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MINISTRY OF SCIENCE AND HIGHER EDUCATION OF THE RUSSIAN FEDERATION

Federal State Autonomous Educational Institution of Higher Education

"Moscow Polytechnic University"

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INTERNSHIP PROGRAM

"Academic Internship (project)"

Field of study
38.03.02 Management

Educational program (profile)
"Business Process Management"

Qualification (degree)
Bachelor

Form of study
Half-time

Moscow 2023

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Content

1. Goals, objectives and planned results of the internship 6
2. Place of practice in the structure of the educational program 7
3. Practice characteristic 7
4. Structure and content of practice 9
5. Educational, methodological and information support 10
   - 5.1. Regulatory documents and GOSTs 10
   - 5.2. Main literature 10
   - 5.3. additional literature 11
   - 5.4. Electronic educational resources 11
   - 5.5. Licensed and Free Software 11
   - 5.6. Modern professional databases and information reference systems 11
6. Logistics 12
7. Guidelines 12
   - 7.1. Guidelines for the head of the organization of practice 12
   - 7.2. Guidelines for students on mastering the discipline 12
8. Evaluation fund 15
   - 8.1. Methods for monitoring and evaluating the results of internship 18
   - 8.2. Scale and criteria for evaluating the results of internship 19
   - 8.3. Evaluation tools 22

1. Goals, objectives and planned results of the internship

In accordance with the federal state educational standard of higher education in the field of study 38.03.02 "Management" (qualification (degree) "bachelor"), educational practice (project practice) is an obligatory element of the main educational program of a bachelor's degree and is a type of training session directly focused on professional and practical training of students.

The purpose of educational practice (project):
consists in the formation and development of students' personal and professional qualities that make it possible to ensure the fulfillment of the requirements of the Federal State Educational Standard of Higher Education in the field of universal competence norms, available resources and constraints

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

- obtaining skills to formulate a set of tasks within the framework of the goal of the project, the solution of which ensures its achievement.
- learn to determine the links between the tasks set, the main components of the project and the expected results of its implementation.
- mastery of ability choose the best methods for planning, distributing areas of responsibility, solving problems, analyzing results, taking into account current legal regulations, available conditions, resources and restrictions, and opportunities for use

As part of educational practice (project) planned direct performance by students of the following types of work related to future professional activities:

- general familiarization with the activities, legal form and management system of an enterprise, organization;
- study of the organizational structure of the enterprise and the functions of individual units;
- study of the work, functions and duties of personnel;
- study of legislative acts regulating the activities of the organization;
- study of regulatory documents on management issues in the organization;
- understanding the content of the manager's profession, its features and differences from the professions of other specialists;

Competences of the student, formed as a result of the passage of "educational practice (project)":

Code and name of competencies	Competence achievement indicators
UK-2- Able to determine the range of tasks within the set goal and choose the best ways to solve them, based on current legal regulations, available resources and restrictions	**IUK-2.1.**Formulates a set of tasks within the framework of the project goal, the solution of which ensures its achievement **IUK-2.2.**Identifies the links between the tasks set, the main components of the project and

	the expected results of its implementation **IUK-2.3.**Selects the best methods for planning, distributing areas of responsibility, solving problems, analyzing results, taking into account current legal regulations, available conditions, resources and restrictions, and opportunities for use

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

Educational practice (project) refers to block B.2.1.2 Educational practice (project) is focused on the information-analytical type of professional activity. Educational practice (project) is interconnected logically and content-methodically with the following disciplines of the EP:

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

3. Practice characteristic

The head of the educational practice (project) from the University is appointed by the teacher of the department "Management". Guiding student practice for everyoneits stages is carried out jointly with the leaders practitioner -employees of organizations of various organizational and legal forms of ownership.

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

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

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

locality where the organization is located. The assignment for practice is issued by the head of practice at the department. Outreach is a practice that is carried out outside the locality in which the organization is located. Field practice can be carried out in the field if it is necessary to create special conditions for its implementation.

The bases of educational practice (project) for the direction of training 38.03.02 "Management" can be:

– municipal organizations;

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

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

- for the unemployed: the presence of a concluded agreement between the University and the organization for the internship by a group of students or individual agreements based on an application (Appendix D);
- for working students - a certificate from the place of work (on the letterhead of the organization with the signature of the head and seal).

When choosing an internship base for students, it is necessary to be guided, first of all:

- the direction of his preparation;
- the future topic of the student's final qualifying work. And also take into account what specific practical skills a future graduate should receive in the workplace to perform a specific job within the chosen area of training.

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

The total duration of the training practice is 2 weeks.

4. Structure and content of practice

The total labor intensity of educational practice (project) is 2 credit units, i.e. 72 academic hours (of which 72 hours are independent work of students).
Training practice (introductory) pass on the first course.
Second semester: 72 hours - independent work of students. Type of intermediate attestation - differentiated credit.

The content of educational practice (project)

1. Acquaintance with the normative documentation regulating the activities of the organization.

Determination of the organizational and legal form of the organization. Comparison of the organizational and legal form declared in the statutory documents with the Civil Code (part I, section 4) of the Russian Federation.

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

Familiarization with federal laws, laws of local self-government, resolutions of the Government of the Russian Federation, federal government bodies, other regulatory documents that establish norms, rules and requirements in a certain area of the organization's professional activities.

2. Acquaintance with the internal regulations, labor protection and the environment of the organization.

Working with documents regulating the internal regulations. Conducting observations on the actual observance by the personnel of the enterprise of the internal regulations, the established start and end times of the enterprise. Passing a safety briefing. The study of documents that establish safety rules in the organization. Familiarization with the action plan for labor protection. Familiarization with fire, electrical and other types of safety equipment.

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

Control over compliance with the rules of internal regulations, labor protection and the environment in the organization: the establishment of external and internal subjects of control and their competence. Work with organizational documents.

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

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

Familiarization with the internal environment of the organization. Familiarization with the structural divisions of the organization. The main functions of these units. Drawing up a diagram of the relationship of structural units.

Familiarization with the goals, objectives and main activities of the organization (subdivision). Determining the conformity of the goals and objectives of the activities of the organization (subdivision) with the work plan of the subdivision. Establishing a leadership style at the top and middle levels of management of the organization.

No. p/p	**Sections (stages) of practice**	**Types of educational work on practice including independent work students and laboriousness** (in hours)		**Forms current control**
1	Preparatory stage, including organizational assembly, instruction safety engineering.	0.5 cu	18 o'clock	Mark in calendar plan
2	Internship at enterprise (organization), collection, processing and analysis received information.	1 credit	36 hours	Mark in calendar plan
3	Preparing a report on practice.	0.5 cu	18 o'clock	Mark in calendar plan
4	Protection of practice.			Differentiator bathroom credit

5. Educational, methodological and information support

5.1 Regulatory documents and GOSTs

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

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

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

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

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

5.2 Main literature

1. Lopareva A. M. Business planning: a textbook for universities / A. M. Lopareva. - 3rd ed.,revised and additional - M .: Yurait Publishing House, 2022. -

273 p. - (Higher education). — ISBN 978-5-534-13541-1. — Text: electronic // Educational platform Urayt [website]. — URL: https://urait.ru/bcode/495509

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

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

5.3 additional literature

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

2. Gorfinkel V.Ya.,Popadyuk T.G. Innovation management: textbook. Moscow: Unity-Dana, 2015 - 392 pages.

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

5.4 Electronic educational resources

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

5.5 Licensed and Free Software

1. Operating system Windows 7 (or lower) - Microsoft Open License. License No. 61984214, 61984216, 61984217, 61984219, 61984213, 61984218, 61984215
2. Office applications, Microsoft Office 2013 (or lower) - Microsoft Open License. License No. 61984042
3. Antivirus software, Kaspersky Endpoint Security for Business - Standard.
4. License No. 1752161117060156960164.
5. Microsoft Office 2013 prof (for learning). State contract No. 18-09/14 dated 09/22/2014 Act No. Tr09950.
6. 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.
7. Office applications, Microsoft Office 2013 (or lower) - Microsoft Open License. License No. 61984042…

7.1 Modern professional databases and information reference systems

1. http://www.gov.ruServer of state authorities of the Russian Federation.

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

8. Logistics

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

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

9. Guidelines

9.1 Guidelines for the head of the organization of practice

In the process of organizing educational practice (project practice), the leaders from the graduating department and the head from the enterprise (organization) should use modern educational and scientific production technologies.

1. *multimedia technologies,*for which introductory lectures and instructing students during practice are held in rooms equipped with a projection screen, projector, laptops. This allows managers and specialists of the enterprise (organization) to save time spent on presenting the necessary material and increase its volume.
2. *distance form*consultations during the passage of specific stages of educational practice and the preparation of a report.
3. *Computer technologies and software products,*necessary for the collection and systematization of technical, economic and financial information, the development of plans, the implementation of the practice of calculations required by the program, etc.

9.2. Guidelines for students on mastering the discipline

Questions and tasks mastered by the student independently

1. General methodological principles of management
2. Classification of types and forms of management
3. Basic concepts of management.
4. Macroeconomic environment of the enterprise.
5. Stages of formation and development of management
6. The opportunity cost of the property.
7. Analysis of the cost of individual types of products.
8. Analysis of the composition of receivables.
9. Analysis of the composition and dynamics of profit.
10. Analysis of the composition, structure and dynamics of non-current assets of the enterprise.
11. Analysis of the composition, structure and dynamics of current assets of the enterprise.
12. Analysis of the structure of the company's assets.
13. Balance sheet: its essence and the procedure for reflecting business transactions on it.

14. Investment activity and depreciation.
15. Investment strategy for the development of production competitiveness of products
16. Integration of the system of technological preparation of production and operational scheduling
17. Sources and conditions of project financing.
18. Quality and competitiveness of products
19. Concentration of production and monopoly
20. Corporate information systemsEnterprise workforce
21. Analytical function of marketing in the enterprise
22. Internet as a distribution channel in the enterprise
23. Management methods as a set of means of influencing the object of management
24. Projects for the production of products for state needs.
25. Ensuring the production and technological process
26. Basic principles of management organization
27. The main articles of the calculation of the cost of production.
28. Fixed assets
29. Main goals of product certification
30. Main goals of standardization
31. The main goals of unification
32. Features of marketing activities in the electronic market
33. Features of financing in Russia.
34. Domestic and foreign investments
35. Risk assessment of an industrial enterprise as a condition for its sustainable development
36. Estimation of the cost of capital of the enterprise.
37. Inflation indicators.
38. The concept of uncertainty and risk
39. The concept of constants, variables. general, specific variables, specific fixed, specific total costs. Their charts.
40. The concept, meaning and objectives of the analysis of the financial condition of the enterprise and its financial stability.
41. Fixed, variable and deflated prices.
42. Economic life span of innovations.
43. Project financing scheme, conditions for its development.
44. Production capacity
45. Industrial policy of Russia
46. Industrial potential of Russia
47. Email Marketing: Tasks and Content
48. Goods and services on the Internet

49. Choosing an object for creating flexible production systems
50. Information support for calculating the effectiveness of an innovative project.
51. Internet Marketing Communications
52. Marketing control at the enterprise
53. Projects of joint production activity.
54. Projects requiring state support, projects implemented at an operating enterprise.
55. The development of productive forces as the main factor in the social division of labor and the formation of large industry groups
и industries
57. Regulation of domestic monopolies
58. Decision support systems
59. Own and borrowed funds.
60. Ways to assess the degree of risk
61. Stages of capital circulation.
62. Stages of designing the organization of production
63. Strategic and tactical marketing planning in the enterprise
64. The structure of business expenses.
65. The structure of general production and general business costs.
66. Structural and logical model for the formation of indicators arrived.
67. Structures of expenses for the maintenance and operation of equipment.
68. The essence, forms and indicators of the concentration of production in industry
69. Technological cycle of production and sales of products
70. Commodity policy of the enterprise
71. Quality and competitiveness management of the finished product products
72. Enterprise risk management
73. Participants of the electronic market
74. Phases of the product life cycle
75. Formation of the organizational structure of the enterprise
76. Economic efficiency of concentration of production in industry
77. The economic environment of the project.

Based on the results of the internship, the student after the end of the internship provides the head of the internship with the following reporting documents on the internship:

- review-characteristic, signed by the head of practice from the organization, certified by the seal of the organization (Appendix D);
- application for practice (Appendix D);

- internship schedule (Appendix A)
- practice diary signed by the student (Appendix B);
- practice report (Appendix B).

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

The main requirements for a review-characteristic - filled out in the form, accurately, containing the signature of the head of practice from the organization, certified by the seal of the organization.

Basic requirements for a practice diary:

- the diary must be filled out in the form and accurately;
- contains the timing of the internship, daily entries in strict accordance with the program and the plan-task for the internship;
- contains the student's signature.
- The main requirements for the content of the practice report are as follows:
- the introduction indicates: the purpose, place, date of commencement 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 tasks 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, analysis of financial the state of the organization and the main economic indicators, development trends of the enterprise), a list of outstanding 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 practice;
- give proposals for improving the organization of the enterprise; draw individual conclusions about the practical significance of the type of practice carried out for themselves.

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

The main requirements for the preparation of a practice report are as follows:

- the report must be made in Microsoft Word, in Times New Roman, 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 (applications (illustrative material) are not included in the total number of report pages);
- surnames, names of institutions, organizations, firms 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 put down 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 general pagination, but are not counted in the amount of work;
- the title page (Appendix B) is included in the overall page numbering, but the page number is not included on the title page;
- digital material should be in the form of tables, the table should be placed in the report immediately after the text in which it is mentioned for the first time, or on the next page, all tables should be referenced in the text of the report, each table should have a heading. An example of the design of tables in Appendix H;
- 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 may be in color, all drawings should be referenced in the work . Illustrations should be numbered in Arabic numerals by serial numbering within the entire report (example in Appendix G). If there is only one illustration in the report, then it is designated - “Fig.”. It is allowed to number illustrations within the section. In this case, the number of the illustration consists of the number of the section and the serial number of the figure, separated by a dot. For example, Fig. 1.1;
- when writing the text of the report, in addition to the skills acquired during the internship and suggestions for organizing the educational process, it is important to show the problems and contradictions that arose during the internship and suggest ways to resolve these problems.

The most common shortcomings in the internship and the preparation of a report on it are:

- violation of the rules for the preparation of reporting documents (report on practice, diary);
- lack of supporting documentary materials confirming the implementation (fulfillment) of various tasks in the course of practice;
- lack of applications (completed primary documents, auxiliary tables);
- non-fulfillment of the issued plan-task for practice;
- vagueness of the student's conclusions about the internship;
- lack of a bibliography;
- the lack of indication in the list of references of new (actual) legal acts, textbooks and manuals, as well as articles from specialized journals.

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

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

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

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

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

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

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

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

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

10. Evaluation fund

10.1 Methods for monitoring and evaluating the results of internship

Evaluative means of monitoring progress include control questions on the compiled report to control mastering students of sections of educational practice (project).

COMPETENCES FORMULATION	List of components	Technology formation competencies	Form appraisal facilities**	Degrees of levels development of competencies
UK-2- Able to determine the range of tasks within the set goal and choose the best ways to solve them, based on current legal regulations, available resources and restrictions	**IUK-2.1.**Formulates a set of tasks within the framework of the project goal, the solution of which ensures its achievement **IUK-2.2.**Identifies the links between the tasks set, the main components of the project and the expected results of its implementation **IUK-2.3.**Selects the best methods for planning,	Independent Job	report, control questions to report	A basic level of - know the theoretical basics of management project Advanced level: - self-sufficiency solve managerial tasks.

	distributing areas of responsibility, solving problems, analyzing results, taking into account current legal regulations, available conditions, resources and restrictions, and opportunities for use			

10.2 Scale and criteria for evaluating the results of internship

Scales for assessing the results of certification and their description:

Form of attestation: differential test.

Certification of students in the form of a differential test is carried out based on the results of defending a report on educational (practice for obtaining primary professional skills and abilities). Based on the results, the rating is "excellent", "good", "satisfactory" or "unsatisfactory".

Evaluation scale	*Description*
Great	*Independent work was done, test tasks were passed, active participation in a business game, and other types of work provided for by the curriculum. The student demonstrates the correspondence of knowledge, skills and abilities given in the tables of indicators, operates with the acquired knowledge, skills, skills, applies them in situations of increased complexity. In this case, minor errors, inaccuracies, difficulties in analytical operations, transferring knowledge and skills to new, non-standard situations can be made.*
Fine	*Independent work was done, test tasks were passed, active participation in a business game, and other types of work provided for by the curriculum. The student demonstrates incomplete, correct correspondence of knowledge, skills, and abilities given in the tables of indicators, or if 2-3 minor errors were made at the same time.*
Satisfactorily	*Independent work was done, test tasks were passed, participation in a business game, and other types of work provided for by the curriculum. The student demonstrates the conformity of knowledge, which covers the main, most important part of the material, but at the same time one significant error or inaccuracy was made.*

unsatisfactory	*Completed independent work in the form of a scientific report, not fully participating in the classroom work provided for by the curriculum. The student demonstrates incomplete correspondence of knowledge, skills and abilities given in the tables of indicators, significant errors are made, lack of knowledge, skills, skills is manifested in a number of indicators, the student experiences significant difficulties in operating knowledge and skills.*

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

UK-2. Able to determine the range of tasks within the set goal and choose the best ways to solve them, based on the current legal norms, available resources and restrictions				
Index	Evaluation criteria			
IUK-2.1. Formulates a set of tasks within the framework of the project goal, the solution of which ensures its achievement.	student demonstrates complete absence or insufficient understanding the basic principles for formulating a set of tasks within the framework of the project goal, the solution of which ensures its achievement.	student demonstrates incomplete understanding of the basic principles for formulating a set of tasks within the framework of the project goal, the solution of which ensures its achievement.	student demonstrates partial understanding the basic principles for formulating a set of tasks within the framework of the project goal, the solution of which ensures its achievement.	student demonstrates a complete understanding the basic principles for formulating a set of tasks within the framework of the project goal, the solution of which ensures its achievement.
IUK-2.2. Identifies the links between the tasks set, the main components of the project and the expected results of its implementation.	The student is not can or inadequate degree is able to determine the links between the tasks set, the main components of the project and the expected results of its implementation.	student demonstrates incomplete presentation and ability to determine the links between the tasks set, the main components of the project and the expected results of its implementation.. Allowed significant errors appears failure skills, in a row indicators, student experiencing significant difficulties in operating skills at their transfer to new situations.	student demonstrates partial the ability to determine the links between the tasks set, the main components of the project and the expected results of its implementation. Skills are mastered but allowed minor mistakes, inaccuracies, difficulties in analytical operations, transfer of skills for new ones, non-standard situations.	student demonstrates a complete the ability to determine the links between the tasks set, the main components of the project and the expected results of its implementation. Free operates acquired skills, applies them in situations elevated difficulties.

UK-2.3 -chooses the best methods of planning, distribution of areas of responsibility, problem solving, analysis of results, taking into account the current legal norms, available conditions, resources and restrictions, and the possibilities of use.	student demonstrates complete absence or insufficient correspondence next skills: choose the best methods for planning, distributing areas of responsibility, solving problems, analyzing results, taking into account current legal regulations, available conditions, resources and restrictions, and opportunities for use	student demonstrates incomplete match the following skills: choose the best methods for planning, distributing areas of responsibility, solving problems, analyzing the results, taking into account the current legal norms, available conditions, resources and restrictions, and the possibilities of use. Allowed significant errors appears failure skills, in a row indicators, student experiencing significant difficulties in operating skills at their transfer to new situations.	student demonstrates partial correspondence next skills: choose the best methods for planning, distributing areas of responsibility, solving problems, analyzing the results, taking into account the current legal norms, available conditions, resources and restrictions, and the possibilities of use. Skills are mastered but allowed minor mistakes, inaccuracies, difficulties in analytical operations, transfer of skills for new ones, non-standard situations.	student demonstrates a complete correspondence the following skills: choose the best methods for planning, distributing areas of responsibility, solving problems, analyzing the results, taking into account the current legal norms, available conditions, resources and restrictions, and the possibilities of use. Free operates acquired skills, applies them in situations elevated difficulties.

10.3 Evaluation tools

No. OS	Name appraisal facilities	Brief description of the estimated facilities	Performance evaluation tool in FOS
1	Report on practice	The product of the student's independent work, concise V written form received research results and familiarization with selected company.	Topics of reports on practice
2	Control questions about	Means control, organized as special conversation pedagogical W i t h worker h students on topics related W prepared report, and	Checklist questions

	report	it h designed to clarify the scope of knowledge student in a particular area topic, problem, etc.	

8.3.1 Monitoring

An approximate list of questions to control the development of sections of educational practice by students (project)
(formation of competences UK-2)

IUK-2.1.

1. General methodological principles of management
2. Basic concepts of management.
3. Stages of formation and development of management
4. Enterprise workforce
5. Internet as a distribution channel in the enterprise
6. Management methods as a set of means of influencing the object of management
7. Classification of types and forms of management
8. Macroeconomic environment of the enterprise.
9. The opportunity cost of the property.
10. Balance sheet: its essence and the procedure for reflecting business transactions on it.
11. Investment activity and depreciation.
12. Analytical function of marketing in the enterprise
13. Projects for the production of products for state needs.
14. Ensuring the production and technological process
15. Basic principles of management organization
16. Osnovnye article costing products.
17. Fixed funds
18. Main goals of product certification
19. Main goals of standardization
20. The main goals of unification

IUK-2.2.

20. Internet Marketing Communications
21. The development of productive forces as the main factor in the social division of labor and the formation of large industry groups and industries
22. Analysis of the cost of individual types of products.
23. Choosing an object for creating flexible production systems
25. Information support for calculating the effectiveness of an innovative project.
26. Marketing control at the enterprise

27. Projects of joint production activity.
28. Projects requiring state support, projects implemented at an existing enterprise.
29. Analysis of the composition of receivables.
30. Regulation of domestic monopolies
31. Analysis of the composition and dynamics of profit.
32. Analysis of the composition, structure and dynamics of non-current assets of the enterprise.
33. The concept, meaning and objectives of the analysis of the financial condition of the enterprise and its financial stability.
34. Fixed, variable and deflated prices.
35. Economic life span of innovations.
36. Project financing scheme, conditions for its development.
37. Production capacity
38. Industrial policy of Russia
39. Industrial potential of Russia
40. Email Marketing: Tasks and Content
41. Goods and services on the Internet
42. Decision support systems
43. Own and borrowed funds.
44. Ways to assess the degree of risk
45. Stages of capital circulation.
46. Analysis of the composition, structure and dynamics of current assets of the enterprise.
47. Analysis of the structure of the company's assets.

IUK-2.3.

48.Corporate information systems
49. Formation of the organizational structure of the enterprise
50. Investment strategy for the development of production competitiveness of products
51. Integration of the system of technological preparation of production and operational scheduling
52. Sources and conditions of project financing.
53. Quality and competitiveness of products
54. Concentration of production and monopoly
55. Features of marketing activities in the electronic market
56. Features of financing in Russia.
57. Domestic and foreign investments
58. Risk assessment of an industrial enterprise as a condition for its sustainable development
59. Estimation of the cost of capital of the enterprise.
60. Indicators of inflation.

61. The concept of uncertainty and risk
62. Stages of designing the organization of production
63. Strategic and tactical marketing planning in the enterprise
64. Structure of commercial expenses.
65.Structure of overhead and general business costs.
66. Structural and logical model for the formation of profit indicators.
67. Structures of expenses for the maintenance and operation of equipment.
68. The essence, forms and indicators of the concentration of production in industry
69. Technological cycle of production and sales of products
70. Commodity policy of the enterprise
71.Managing the quality and competitiveness of finished products
72. Enterprise risk management
73. Participants of the electronic market
74.Phases of the life cycle of products
75.Economic concentration efficiency in industry
76. The economic environment of the project.

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

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

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

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

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

– made suggestions to improve the activities of the organization where he did his internship;

– prepared the report in accordance with the requirements.

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

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

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

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

– during the internship, he was unable to demonstrate the development of certain general cultural and professional competencies at a level corresponding to the junior or middle manager of the organization where he did 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 credit with an "unsatisfactory" grade is given to a student who

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

– did not complete the practice plan.

8.3.2 Interim qualification.

An indicative list of topics for which reports on educational practice (project) can be prepared
(formation of competences UK-2).

IUK-2.1.

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

IUK-2.2.

16. Technology for providing services to hotel residents (selected enterprise)
17. Technology of personnel work in the organization in (selected enterprise)
18. Management system (selected enterprise)
19. Gathering information and making management decisions (selected enterprise)
20. The role of managers-economists at maritime transport enterprises
21. Development of measures to improve the efficiency of management of the personnel management subsystem (selected enterprise)
22. Evaluation and analysis of the activities of a construction organization (selected enterprise)
23. Features of the organization of document circulation (selected enterprise)
24. Features of marketing and management at (selected enterprise)

25. Features of activity (of the selected enterprise)
26. Fundamentals of management of a motor transport enterprise (selected enterprise)
27. Organization of shop management (selected enterprise)
28. Organization of personnel management (selected enterprise)
29. Organization of the production process (selected enterprise)
30. Organization of management at the enterprise (selected enterprise)
31. Management and marketing structure of the enterprise (selected enterprise)
32. Analysis of the activities of the enterprise for managing funds (selected enterprise)
33. Analysis of the organization of managerial work (selected enterprise)

IUK-2.3.

34. Improving the personnel management system at the enterprise (selected enterprise)
35. Systematic analysis of the business qualities of the personnel of the enterprise (selected enterprise)
36. Enterprise management system and its main elements (selected enterprise)
37. Organizational structure and system of labor motivation of the personnel of this enterprise
38. Organizational structure of the organization (selected enterprise)
39. Organization and methods of making managerial decisions (selected enterprise)
40. Organization of activities of structural divisions in the performance of construction and installation works, operation, repair and reconstruction of buildings and structures (selected enterprise)
41. Organization of the activity of the enterprise (selected enterprise)
42. Organization of the activities of the enterprise on the example (selected enterprise)
43. Organizational and economic characteristics of the organization and analysis of the main production and economic indicators (selected enterprise)
44. Organizational and economic characteristics of the company (selected enterprise)
45. Characteristics and analysis of activities (selected enterprise)
46. Characteristics of the activities of the joint-stock company (selected enterprise)
47. Enterprise management (selected enterprise)

Annex A

Sample design

Calendar plan

passing _____ *practices*

student _____ course _____ forms of education _____

(Full name.)

No. p / p	**Name of works and individual assignments**	**Lead time works and assignments**
1	2	3

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

_____ (signature)

Annex B

Sample design

Diary

passing _____practices

cours

student _____ e _____forms of education

(Full

_____name.)

No. p / p	date	Summary of completed work	Place of work (replaceable job title)
1	2	3	4

Student _____(Full name.) _____

(signature)

Annex B

Title page template
practice report

MINISTRY OF SCIENCE AND HIGHER EDUCATION
RUSSIAN FEDERATION
Federal State Autonomous Educational Institution
higher education
"MOSCOW POLYTECHNICAL UNIVERSITY"

Department of "Management"

REPORT

about passing _____practices

student _____course_____forms of education

_____(Full name.)

Place of internship _____

_____

The practice took place
from _ _____**By** _____

Date of submission
of the report _____

Practice leader _____**(Full name.)**

Moscow 2023

Annex D

Exemplary sample recall-characteristics By practice student

Form of the organization with the obligatory indication of the organizational form
и full name, address
and contact numbers

Review - characteristic

Student _____course departments_____" » Moscow Poly Sidorova Natalya Savelyevna from 1.07.2023 to 15.07.2023 passed an educational (introductory) practice in the direction 38.03.02 "Management" at CJSC "M-Avto".

B During the period of practice, she performed the duties of a specialist in the analysis of 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 to be a competent specialist. The management of ZAO M-
Avto" is interested in continuing to work with the department " "
And _____
suggested Sidorova N.S. work, taking into account her employment during extracurricular time.

The internship program was completed in full.

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

CEO V.V. Waterholes

M.P.

Annex D

Head of department

"Department name"

FULL NAME. head of department

from a student of the group uch. group

FULL NAME. student

STATEMENT

Please guide meLast name First name Full name, for passing viewpracticespractices in the organizationofficial name of the organization, based concluded between the organization and the Moscow Polytechnicgeneral/individual[1]contracts.

_____
(signature)

_____
(date of)

[1] Leave the desired option as the basis

Sample contents of a study practice report

Introduction 3

Chapter 1 Organization Overview **4**
1.1. Organizational structure of the organization 4
1.2. Characteristics of the activities of the organization 5
1.3. Characteristics of the work of the administrative service 6
1.4. Characteristics of the range of products and services 8

Chapter 2. Characteristics of the external and internal environment of the organization ... **9**
2.1. Characteristics of the main environmental factors 9
2.2. Characteristics of the main factors of the internal environment 10
2.3. The structure and responsibilities of the organization's personnel ..... eleven

Conclusion 15
List of sources used 16
Applications… 17

Sample design of graphic material

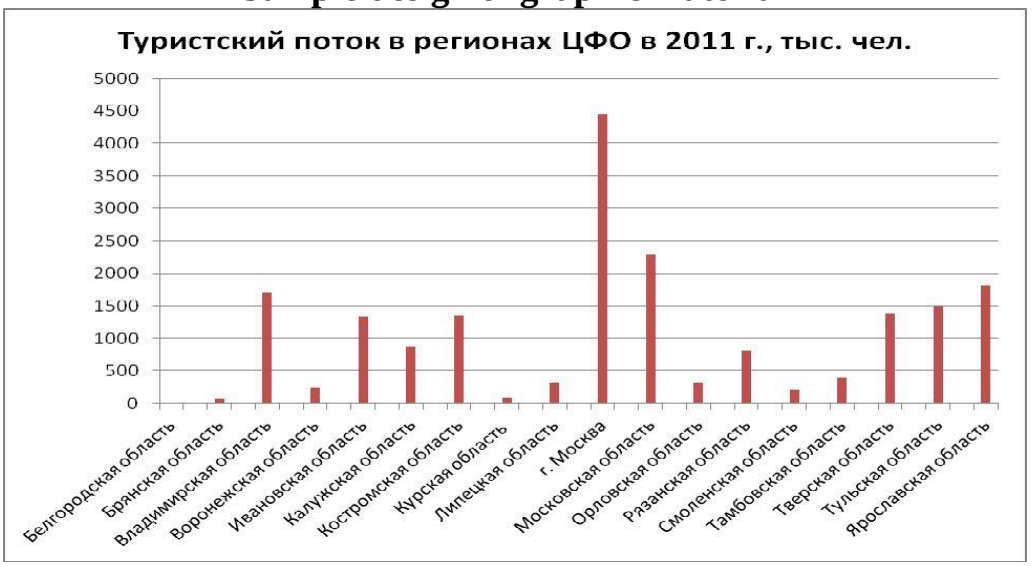


Figure 1. Distribution of tourist flow by regions of the Central Federal District



Figure 2.Animation Management Structure

Annex H

Sample table design

Table 1.

Museums of the Yamalo-Nenets Autonomous Okrug

No. p/p	**Name inhabited item**	**Name of institution**	**Address, phone**
		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. Laptsuy	st. Komsomolskaya, 40, sq. 1, tel. 4-73-81
		Labytnangi	
3.	Labytnangi	City Museum of Local Lore	st. School, 9, tel. (34992) 5-32-36
		Nadymsky district	
4.	Nadym	Nadym Museum of Archeology and History	pr. Leningradsky, 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 region	
6.	p.Yar-Sale	Yamal Regional Museum (MUK)	st. Hoodie Seroko, 18, tel. (34996) 2-74-58 , 3-04-58 (Fax)
		Priuralsky district	
7.	Aksarka village	Priuralsky Museum of Local Lore	st. May Day, 28, tel. (34993) 2-24-43
8.	Gornoknyazevsk	Natural-ethnographic complex	
		Shuryshkarsky district	
9.	n. Muzhi	Shuryshskar District Historical 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.	Ovgort village	Ovgort Museum of Local Lore	tel. 07 or 8(349294) 6-72-42