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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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"15" февраля 2024

WORKING PROGRAM OF THE INTERNSHIP

"Academic Internship (introductory)"

Field of study
38.03.02 Management

Educational program (profile)
"Business Process Management"

Qualification (degree)
Bachelor

Form of study
Part-time

Moscow 2024

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1. Goals, objectives and planned results of the internship

In accordance with the federal state educational standard of higher education in the field of training 38.03.02 “Management” (qualification (degree) “bachelor”), educational practice (introductory practice) is a mandatory element of the main educational program of a bachelor’s degree and is a type of training sessions directly focused on professional and practical training of students.

Purpose of educational practice (introductory):
consists in the formation and development of personal and professional qualities in students, allowing them to ensure compliance with the requirements of the Federal State Educational Standard for Higher Education in the field of universal competence UK-10 - the ability to make informed economic decisions in various areas of life

Objectives of educational practice (introductory)are aimed at consolidating the theoretical training of students, acquiring practical skills and competencies of UK-10, as well as professional experience, including:

- developing an understanding of the basic principles of the functioning of macroeconomics and economic development, the goals and types of state participation in the economy.
- obtaining an understanding of the basic patterns of functioning of microeconomics and the factors that ensure the rational use of resources and the achievement of effective performance results.
- mastering methods of economic and financial planning to achieve personal financial goals, using financial tools for managing a personal budget that are adequate to the set goals, optimizing one’s own financial risks.

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

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

Competencies student, formed V result passing “educational practice (introductory)”:

Code and name of competencies	Indicators of Competency Achievement

UK-10 – Capable accept informed economic decisions in various areas of life	**IUK-10.1**. Understands basic principles Functioning macroeconomics And economic development, goals and types state participation in the economy. **IUK-10.2.** Is basic patterns of micro-functioning economy and factors providing rational use of resources and Achievement effective results activities. **IUK-10.3.** Applies methods economical mic and financial planning to achieve personal financialgoals, uses adequate delivered goals financial tools management personal budget, optimizes own financial risks.

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

Educational practice (introductory) refers to block B.2.1.1 Educational practice (introduction) is focused on the information and analytical type of professional activity. Educational practice (introductory) is logically, substantively and methodologically interconnected with the following EP disciplines:

- Fundamentals of Management;
- Business process management;
- Introduction to the profession;
- Modern organizational management structures;
- Educational practice (project-based).

3. Characteristics of practice

Head educational practices (introductory) from University are appointed teacher departments "Management". Management student practice on everyone her stages carried out together With practice managers employees organizations various organizational legal forms of ownership.

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

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

The method of conducting internships is stationary and away in organizations with which the university has entered into agreements for practice. Stationary practice is practice that is carried out in an organization or in the educational program of an organization located on the territory

the locality in which the organization is located. The 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 practice can be carried out in the field if it is necessary to create special conditions for its implementation.

Bases of educational practice (introductory) for the direction of training 03.38.02 “Management” can act as:

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

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

- for non-workers: the presence of a concluded agreement between the University and the organization for 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 organization’s letterhead with the signature of the manager and seal).

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

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

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

The total duration of the internship is 2 weeks.

4. Structure and content of practice

The total labor intensity of educational practice (introduction) is 3 credit units, i.e. 108 academic hours (of which 108 hours are independent work of students).

Part-time study:

Educational practice (introductory) takes place in the second year.

Fourth semester: 108 hours – independent work of students. Type of intermediate certification - differentiated credit.

Contents of educational practice (introductory)

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

Determination of the organizational and legal form of the organization. Comparison of the organizational and legal form stated in the statutory documents with

the Civil Code (Part I, Section 4) of the Russian Federation.

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

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

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

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

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

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

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

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

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

No.	**Sections (stages) of practice**	**Types of educational work in practice including independent work of students and labor intensity** (in hours)	**Forms of current control**

1	Preparatory stage, including organizationalmeeting, briefing safety precautions.	1 z.e.	36 hours	Marking in the calendar
2	Undertaking an internship at an enterprise (organization), collecting, processing and analyzing the information received.	1 z.e.	36 hours	Marking in the calendar
3	Preparation of a practice report.	1 z.e.	36 hours	Mark in calendar plan
4	Defense of practice.			Differentiatedbathroom 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 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;
5. Forms of accounting, financial, statistical, internal reporting developed at the enterprise (organization) and instructions for filling them out.

5.2 Main literature

1. Lopareva A. M. Business planning: a textbook for universities / A. M. Lopareva. — 3rd ed., revised. and additional - M.: Yurayt Publishing House, 2022. - 273 p.
— (Higher education). — ISBN 978-5-534-13541-1. — Text: electronic // Educational platform Urayt [website]. — URL:https://urait.ru/bcode/495509
2. 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 of entrepreneurial activity: textbook for universities / E. E. Kuzmina. — 4th ed., revised. and additional - Moscow
: Yurayt Publishing House, 2022. - 455 p. - (Higher education). — ISBN 978-5-534-14024-8. — Text: electronic // Educational platform Urayt [website]. —

URL:https://urait.ru/bcode/488831

5.3 Additional literature

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

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

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.

7. Guidelines

7.1 Methodological recommendations for the manager on organizing practice

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

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

7.2. Methodicalinstructions for students on mastering the discipline

Questions and tasks that the student masters independently

1. General methodological principles of management
2. Classification of types and forms of management
3. Basic concepts of management.
4. Macroeconomic environment of the enterprise.
5. Stages of formation and development of management
6. Opportunity cost of property.
7. Analysis of the cost of individual types of products.
8. Analysis of the composition of accounts receivable.
9. Analysis of the composition and dynamics of profit.
10. Analysis of the composition, structure and dynamics of non-

current assets of the enterprise.

11. Analysis of the composition, structure and dynamics of the company's current assets.
12. Analysis of the structure of enterprise assets.
13. Balance sheet: its essence and the procedure for reflecting business transactions on it.
14. Investment activities and depreciation.
15. Investment strategy development production product competitiveness
16. Integration systems technological preparation production and operational scheduling
17. Sources and conditions of project financing.
18. Quality and ensuring product competitiveness
19. Concentration of production and monopoly
20. Corporate informational systems Labor enterprise resources
21. Analytical function of marketing in an enterprise
22. Internet as a distribution channel in an enterprise
23. Management methods as a set of means of influencing the control object
24. Projects for the production of products for government needs.
25. Ensuring the production and technological process
26. Basic principles of management organization
27. Main articles of product costing.
28. Fixed assets
29. Main purposes of product certification
30. Main goals of standardization
31. Main goals of unification
32. Features of marketing activities in the electronic market
33. Features of financing in Russia.
34. Domestic and foreign investments
35. Risk assessment of an industrial enterprise as a condition for its sustainable development
36. Estimation of the cost of capital of an enterprise.
37. Inflation indicators.
38. Concept of uncertainty and risk
39. Concept permanent, variables. general, specificvariable, specific fixed, specific total costs. Their schedules.
40. The concept, meaning and objectives of analyzing the financial condition of an enterprise and its financial stability.
41. Constant, variable and deflated prices.
42. Economic life expectancy of innovations.
43. Project financing scheme, conditions for its development.
44. Production capacity
45. Industrial policy of Russia
46. Industrial potential of Russia
47. Email Marketing: Objectives and Contents
48. Products and services on the Internet

49. Selecting an object for creating flexible production systems
50. Information support for calculating the effectiveness of an innovative project.
51. Marketing communications on the Internet
52. Marketing control at the enterprise
53. Projects of joint production activities.
54. Projects requiring government support, projects implemented at an existing enterprise.
55. Development productive strength How main factorsocial division of labor and the formation of large industry groups And industries
57. Regulation of domestic monopolies
58. Decision support systems
59. Own and borrowed funds.
60. Methods for assessing the degree of risk
61. Stages of capital circulation.
62. Stages of designing production organization
63. Strategic And tactical planning marketing at the enterprise
64. Structure of commercial expenses.
65. Structure of general production and general economic costs.
66. Structural-logical model of formation of profit indicators.
67. Cost structures for maintenance and operation of equipment.
68. Essence, forms and indicators of concentration of production in industry
69. Technological production cycle and product sales
70. Product policy of the enterprise
71. Control quality And competitiveness finished products
72. Enterprise risk management
73. Electronic market participants
74. Product life cycle phases
75. Formation of the organizational structure of the enterprise
76. Economic efficiency concentrations production in industry
77. Economic environment of the project.

Based on the results of the internship, the student, after completing the internship, provides the internship supervisor with the following reporting documents on the internship:

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

- application for practice (Appendix D);
- internship calendar plan (Appendix A)
- practice diary signed by the student (Appendix B);
- practice report (Appendix B).

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

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

- the report must be completed in Microsoft Word, in Times New Roman font, 14 pt, with 1.5 spacing, the volume of the report is 20-25 pages of printed text;
- the report may include appendices (tables, graphs, completed forms, price lists, etc.) of no more than 20 pages (appendices (illustrative material) are not included in the total number of pages of the report);
- surnames, names of institutions, organizations, companies and other proper names are given in the original language;
- the pages of the report are numbered in Arabic numerals in compliance with

continuous numbering throughout the text, the number is placed in the lower right part of the sheet without a dot at the end of the number;

- diagrams, drawings, tables and other illustrative material located on separate sheets are included in the overall page numbering, but are not counted towards the scope of the work;
- the title page (Appendix B) is included in the general page numbering, but the page number is not indicated on the title page;
- digital material should be presented in the form of tables, the table should be placed in the report immediately after the text in which it is mentioned for the first time, or on the next page, all tables provided should have links in the text of the report, each table should have a title. An example of the design of tables in Appendix 3;
- drawings (graphs, diagrams, diagrams, etc.) should be placed in the work immediately after the text in which they are mentioned for the first time, or on the next page, illustrations can also be in color, all drawings should be referenced in the work . Illustrations should be numbered in Arabic numerals and sequentially numbered throughout the entire report (example in Appendix G). If there is only one illustration in the report, then it is designated "Fig." It is allowed to number illustrations within a section. In this case, the illustration number consists of the section number and the serial number of the figure, separated by a dot. For example, Fig. 1.1;
- When writing the text of the report, in addition to the skills acquired during the practice and proposals for organizing the educational process, it is important to show the problems and contradictions that arose during the practice and suggest ways to resolve these problems.

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

- violation of the rules for drawing up reporting documents (practice report, diary);
- lack of supporting documentary materials confirming the implementation (performance) of various tasks during practice;
- lack of attachments (completed primary documents, auxiliary tables);
- failure to fulfill the assigned practice plan;
- vagueness of the student's conclusions about the internship;
- lack of reference list;
- lack of indication in the list of references of new (current) 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. Appraisal Fund

8.1 Methods of monitoring and evaluating the results of internship

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

COMPETENCIES FORMULI-ROVKA	List of components	Technology for developing competencies	Form evaluation tool**	Degrees of levels of mastering competencies

UK-10- ability to take justified economic solutions in various areas of life	**IUC-10.1.** Understands Basic operating principles Macroeconomics And economic development, goals and types of state participation in the economy. **IUC-10.2.** Represents the main patterns of functioning microeconomics and factors ensuring rational use of resources and achieving performance results. **IUC-10.3.** Applieseconomic and financial planning methods to achieve personal financial goals, Uses adequate goalsfinancial management tools personal budget, optimizes own financial risks.	Independent Job	report, controlquestions for report	A basic level of - know the theoretical foundations of enterprise management Advanced level: - skill on one's ownsolve management problems.

8.2 Scale and criteria for assessing the results of internship

Scales for assessing certification results and their description:

Certification form: differential pass.

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

Grading scale	*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, abilities, 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.*

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

UK – 10 -ability to make informed economic decisions in various areas of life				
Index	Evaluation criteria			
IUC-10.1. Understands basic principles functioning macroeconomics and economic development, goals and types of participation states in economy.	student demonstrates complete absence or insufficient understanding basic principles functioning I am a macroeconomist Miki and economic development, goals and types of participation states in economy.	student demonstrates incomplete understanding basic principles functioning macroeconomics and economic development, goals and types state participation in economy.	The learner demonstrates partial understanding basic principles of functioningmacro economics and economicdevelop ment, goals and types of state participation in the economy	The student demonstrates complete understanding of the basic principles of the functioning of macroeconomics and economic development, goals and types of state participation in the economy.
IUC-10.2. Is	The student is	student demonstrates	The student	The student

basic patterns of functioningmicroeconomics and factors, ensuring rational use resources and achievement effective results activities	unable or insufficiently able to presents the main patterns of functioningI microeconomics and factors ensuring rational use resources and achievement effective performance results	incomplete representation of the main patterns of functioningmicroeconomics and factors, ensuring rational use resources and achievement effective results activities allowed significant errors manifests itself failure skills, in a row indicators, student experiences significant difficulties with operating operating skills with their transfer to new situations.	demonstrates a partial understanding of the basic patterns of functioning microeconomicsand factors ensuring rational use resources and achievement effective performance results Skills have been mastered, but minor mistakes are made, inaccuracies,difficulties in analytical operations, transferring skills to new ones, non-standard situations.	demonstrates a complete understanding of the basic patterns of functioningmicroeconomics and factors, ensuring rational use resources and achievement effective results activities. Operates freely acquired skills, applies them in situations of increased difficulties.
UK-10.3. Applies methods economic and financial planning for achievements personal financial goals, uses adequate delivered financial purposes tools management personal budget, optimizes own financial risks.	student demonstrates complete absence or insufficient correspondence the following knowledge: apply methods economic and financial planning for achievements personal financial purposes, uses adequate delivered goals financial tools management personal budget, optimizes own financial risks.	The student demonstrates incomplete compliance the following knowledge: apply economic and financial planning methods to achieving personal financial goals, uses adequate financial instruments for goals personal budget management, optimizes its own financial risks. Allowed significant errors, insufficient skills are manifested, according to a number of indicators, the student experiences significantdifficulties with operatingskills when transferring them to new situations.	student demonstrates partial correspondence the following knowledge: apply methods economic and financial planning for achievements personal financial purposes, uses adequate delivered goals financial tools management personal budget, optimizes own financial risks. Skills mastered but are allowed minor mistakes, inaccuracies,	student demonstrates complete correspondence the following knowledge: apply methods economic and financial planning for achievements personal financial goals, uses adequate delivered financial purposes tools management personal budget, optimizes own financial risks. Free operates acquired skills, applies them in situations increased difficulties.

			difficulties with analytical operations, transfer of skills for new ones, non-standard situations.	

8.3 Evaluation tools

OS No.	Name of the assessment facilities	Brief description of the evaluation tool	Presentation of the evaluation tool in FOS
1	Practice report	The product of the student's independent work, which is a summary written form received research results and familiarization with the selected enterprise.	Topics of practice reports
2	Tests situations. about the report	Means control, organized as special conversation pedagogical employee with students onTopics, related to prepared report, and designed to clarify the scope of knowledge student in a specific section, topic, problem, etc.	Checklist questions

8.3.1 Current control

An approximate list of questions to monitor students' mastery of sections of educational practice (introduction)
(formation of UK-10 competencies)

IUC-10.1.

1. General methodological principles of management
2. Basic concepts of management.
3. Stages of formation and development of management
4. Enterprise labor resources
5. Internet as a distribution channel in an enterprise
6. Management methods as a set of means of influencing the control object
7. Classification of types and forms of management
8. Macroeconomic environment of the enterprise.
9. Opportunity cost of property.
10. Balance sheet: its essence and the procedure for reflecting business transactions on it.
11. Investment activities and depreciation.
12. Analytical function of marketing in an enterprise
13. Projects for the production of products for government needs.
14. Ensuring the production and technological process

15. Basic principles of management organization
16. Main items for calculating product costs.
17. Fixed assets
18. Main goals of product certification
19. Main goals of standardization

IUC-10.2.

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

IUC-10.3.

47. Corporate information systems
48. Formation of the organizational structure of the enterprise
49. Investment strategy development production product competitiveness
50. Integration of the system of technological preparation of production and operational scheduling

51. Sources and conditions of project financing.
52. Quality and ensuring the competitiveness of products
53. Concentration of production and monopolism
54. Features of marketing activities in the electronic market
55. Features of financing in Russia.
56. Domestic and foreign investments
57. Grade risks industrial enterprises how condition hissustainable development
58. Estimation of the cost of capital of an enterprise.
59. Inflation indicators.
61. Concept of uncertainty and risk
62. Stages of designing production organization
63. Strategic And tactical planning marketing at the enterprise
64. Structure of commercial expenses.
65. Structure of general production and general economic costs.
66. Structural-logical model of formation of profit indicators.
67. Cost structures for maintenance and operation of equipment.
68. Essence, forms And indicators concentrations production in industry
69. Technological production cycle and sales of products
70. Product policy of the enterprise
71. Management of quality and competitiveness of finished products
72. Enterprise risk management
73. Electronic market participants
74. Product life cycle phases
75. Economic efficiency concentrations production in industry
76. Economic environment of the project.

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

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

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

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

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

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

– prepared the report in accordance with the requirements.

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

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

– 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

–νοτwas able, during practice, to demonstrate the formation of general cultural and professional competencies provided for by the requirements for the results of practice;

–διδ νοτ φυλφιλλ τηε πραχτιχε πλαν.

8.3.2 Interim certification.

Approximate list of topics on which reports on educational practice (introduction) can be prepared (formation of UK-10 competencies).

IUC-10.1.

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

IUC-10.2.

16. Technology providing services residing hotel (selected enterprise)
17. Technology personnel work organizations (selected enterprise)
18. Management system (selected enterprise)
19. Collection information And adoption managerial solutions(selected enterprise)
20. The role of managers-economists in maritime transport enterprises
21. Development of measures to improve the management efficiency of the personnel management subsystem (selected enterprise)
22. Grade And analysis activities construction

organizations(selected enterprise)

23. Peculiarities of document flow organization (selected enterprise)
24. Peculiarities of marketing and management at (selected enterprise)
25. Peculiarities of activity (selected enterprise)
26. Basics management motor transport enterprise(selected enterprise)
27. Organization of workshop 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. Structure management And marketing enterprises (selected enterprise)
32. Analysis activities enterprises By management funds(selected enterprise)
33. Analysis of the organization of managerial work (selected enterprise)

IUC-10.3.

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 (of the selected enterprise)
37. Organizational structure and system motivation labor personnelof this enterprise
38. Organizational structure of the organization (selected enterprise)
39. Organization and methods of making management decisions (selected enterprises)
40. Organization of activities of structural units during construction and installation work, operation, repair and reconstruction of buildings and structures (selected enterprise)
41. Organization of the activities of an enterprise (selected enterprise)
42. Organization of the activities of an enterprise using the example of (selected enterprises)
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 activities joint stock companies (selected enterprises)
47. Enterprise management (selected enterprise)

Appendix A

Sample design

Calendar plan

*passing*_____*practices*

student_____course_____forms of education _____(Full name.)

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

Head of practice from the university_____(Full name.)

_____(signature)

Appendix B

Sample design

Diary
passing_____practices

student_____course_____forms of education

_____(Full name.)

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

Student_____(Full name.) _____
(signature)

Appendix B

Sample design of the title page of an internship report

MINISTRY OF SCIENCE AND HIGHER EDUCATION OF THE RUSSIAN FEDERATION

Federal State Autonomous Educational Institution
higher education
"MOSCOW POLYTECHNIC UNIVERSITY"

Department of Management

REPORT

about passing_____practices

student_____course_____forms of education

_____(Full name.)

Place of internship_____

_____

The practice took place with _____By_____

Report submission date_____

Head of practice_____(Full name.)

Moscow 2023

Appendix D

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

Organization form with mandatory indication of the organizational form
And
fullnames
, addresses and contact numbers

Review - characteristics

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

During her internship, she 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-Auto CJSC is interested in continuing to work with the department "

_____"an

d suggested Sidorova N.S. work taking into account her employment during extracurricular hours.

The practice program has been completed in full.

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

CEO V.V. Vodopoev

M.P.

Appendix D

Head of the department

"Name of the department" FULL

NAME. head of the department

from a group student uch. group

FULL NAME. student

STATEMENT

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

_____

(signature)

_____

(date)

[1] Leave the desired option as the basis

Appendix E

Sample contents of a training practice report

Introduction.....3

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

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

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

Sample design of graphic material

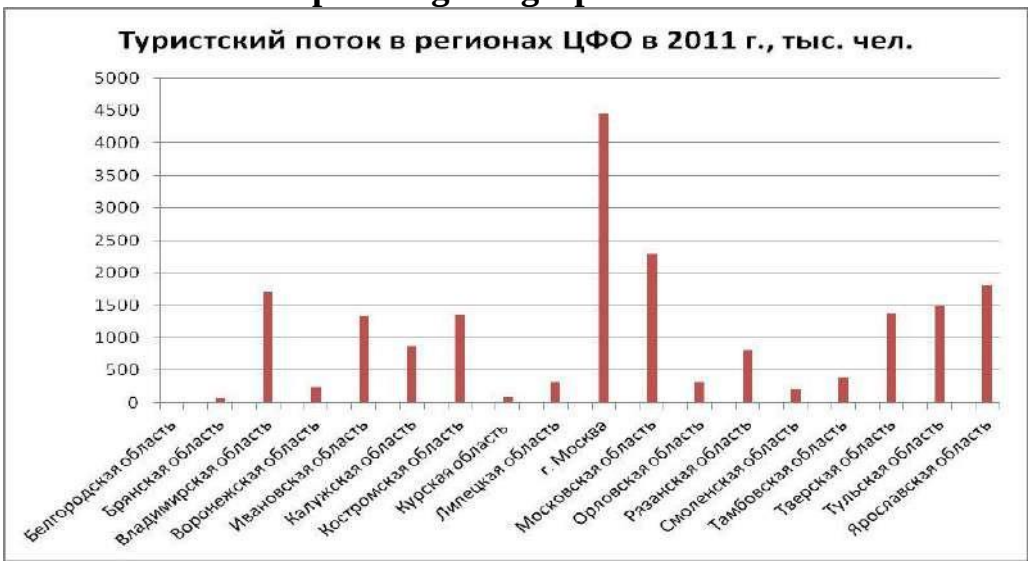


Figure 1. Distribution of tourist flow by region of the Central Federal District



Figure 2.Animation Management Structure

Appendix 3

Sample table design

Table 1.

Museums of the Yamalo-Nenets Autonomous Okrug

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