and assess the state of the organization; evaluate the business opportunity to implement the solution in terms of selected target indicators; analyze the organization's activities; model the scope and boundaries of work; collect, classify, systematize and ensure storage and updating of business analysis information; formalize the results of business analysis in accordance with the selected approaches; analyze the requirements of stakeholders in terms of quality criteria determined by the selected approaches; analyze the subject area; analyze the requirements for the solution in terms of quality criteria determined by the selected approaches; evaluate the effectiveness of the solution in terms of selected criteria.	model the scope and boundaries of work; collect, classify, systematize and ensure storage and updating of business analysis information; formalize the results of business analysis in accordance with the selected approaches; analyze the requirements of stakeholders in terms of quality criteria determined by the selected approaches; analyze the subject area; analyze the requirements for the solution in terms of quality criteria determined by the selected approaches; evaluate the effectiveness of the solution in terms of selected criteria.	selected target indicators; analyze the organization's activities; model the scope and boundaries of work; collect, classify, systematize and ensure storage and updating of business analysis information; formalize the results of business analysis in accordance with the selected approaches; analyze the requirements of stakeholders in terms of quality criteria determined by the selected approaches; analyze the subject area; analyze the requirements for the solution in terms of quality criteria determined by the selected approaches; evaluate the effectiveness of the solution in terms of selected criteria	selected target indicators; analyze the organization's activities; model the scope and boundaries of work; collect, classify, systematize and ensure storage and updating of business analysis information; formalize the results of business analysis in accordance with the selected approaches; analyze the requirements of stakeholders in terms of quality criteria determined by the selected approaches; analyze the subject area; analyze the requirements for the solution in terms of quality criteria determined by the selected approaches; evaluate the effectiveness of the solution in terms of selected criteria.	assess the state of the organization; evaluate the business opportunity to implement the solution in terms of selected target indicators; analyze the organization's activities; model the scope and boundaries of work; collect, classify, systematize and ensure storage and updating of business analysis information; formalize the results of business analysis in accordance with the selected approaches; analyze the requirements of stakeholders in terms of quality criteria determined by the selected approaches; analyze the subject area; analyze the requirements for the solution in terms of quality criteria determined by the selected approaches; evaluate the effectiveness of the solution in terms of selected criteria
IPK-4.3. Have the skills to analyze the organization’s readiness to implement changes; development and implementation of measures to prepare the organization for changes; monitoring ongoing changes in terms of achieving the developed solution targets; management of interaction with stakeholders (satisfaction, degree of involvement); managing risks caused by changes carried out in the organization; analysis and evaluation of the effectiveness of the implemented solution; analyzing the reasons and developing ways to refine the solution if the solution fails to achieve the set business goals; analysis and development of	The student is unable or insufficiently able to analyze the organization’s readiness to implement changes; development and implementation of measures to prepare the organization for changes; monitoring ongoing changes in terms of achieving the developed solution targets; management of interaction with stakeholders (satisfaction, degree of involvement); managing risks caused by changes carried out in the organization; analysis and evaluation of the effectiveness of the implemented solution; analyzing the reasons and developing ways to refine the solution if the solution fails to achieve the set business goals; analysis and development of ways to adapt an organization to use a new solution	The student demonstrates incomplete compliance with the following skills: analyze the organization’s readiness to implement changes; development and implementation of measures to prepare the organization for changes; monitoring ongoing changes in terms of achieving the developed solution targets; management of interaction with stakeholders (satisfaction, degree of involvement); managing risks caused by changes carried out in the organization; analysis and evaluation of the effectiveness of the implemented solution; analyzing the reasons and developing ways to refine the solution if the solution fails to achieve the set business goals; analysis and development of ways to adapt the organization to the use of a new solution. The student experiences significant difficulties in operating knowledge	The student demonstrates partial compliance with the following skills to analyze the readiness of an organization to implement changes; development and implementation of measures to prepare the organization for changes; monitoring ongoing changes in terms of achieving the developed solution targets; management of interaction with stakeholders (satisfaction, degree of involvement); managing risks caused by changes carried out in the organization; analysis and evaluation of the effectiveness of the implemented solution; analyzing the reasons and developing ways to refine the solution if the solution fails to achieve the set business goals; analysis and development of ways to adapt the organization to the use of a new solution. but minor errors, inaccuracies, and	The student demonstrates full compliance with the following skills: analyze the organization’s readiness to implement changes; development and implementation of measures to prepare the organization for changes; monitoring ongoing changes in terms of achieving the developed solution targets; management of interaction with stakeholders (satisfaction, degree of involvement); managing risks caused by changes carried out in the organization; analysis and evaluation of the effectiveness of the implemented solution; analyzing causes and developing ways to improve, freely operates with acquired knowledge.

ways to adapt an organization to use a new solution		when transferring it to new situations.	difficulties in analytical operations are allowed.	

8.3 Evaluation tools

OS No.	Name of the assessment tool	Brief description of the evaluation tool	Submission of the assessment tool to the Federal Fund
1	Practice report	A product of the student's independent work, which is a summary in writing of the results of the research and familiarization with the selected enterprise.	Practice report topics
2	Test questions for 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 on a certain section, topic, problem, etc.	Checklist

8.3.1 Monitoring

An approximate list of questions on the compiled report to monitor students' mastery of sections of industrial practice (design and technological) (formation of competencies PC-1)

IPK-1.1.

1. Input information and preliminary calculations at the project life stages.
2. State pricing programs and services.
3. Cash flows from investing, operating and financing activities
4. Monetary and resource approaches to measuring costs and results. Evaluating effectiveness at different stages of their use and implementation.
5. Opportunity costsopportunities.
6. Investment activities and depreciation. Carrying out calculations and their analysis.
7. Information support for management.
8. What factors must be taken into account as limitations when drawing up an organizational development program?
9. Commercial discount rate, project participant discount rate, social discount rate, budget discount rate.
10. The complex nature of the results of public administration.
11. Control and monitoring in public administration.
12. Criteria for social efficiency of public administration.
13. Criteria for the effectiveness of an organization: various approaches.
14. The "public message - comment" method. Is it effective in improving the quality

15. Methodological support for assessing the effectiveness of investments.
16. Methods for analyzing control systems.
17. Methods for assessing the economic efficiency of investments.
18. Main articles of product costing.
19. Absolute and relative criteria for investment efficiency.
20. The main forms of influence on organizational changes.
21. Evaluating and modifying public policies.
22. Assessing the effectiveness of projects under specific conditions of their implementation.
23. Efficiency indicators of investment projects.
24. The concept of investments, their content.
25. Static and dynamic methods for assessing investments.
26. Structural-logical model of formation of profit indicators.
27. The essence of control system analysis.
28. The essence and types of performance assessment.
29. The essence of reengineering concepts.
30. Theory of organizational development.
31. Total quality management.
32. Integrated sustainability assessment.
33. Managing public policy change: The innovation process.
34. Managing changes in public policy: reform, the essence of integration in management.
35. Managing for results in the public sector.
36. Management by objectives as the most effective method of organizational development.
37. Lost profit from using property in an effective alternative investment project.
38. Taking into account the impact of inflation when assessing the effectiveness of investments.
39. Taking into account uncertainty and risk when assessing the effectiveness of investments.
40. Factors influencing labor intensity and level of remuneration.
41. Compound interest formula, moving forward and backward along the time axis.
42. The concept of an investment project.
43. Methods for assessing effectiveness.

IPK-1.2.

44. Analysis and selection of alternatives in the implementation of public administration.
45. Analysis and evaluation of public policy.
46. Analysis and evaluation of government programs.
47. Analysis and assessment of the effectiveness of public administration: global experience.
48. Risk analysis and management.
49. Analysis of indirect costs.

50. Analysis of the supply of raw materials and materials.
51. Analysis of the total cost of production.
52. Analysis of organizational management structure.
53. Analysis of balances and cash flows.
54. Analysis of other financial income and expenses.
55. Direct salary analysis.
56. Analysis of direct material costs.
57. Analysis of capital allocation and assessment of the property status of the enterprise.
58. Analysis of production and sales profitability.
59. Control system analysis.
60. Analysis of the composition of the enterprise's inventories.
61. Analysis of financial results from product sales.
62. Analysis of the formation and use of net profit.
63. Analysis of control system elements and management process.
64. Analysis of the efficiency of use of material resources.
65. Analysis, assessment and revision of existing regulations. National regulatory system.
66. Organizational development management model.

IPK-1.3.

67. Bureaucratic delays" in society, ways to reduce them.
68. Current aspects of improving the efficiency of public administration.
69. Continuing professional education and management effectiveness in organizations.
70. General social efficiency of public administration.
71. Organizational development and the non-formal sphere of organizations.
72. Why do problems arise in organizations when using external-internal consultants?
73. When there are changes in the organization, in which case it is necessary to use: the use of power, reasonable calculations, retraining of specialists.
74. Principles of control system analysis.
75. Reasons for rethinking the role and place of power structures at all levels. Public service efficiency?
76. The development and implementation of government decisions should contribute to achieving the goals of public administration in an effective, transparent and responsible manner. Explain this expression.
77. Development of new state regulation standards: qualitative aspect.
78. Calculation of project commercial efficiency indicators.
79. Calculation of indicators of social and budgetary efficiency.
80. Solving problems on choosing the optimal option for purchasing equipment, choosing an alternative: produce or buy.
81. The role of organizational management structures.
82. Human factor in the context of public administration effectiveness.
83. What reduces the effectiveness of an organization more - violations in behavior or in processes?

84. Efficiency of public administration.
85. Efficiency of public administration: problems, general approaches and ways to improve.
86. Efficiency of management bodies.
87. Efficiency and quality of public administration.
88. Efficiency of rule-making activities of the state.
89. Management effectiveness in organizations and organizational development.
90. Efficiency: general principles, concepts and types.

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;
- I 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

- 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.

8.3.2 Interim certification.

Approximate list of topics on which reports on production practice (design and technological) can be prepared
(formation of competence PC-4)

IPK-4.1.

1. Diagnostics of the professional and psychological potential of the employee(selected enterprise)
2. Analysis of the personnel management system of a furniture factory(selected enterprise)
3. Control system analysis(selected enterprise)
4. Analysis of organizational structure and personnel management(selected enterprise)
5. Analysis of the manager's work organization(selected enterprise)
6. Analysis of the organization and performance results of a retail trade enterprise(selected enterprise)
7. Analysis of the external and internal environment of the enterprise(selected enterprise)

IPK-4.2.

8. Analysislegal practice in the human resources department(selected enterprise)
9. Enterprise profit management(selected enterprise)
10. Enterprise management(selected enterprise)
11. Business process management(selected enterprise) and its structural divisions
12. The role of management in the work of the enterprise(selected enterprise)
13. Analysis of commercial activities and ways to improve dispatch control of a motor transport enterprise(selected enterprise)
14. Analysis and improvement of the organization of the personnel management system(selected enterprise)
15. Analysis and ways to improve management at the enterprise(selected enterprise)

IPK-4.3.

16. Analysis and assessment of enterprise management efficiency(selected enterprise)
17. Analysis of the activities of a travel company(selected enterprise)
18. Analysis of the activities of a service sector enterprise(selected enterprise)
19. Analysis of the activities of an enterprise for the production of reinforced concrete products(selected enterprise)
20. Organization of work of an advertising agency(selected enterprise)

The subject matter of specific topics 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.

Appendix A

Sample design

Calendar plan

undergoing _____ practice

student of _____ course _____ form of study
_____ (Full name.)

No.	**Name of work and individual assignments**	**Period of completion of works and tasks**
1	2	3

Head of practice from the university _____ (full name)
_____ (signature)

Appendix B

Sample design

Diary
undergoing _____ practice

student of _____ course _____ form of study

_____ (Full name.)

No.	**date**	**Brief summary of the work performed**	**Place of work (position to be filled)**
1	2	3	4

Student _____ (full name) **_____**
(signature)

Appendix B

Sample title page design
practice report

MINISTRY OF SCIENCE AND HIGHER EDUCATION

RUSSIAN FEDERATION

Federal State Autonomous Educational Institution

higher education

"MOSCOW POLYTECHNIC UNIVERSITY"

/Moscow Polytechnic/

Department "_____"

REPORT

about completing _____ practice

student _____ course _____ form of study

_____ (Full name.)

Place of internship _____
_____

The practice took place from _____ to _____

Report submission date _____

Head of practice _____ (full name)

Moscow 20__

Appendix D

An approximate example of a review-characteristic on a student's practice

Organization form with mandatory
indicating the organizational form
and full name,
addresses and contact numbers

Review - characteristics

Student of __ courseDepartment "_____" of the Moscow Polytechnic Sidorova Natalya Savelyevna from 07/1/2024 to 07/15/2024 completed an industrial practice (technological) in the direction of 03/38/02 "Management" at CJSC "M-Auto".

During her internship, she performed the duties of a specialist in analyzing the financial and economic activities 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-Avto CJSC is interested in continuing to work with the department "_____" and invited 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 group studentuch. group

FULL NAME. student

STATEMENT

Please guide meLast name First name Full name, to passtype of practiceto the organizationofficial name of the organization, based on the agreement concluded between the organization and the Moscow Polytechnicgeneral/individual[1]agreement.

(signature)

(date of)

[1]Leave the desired option as the basis

Appendix E

Sample content of a report on production practice (design and technological)

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 work of the administrative service……..……...6

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

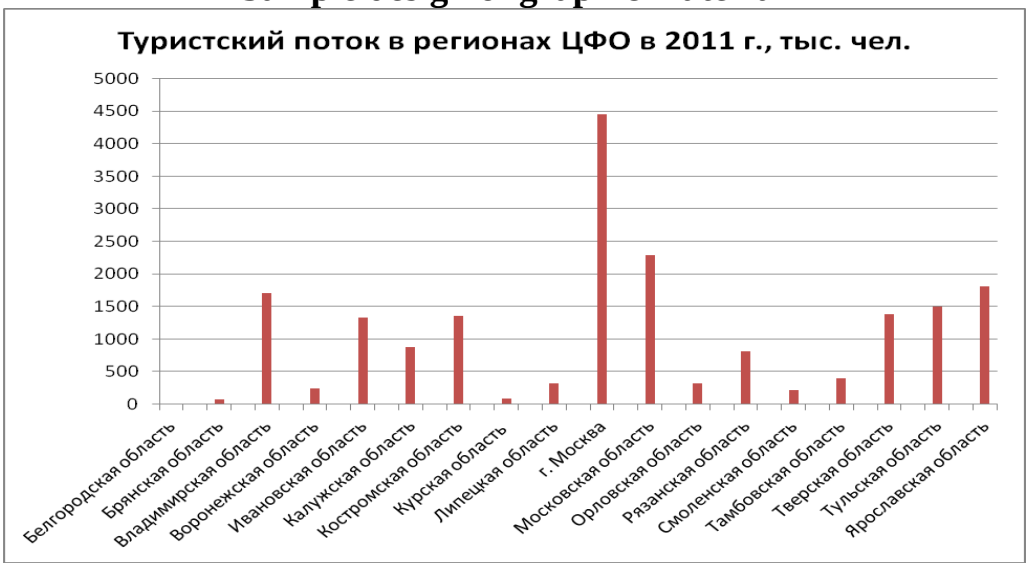


Figure 1 - Distribution of tourist flow by region of the Central Federal District



Figure 2 - Animation management structure

Appendix 3

Sample table design

Table 1.

Museums of the Yamalo-Nenets Autonomous Okrug

No.	Name of the locality	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. Pervomaiskaya, 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
eleven.	p.Ovgort	Ovgortsky Museum of Local Lore	tel. 07 or 8(349294) 6-72-42