



МИНИСТЕРСТВО НАУКИ И ВЫСШЕГО ОБРАЗОВАНИЯ РОССИЙСКОЙ ФЕДЕРАЦИИ
федеральное государственное автономное образовательное учреждение высшего образования

**«Дальневосточный федеральный университет»
(ДФУ)**

Школа экономики и менеджмента

УТВЕРЖДАЮ

Руководитель образовательной
программы

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ПРОГРАММА

УЧЕБНОЙ ПРАКТИКИ

Educational practice to obtain primary professional skills
(Учебная практика по получению первичных профессиональных умений и
навыков)

НАПРАВЛЕНИЕ ПОДГОТОВКИ

38.04.02 Менеджмент

Программа академической магистратуры

**Магистерская программа: «International Business and Project management / на
английском языке»**

Владивосток
2019

1. REGULATORY DOCUMENTATION ON INTERNSHIP PROCEDURES

The syllabus is designed in accordance with the following requirements:

- Federal Law dated 29.12.2012 № 273-ФЗ «On Education in the Russian Federation»;
- Order of the Ministry of Education and Science of the Russian Federation dated 05.04.2017 № 301 «On Procedures of Organizing and Conducting Educational Activities on Educational Programs of Higher Education – Bachelor Degree Programs, Specialist’s Degree Programs, Master’s Degree Programs»;
- Order of the Ministry of Education and Science of the Russian Federation dated 27.11.2015 № 1383 «Regulations on Internship of the Students, majoring in the Professional Educational Programs of Higher Education»;

Federal State Educational Standard of Higher Education: Master’s degree program 38.04.02 Management, approved by the order of the Ministry of Education and Science of the Russian Federation dated on 30.03.2015 №322;

- FEFU Charter, approved by the order of the Ministry of Education and Science of the Russian Federation 06.05.2016 № 522;
- FEFU Policies and Procedures.

2. GOALS OF THE ACADEMIC INTERNSHIP FOR PRIMARY PROFESSIONAL SKILLS

Goals of Academic Internship for Master’s Degree Students are to obtain skills in academic/ research and analytical/ applied activities in the field of environmental economics and management.

3. OBJECTIVES OF THE ACADEMIC INTERNSHIP FOR PRIMARY PROFESSIONAL SKILLS

The objectives of the academic internship for Master’s degree students are as follows:

- to develop skills to work on research and analytical texts, their drafting,

editing, promoting and presenting;

- to study applied issues on management of academic and/ or analytical activities;

- to take part in particular academic/ analytical research;

- to obtain techniques and methods of processing, presenting and interpreting of applied research findings;

- to obtain primary professional skills in the professional field;

- to develop skills to work in groups, to hold scientific discussions and present research findings;

- to discuss projects and research papers.

4. ROLE OF ACADEMIC INTERNSHIP FOR PRIMARY PROFESSIONAL SKILLS IN THE STRUCTURE OF THE PROFESSIONAL EDUCATIONAL PROGRAM

Academic Internship for primary professional skills is designed as a part of the professional educational program, “Unit 2. Internship” (index Б2.В.05(У)) of the curriculum and is considered to be compulsory.

The following competences of the Master’s degree students are prerequisites to successfully complete academic internship for primary professional skills:

- to be able to generate ideas in scientific and professional fields;

- to be able to hold scientific discussions, follow the norms of the scientific style of the contemporary Russian language;

- to be disposed to act in irregular situations, take social and ethical responsibility for the decisions made;

- to be disposed to manage a professional team, be tolerant to social, ethnic, religious and cultural differences;

- to be disposed to self-development, personal fulfillment, creative thinking;

- to be disposed to oral and written communication in Russian and foreign languages for professional needs.

Academic Internship for primary professional skills is held in the first semester of the first course and is one among two internships in accordance with the curriculum of the Master's degree program 38.04.02 «Management», specialization «Environmental Economics and Management». The syllabus of the academic internship for primary professional skills aims at complete mastering of the subjects from core and variable units of the curriculum.

The following courses «Critical Thinking and Research», «Economics and Management: Adaptation Course», «The management strategy. Portfolio management», «Firms and Markets», «Econometrics» are the background for a successful completion of the academic internship.

As a result of the academic internship for primary professional skills, the skills of the Master's degree students necessary for the following courses «Environmental Economics», «Resources, Environment and Sustainability», «Research Methods Track 1» (or «Research Methods Track 2», or «Research Methods Track 3»), «Global Research Communication», «Environmental Economics», «Green Gases and Ecosystems», «Marketing Management», «Ecological Tourism» (or «Entrepreneurship»), «Presentation Skills» (or «Effective Business Presentations»).are to be developed.

5. TYPES, WAYS, PLACE AND PERIOD OF ACADEMIC INTERNSHIP FOR PRIMARY PROFESSIONAL SKILLS

Internship type – academic internship for primary professional skills.

Way of accomplishment – fixed site.

Form of accomplishment - distributed.

In accordance with the curriculum the internship is held in the first semester of the first course.

Place of accomplishment – Academic department SEM FEFU and the Primorye laboratory for economic development and collaboration, Economic Research Institute FEB RAS.

The place of accomplishment is provided for the disabled students in accordance with the accessibility requirements, taking into account their psychophysical qualities, their individual characteristics and state of health.

6. DEVELOPE COMPETENCES ON COMPLETION OF ACADEMIC INTERNSHIP FOR PRIMARY PROFESSIONAL SKILLS

The following general professional and professional competences are to be developed:

Competence code and description	Stages of competence development	
PC-12 – to be able to present research findings in the form of a report, article and presentation	Knows	major principles and rules for writing an academic text (including reviews, abstracts, synopsis and bibliography) for making an expert public presentation on the theoretical, empirical and applied levels (in the field of international business and project management), major requirements to scientific (academic) communication; major requirements to scientific (academic) texts of different genres
	Is able to	write and edit scientific (academic) texts, avoiding plagiarism; formalize research findings of theoretical, empirical and applied levels in the form of a text (including reviews, abstracts, synopsis and bibliography) (in the field of international business and project management), make and justify a hypothesis, make a thesis
	Is skilled to	do editing and reviewing of scientific texts of any difficulty; formalize research findings of theoretical, empirical and applied levels (in the field of international business and project management) in the form of a text and publicly present them, hold scientific communication in terms of idea generation and produce logically coherent texts based on those ideas
PC-13 – to be able to justify theoretical and practical relevance of the research topic chosen (the competence is developed partially)	Knows	international norms and requirements of reference apparatus, including references in a foreign language
	Is able to	utilize contemporary reference data bases; packages of innovative web-solutions, providing presentation and evaluation of

		research findings; packages for reference database management
	Is skilled to	do publication drafting and presenting in accordance with norms and requirements of reference apparatus, including contemporary reference databases, packages for reference database management

7. STRUCTURE AND CONTENT OF ACADEMIC INTERNSHIP FOR PRIMARY PROFESSIONAL SKILLS

Academic internship and the majority of group and individual forms of work within the internship are to develop skills to produce, edit, promote and present scientific and analytical texts, since both researchers and analytics build their activities around texts.

Total workload of academic internship is 1st semester - 4 weeks, 3 credits, 108 academic hours, 3^d semester - 4 weeks, 3 credits, 108 academic hours

№	Section (stages) of internship	Types of academic internship activities, including independent work	Workload (hours)		Total	Forms of formative control*
			In-class work	Independent work		
1.	Basic	Mini-lectures, discussions, trainings, business games, independent group work	36	18	54	GA 1.1 GA 1.2 GA 3 GA 4 GA 5 GA 6
2.	Final	Report presentation and defence (individual assignments)	0	54	54	IA 1 IA 2 Report defence
TOTAL			36	72	108	

* GA – group assignment, IA – individual assignment.

A “Basic” stage of internship is held in the form of a weekly training (see table) in collaboration with the Laboratory for Economic Development and Collaboration IER FEB RAS.

Contents	Forms of class activities and forms of control	In-class work (hours)	Independent work (hours)
Training opening (motivation, methods, structure, rules)	Mini-lecture, questions-answers	4	
Participants' expectations	Facilitation, games		
Patterns and principles of academic writing	Lectures (Hamburger, 3-D+)	2	
Technique for intellectual framework	Training (Freewriting, gist, questions, clusters, etc.). Mini-lecture (opinions, facts, thesis)	4	
Information literacy	Mini-lecture (Scopus, WOS, RSCI).	1	
Text structure	Mini-lecture, after – independent work	1	2
	Independent work (GA №2)	-	2
Text structure	Group discussion, mini-lecture (abstract), independent work (GA №3)	3	2
Information literacy	Game "Tour" (presentation GA №1.1. web-package)	2	
Style of academic texts	Lecture	2	
	Independent work (GA №4)	-	2
Text structure and its style	Independent work (GA №5)	-	2
Text structure and its style	Discussion	1	
Big academic texts design. Synopsis	Mini-lecture (up to 10-30), then – independent work	1	2
Fundraising	Lecture	1	
	Business game	4	
Text structure and its style	Independent work (GA №5,6)		2
Structure, style and synopsis	Independent work (GA №6, GA № 1.2)		2
Structure, style and synopsis	Independent work ("synopsis" analysis)		2
Synopsis	Presentations GA № 6 + GA № 1.2 (scheme 3-3-3-3). Oral and written synopsis evaluation	4	
	Game "Thesis committee" (assignment presentation №6)	4	
	Game and training completion	2	
TOTAL		36	18

8. LEARNING MATERIALS FOR STUDENTS' INDEPENDENT WORK

The learning materials for the independent work of students during the

academic internship are:

- course books on core subjects studied before;
- guidance for students, determining the process and contents of the internship;
- instructions for working with SciVal.

Group task 1.1

Choose a program product (Mendeley, Zotero или EndNotes). Study the way the product is used in analytical / academic work. Prepare a 3-minute “commercial”.

The task is supposed to be checked in the form of a game, where participants are to “sell” the program. Voting for the product is a “purchase”, with money being a scarce resource.

The winners are those who can present and promote, answer questions, and work in a team. The winner gets a maximum point, the second winning team gets minus one point, the third one gets minus one more point, 4 (and 5) places get minus 3 points.

Group task 1.2

Prepare a literature review on a certain research topic. The project is to be academic, and the choice of topics depends on the arrangements among the team members.

The assessment of the review covers the number of sources, the depth of study of the material, the understanding of the “gap”, the contradictions between different scientists (schools, approaches), and digital literacy of the team members.

Group task 2

Structure an article proposed by the instructor. Rubricate the text (if necessary) and head its sections.

Title the article by reconstructing its keywords.

Write the Introduction and the Conclusion.

Group task 3

Write the abstract to the article previously discussed.

Group task 4

Find, classify and calculate mistakes in the text about Priestley. Use the check list. Edit (rewrite) the text about Priestley.

Turn in the finished work in the form of the edited text and classified mistakes.

Group task 5

Edit an article proposed by the instructor. Play the role of both a science editor and a layout editor. Take into consideration the “focus”, “thesis statement”, line of reasoning, etc.

It is recommended to write your report (what exactly you liked or did not like about the thesis, focus, etc.). Correct the text.

Group task 6

Prepare a synopsis (a detailed plan of the master's thesis). It is to have the topic of the work, motivation, theoretical and practical problem, research question, design (data and methods), theoretical framework, preliminary list of references.

Besides, a preliminary structure of the thesis is to be presented and a primary literature review is to be included (Task 1.2).

Individual task 1

Edit your essay. Consider all the recommendations and regulations concerning the structure of such documents, the importance of keeping focus, formulating a thesis, etc.

Individual task 2

Prepare a synopsis of your master's thesis. It can be a social, entrepreneurial, or academic project in essence. In any case, a literature review, problem statement, etc. are the key components of a synopsis.

9. FORMS OF CONTROL (INTERNSHIP ASSESSMENT)

9.1 STUDENTS FORMATIVE ASSESSMENT IN THE COURSE OF ACADEMIC INTERNSHIP FOR PRIMARY PROFESSIONAL SKILLS

Form of control in the course of academic internship for primary professional skills is a graded test. A final score is of cumulative character and is calculated based on the formula:

$$\text{Final score} = \text{Score}_{\text{group assignment}} + \text{Score}_{\text{individual assignment}} + \text{Score}_{\text{internship report}}$$

Score to mark transfer	<i>bad</i>	<i>satisfactory</i>	<i>good</i>	<i>excellent</i>
	<i>Under 60</i>	<i>61-75</i>	<i>76-85</i>	<i>86-100</i>
	2	3	4	5

A *final score* is transferred to a final mark and a research seminar supervisor responsible for marking.

A score for a group assignment is composed of GA 1.1 score – 6; a score for an individual assignment is composed of IA (IA1 and IA 2).

№	Assignment code	Assignment score/ final score	Criteria
	Score _{group assignment}		
1	GA 1.1.	8	A score for participation in a game (results). 1 place – 8 scores, 2 place – 7, 3 – 6, 4 – 5
2	GA 1.2.	8	A score for a detailed SciVal report and a skill to interpret based on the key words – 8 scores. A detailed report is presented, but there is inaccuracy in interpretation – 6-7 scores. The key words are poorly determined – 5 scores.

			The key words are poorly determined and the report is misinterpreted - 3-4 scores. SciVal report is not presented, but the review is presented – 1 score
3	GA 2	5	A text structure is correct (compared to an original text and titles and subtitles match the main idea – 5 scores. A text division is wrong, (sub)titles are correct – 4 scores. Titles and subtitles match the content partially (erroneous text division) – 3 scores. Major errors have been made in terms of the structure and the main idea – 1-2 scores
4	GA 3	6	An abstract has a problem – 1 score (otherwise – 0); a research subject – 1 (0); methods and sources – 1 (0); there is no meaning loss – 1 (0); verbal patterns, no errors – 1 (0); style patterns – 1 (0); factual errors – 0 (-1).
5	GA 4	6	An amount of classified errors: above 40 – 1 score; 20-40 – 0,5 score; under 20 – 0 score). Quality of editing – 4 scores (no errors in the text); -0,1 per every missed or new error). Following the stylistic characteristics of a text – 1 (otherwise 0)
6	GA 5	10	Criteria: a) focus, b) thesis, c) text title, d) text structure, e) stylistic and technical editing. Assessment guideline: if there is definite improvement compared to an original text - 1 score, if there are no significant changes – 0, if an edited text is worse than an original one, – minus 0,5
7	GA 6	10	A score for participation in a game (results). 1 place – 8 scores, 2 place – 7, 3 – 6, 4 – 5
8	total	53	
	SCORE individual assignment		
9	IA 1	5	Criteria: a) focus, b) thesis, c) text title, d) text structure, e) stylistic and technical editing. Assessment guideline: if there is definite improvement

			compared to an original text - 1 score, if there are no significant changes – 0, if an edited text is worse than an original one, – minus 0,5
10	IA 2	5	Assessment: an interesting, stylistically correct topic – 1 score (otherwise 0); motivation – 1(0); problem/contradiction – 1(0); research question 1(0); logical research design 1(0); theoretical framework – 1(0); references using SciVal (0-1)
11	total	10	
	Score _{internship report}		
12	Report	37	Report assessment by items: intellectual framework (techniques) (5 scores), information literacy (5), text structure and style (5), design of larger academic texts. Synopsis (5), fundraising (5). Individual assignment – 12 scores
	TOTAL	100	

List of competences, description of indicators and criteria for their assessment at various stages of development, the rating scale

During the control stage, the level of development of the competencies presented in the following table is assessed.

Competence code and description	Stages of competence development		Criteria	Descriptors
PC-12 – to be able to present research findings in the form of a report, article and presentation	Knows (threshold)	major requirements to scientific (academic) texts of different genres (including reviews, abstracts, summaries, reference lists) for the purpose of presenting the findings on a theoretical, empirical and applied level (in the field of environmental economics and management), major requirements for scientific (academic) communication; major requirements for scientific (academic) texts of various genres	<ul style="list-style-type: none"> – knowing the main approaches, principles and rules of writing reviews in academic and applied projects in the field of environmental economics and management; – knowing the main principles of writing abstracts and briefs in applied and academic projects; – knowing the main principles of writing analytical reports on environmental economics and management; – knowing the main principles of writing summaries of academic texts on environmental economics and management; – knowing basic concepts, terminology and definitions in the sphere of academic communication in the field of environmental economics and management; – knowing the basic models of academic writing; 	<ul style="list-style-type: none"> – capability to prepare reviews in academic and applied projects in the field of environmental economics and management; – capability to prepare analytical reports on environmental economics and management; – capability to prepare summaries of academic texts on environmental economics and management; – capability to give definitions to the basic notions and terms used in academic writing; – capability to enlist academic writing models; – capability to interpret the principles of writing academic texts of different genres; – capability to formulate the assessment criteria for academic / analytical texts

			<ul style="list-style-type: none"> – knowing the main principles of academic writing; – knowing the basic requirements to academic texts of different genres; – knowing the main principles of analytical texts structure 	
	Is able to (advanced level)	formalize research findings of theoretical, empirical and applied levels in the form of a text (including reviews, abstracts, synopsis and bibliography) (in the field of international business and project management), formulate and justify a hypothesis, make a thesis; write and edit scientific (academic) texts, avoiding plagiarism	<ul style="list-style-type: none"> – ability to use software products to select, synthesize and utilize the information from domestic and foreign sources in individual research projects; – ability to use software products to select, synthesize and utilize the information from domestic and foreign sources in collaborative research projects; – ability to classify different types of plagiarism 	<ul style="list-style-type: none"> – capability to use software products to select, synthesize and utilize the information from domestic and foreign sources in individual research projects; – ability to use software products to select, synthesize and utilize the information from domestic and foreign sources in collaborative research projects; – capability to organize intellectual activity; – capability to support a hypothesis – capability to formulate the thesis for an academic / analytical text; – capability to hypothesize and choose the means of falsifying; – capability to differentiate types of plagiarism; – capability to avoid plagiarism when writing and editing an academic text
	Is skilled to (highest level)	formalize research findings of theoretical, empirical and applied levels (in the field of	- applying the principles of preparing theoretical, empirical and applied academic publications	– capability to prepare theoretical, empirical and applied academic publications (in the field of

		environmental economics and management) in the form of a text and publicly present them, hold scientific communication in terms of idea generation and produce logically coherent texts based on those ideas; edit and review a wide range of academic texts	(in the field of environmental economics and management); – applying the principles of preparing presentations of theoretical, empirical and applied levels (in the field of environmental economics and management); – applying special thinking techniques to generating ideas; – proficiency in building connected and logically structured academic and / or analytical text; – mastery of editorial skills; – proofreading of analytical texts	environmental economics and management); – capability to prepare presentations of theoretical, empirical and applied levels (in the field of environmental economics and management); – capability to apply special thinking techniques to generating ideas; – capability to build logically connected academic and / or analytical text; – capability to build, review and edit an individually or collaboratively prepared academic text; – capability to proofread academic texts; – capability to do academic and technical editing of an academic / analytical text
PC-13 – to be able to justify theoretical and practical relevance of the research topic chosen (the competence is developed partially)	Knows (threshold level)	international norms and requirements of reference apparatus, including references in a foreign language	– knowing common norms and requirements of reference apparatus; – knowing basic requirements of different referent systems; – knowing the main approaches, methods of searching and synthesizing scientific information; – knowing the basics of using scientific information in academic / analytical work; – knowing the basic principles of fundraising and applications for	– capability to apply norms and requirements to one’s own reference apparatus; – capability to build reference apparatus in different reference systems; – capability to explain basic approaches to searching and synthesizing scientific information; – capability to explain the main principles of using scientific information in academic / analytical work; – capability to prepare applications for funding academic and applied research projects

			funding academic and applied research projects;	
Is able to (advanced level)	utilize contemporary reference data bases; packages of innovative web-solutions, providing presentation and evaluation of research findings; packages for reference database management; critically evaluate, select, summarize and use information from domestic and foreign sources	<ul style="list-style-type: none"> - ability to use special software, reference data bases for preparing a publication; - ability to use complex innovative web-solutions to present research results; - ability to use special software to select, synthesize and use information from domestic and foreign sources in individual research projects; - ability to use special software to select, synthesize and use information from domestic and foreign sources in collaborative research projects 	<ul style="list-style-type: none"> - capability to use special software and reference data bases for preparing a publication; - capability to use complex innovative web-solutions to present and evaluate research results of individual projects; - capability to use complex innovative web-solutions to present and evaluate research results of distributed network research projects; - capability to use special software to select, synthesize and use information from domestic and foreign sources in individual research projects; - capability to use special software to select, synthesize and use information from domestic and foreign sources in collaborative research projects, including distributed network research projects; 	
Is skilled to (highest level)	do publication drafting and presenting in accordance with norms and requirements of reference apparatus, including contemporary reference databases, packages for reference database management; prepare and justify personal research	<ul style="list-style-type: none"> - skills in preparing publications and presentations using modern reference databases; - skills in preparing publications and presentations using information management software; - skills in distinguishing between facts and opinions; 	<ul style="list-style-type: none"> - capability to prepare publications and presentations using modern reference databases; - capability to prepare publications and presentations using information management software; - capability to prepare research programs; 	

		program as well as evaluate research programs of other authors
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<ul style="list-style-type: none">- the ability to generate a thesis and argue it;- ability to formulate hypotheses and select ways to falsify them;- understanding the principles and approaches to designing a research program;<ul style="list-style-type: none">– proficiency in defending a research program;– proficiency in evaluating research programs of other authors	<ul style="list-style-type: none">– capability to defend a research program;– capability to evaluate research programs of other authors
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Academic Internship defense: Grading Scale and Assessment Criteria

“Excellent” demonstrates proficiency level of students’ competence, “good” – advanced level, “satisfactory” – threshold level.

Major objects of academic internship assessment:

- students’ performance in the course of the internship;
- students’ workplace discipline;
- group and individual assignment performance in the course of the internship;
- report quality in terms of the content and structure;
- oral report presentation;
- supervisor’s reference and assessment of students’ performance at the workplace.

Academic internship assessment criteria

Grade	Competence description
«excellent»	A student has completed the internship program, can utilize theoretical knowledge while accomplishing the assignments, join theory and practice, easily solve the problems, provide an example, answer the follow-up questions in the course of the defence and give logical, deep, sophisticated and coherent answers.
«good»	A student has completed the internship program, can utilize theoretical knowledge while accomplishing the assignments, join theory and practice, solve the problems, provide an example, answer the follow-up questions in the course of the defence, give logical, deep, sophisticated and coherent answers but makes minor errors.
«satisfactory»	A student has completed the main part of the internship program, they can hardly utilize theoretical knowledge while accomplishing the assignments, join theory and practice, solve the problems, provide an example, answer the follow-up questions in the course of the defence, give logical and deep answers.
«bad»	A student has not completed the internship program, cannot utilize theoretical knowledge while accomplishing the assignments, join theory and practice, solve the problems, provide an example and answer the follow-up questions in the course of the defence.

A student who has not completed the program for a reasonable excuse should accomplish the internship assignments at the extracurricular time. A student who has not completed the program for an unreasonable excuse is considered to be academically deficient. A student makes up academic deficiencies in accordance with FEFU regulatory documents.

Academic internship report guidelines

Academic internship aims at providing master's degree students with the insights of academic/ research and analytical/ applied performance. Intensive training and a range of interactive forms used aim at developing research and analytical skills for drafting, editing, promoting and presenting texts, since the major activities of researchers and analysts are based on texts.

Thus, the report is a student's reflection exercise based on the activity where the corresponding competences were formed. In other words, the student should not just put the completed tasks into the folder, but try to understand what each type of academic and independent work was done for and how it influenced the competencies developed.

The report volume should be 15-25 typewritten pages (excluding appendices), 14 font size, 1.5 line spacing.

The contents of the report

Title page

Contents

Introduction

Describe the goals and objectives of the internship, and give a brief description of academic and analytical activities in the field of economics or management. Explain how skills in working with a text influence such activities. Describe how academic writing contributes to the formation of these skills. Consider the sequence of tasks in the training.

The main part

1. General characteristics and structure of the training

1.1. Intellectual framework

Choose any thinking technique (free writing, squeezing, questions, dice, or clusters). Describe how the group worked. Try to reflect on how the technique can be used in analytical and research activities (when preparing project reports, when organizing work on academic text, etc.).

1.2. Information literacy

Choose any product discussed (SciVal, Mendeley, EndNote, etc.). Comment on the purposes this product can be used for in academic or analytical applied work. Comment on the limitations and the benefits of using the product, depending on the tasks.

1.3. Structure and style of academic texts

Analyzing the group work on the text editing, its structure, writing an abstract and etc., describe the rules of scientific communication.

1.4. Larger texts design. Synopsis

Attach your work (individual assignment) for preparing the synopsis.

1.5. Fundraising

Reflecting on your participation in the Fundraising game, assess its success / failure and analyze the reasons for this. Explain why the distribution of resources in applied and / or academic projects is conducted through competition. Describe what you think successful strategies for fundraising / resource searching for academic / applied projects.

2. Individual assignment

As a result of a student participation in the process of writing, editing, and reviewing a scientific text, and performing group and individual tasks, professional competencies are formed. Think over and describe how these competencies were formed in your particular case.

- Reflect on how editing and proofreading the academic texts (group tasks 2, 4, 5 and individual assignment 1), doing group tasks 1.2 and 3 contributed to

developing the ability to present the research results in the form of an academic report, article or presentation;

- Describe how the understanding of the principles of building a reference apparatus including modern reference databases and information management software (group task 1.1) as well as the preparation of the synopsis (group task 6 and individual task 2) contributed to developing the ability to justify the relevance, theoretical and practical significance of the research topic.

Conclusion

List of references

Appendix

All the group and individual tasks (not mentioned in the main body).

10. ACADEMIC, METHODOLOGICAL AND INFORMATION SUPPORT FOR THE INTERNSHIP PROGRAM

Core literature

(electronic and printed versions)

1. Logic, Reasoning, and Rationality [Electronic resource] / Erik Weber, Dietlinde Wouters, Joke Meheus, Springer International Publishing, 2014. 283 p. URL: <http://lib.dvfu.ru:8080/lib/item?id=chamo:855557&theme=FEFU>
2. Research Design and Proposal Writing in Spatial Science [Electronic resource] / Jay D. GatrellGregory D. BierlyRyan R. Jensen. - Springer Science+Business Media B.V. 2012. 215 p. – URL: <https://link.springer.com/content/pdf/10.1007%2F978-94-007-2281-1.pdf>
3. Experimental Design Research [Electronic resource] / Philip CashTino StankovićMario Štorga. - Springer International Publishing Switzerland 2016. – URL: <https://link.springer.com/content/pdf/10.1007%2F978-3-319-33781-4.pdf>

Supplementary literature

(electronic and printed versions)

1. Impact of Design Research on Industrial Practice [Electronic resource] / Amaresh ChakrabartiUdo Lindemann. - Springer International Publishing Switzerland 2016 – URL: <https://link.springer.com/content/pdf/10.1007%2F978-3-319-19449-3.pdf>
2. Design Science Research [Electronic resource] / Aline Dresch, Daniel Pacheco LacerdaJosé Antônio Valle Antunes Jr. - Springer International Publishing Switzerland 2015. – URL: <https://link.springer.com/content/pdf/10.1007%2F978-3-319-07374-3.pdf>
3. Mixed Method Research Design [Electronic resource] / Larry S. SreejeshSanjay Mohapatra. - Springer International Publishing Switzerland 2014. – URL: <https://link.springer.com/content/pdf/10.1007%2F978-3-319-02687-9.pdf>
4. Design Thinking Research [Electronic resource] / Hasso Plattner,Christoph MeinelLarry Leifer. - Springer International Publishing Switzerland 2016. – URL: <https://link.springer.com/content/pdf/10.1007%2F978-3-319-40382-3.pdf>
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6. Metodologiya nauchnogo issledovaniya : uchebnik / A.O. Ovcharov, T.N. Ovcharova. –M.: INFRA-M, 2017. – 304 p. – www.dx.doi.org/10.12737/357. – Retrieved from: <http://znanium.com/catalog/product/894675>
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List of information technology and software

The location of the computer equipment with the software installed, the number of working stations	Software
SEM Computer Room G509, 26 seats	7Zip 16.04 – free file archiver with a high degree of data compression; ABBY FineReader 11 – software package for recognizing scanned text and then saving it Adobe Acrobat Reader DC – software package for creating and viewing electronic publications in PDF format; ESET Endpoint Security 5 – comprehensive protection of workstations based on Windows. Virtualization support + new technologies; Far Manager 3 – file and archive management program in Windows OS. Google Chrome – web browser Microsoft Office 2010 – office suite software for various types of documents (texts, spreadsheets, databases, etc.) Microsoft Project 2010 Microsoft Visio 2010 Mozilla Firefox – browser Notepad++ 6.68 – text editor Project Expert 7 – programs for evaluating investment projects and developing business plans R-Studio – a group of full-featured utilities for data recovery from hard drives (HDD), solid-state devices (SSD), flash memory and similar external and internal data storage. WinDjView 2.0.2 - program for recognizing and viewing files in DJV and DjVu formats; Guarant aero - reference and legal system for the Russian Federation legislation Consultant Plus is a computer system for searching and working with legal information.

11. INVENTORY AND EQUIPMENT FOR THE PROGRAM

The following laboratory equipment and specialized rooms are available for conducting research and doing assignments as well as for organizing independent work for students. The equipment meets applicable sanitary and fire safety standards as well as safety requirements:

Name of equipped premises and rooms for independent work	List of equipment
SEM Computer Room G409, for 26 people	Computer HP ProOne 400 All-in-One 19,5 (1600x900), Core i3-4150T, 4GB DDR3-1600 (1x4GB), 500GB HDD 7200 SATA, DVD+/-RW, GigEth, Wi-Fi, BT, usb kbd/mse, Win7 (64-bit)
Reading rooms of the FEFU Research Library with open access to the funds	Computer HP ProOne 400 All-in-One 19,5 (1600x900), Core i3-4150T, 4GB DDR3-1600 (1x4GB), 1TB HDD 7200 SATA, DVD+/-RW, GigEth, Wi-Fi, BT, usb kbd/mse, Win7Pro (64-bit)+Win8.1Pro(64-bit), 1-1-1 Wty

(Building A - Level 10)	Workstations for people with disabilities are equipped with braille displays and printers; equipped with: portable devices for reading flat-text texts, scanning and reading machines by a video optimizer with regulating color spectra magnifying electronic loops and ultrasonic markers
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Students are provided with access (remote access) to modern professional databases and information reference systems.

In order to provide special conditions for the education of persons with disabilities in FEFU, all buildings are equipped with ramps, elevators, lifts, specialized places equipped with toilet rooms, information and navigation support signs.

Compiled by

The program is discussed at the Academic department meeting, the meeting minutes of « ___ » _____ 201_ г. № ____.



Title template of academic internship report

MINISTRY OF EDUCATION AND SCIENCE OF THE RUSSIAN FEDERATION
Federal State Autonomous Educational Institution for Higher Education
Far Eastern Federal University»
(FEFU)

SCHOOL OF ECONOMICS AND MANAGEMENT

Academic department

R E P O R T

on academic internship for primary professional skills

Accomplished by the student of group

_____ A.D. Petukhov

Report final score

signature

Name

«____» _____ 20__

Internship supervisor

_____ L.O.Ivanov

Registration No. _____

«____» _____ 20__

signature

Name

Internship completed within the time limit

from «____» _____ 20__

to «____» _____ 20__

at _____

Vladivostok

20__



MINISTRY OF EDUCATION AND SCIENCE OF THE RUSSIAN FEDERATION
 Federal State Autonomous Educational Institution for Higher Education
Far Eastern Federal University»
(FEFU)

SCHOOL OF ECONOMICS AND MANAGEMENT

DIARY

on academic internship for primary professional skills

by a first year master's degree student, group _____

School of Economics and Management

Far Eastern Federal University

major 38.04.02 Management

program International Business and Project Management

Sorokin Igor

Period	Accomplishments	Internship supervisor signature

Internship supervisor

A.A. Stupnikova

27.02.201_
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MINISTRY OF EDUCATION AND SCIENCE OF THE RUSSIAN FEDERATION
Federal State Autonomous Educational Institution for Higher Education
Far Eastern Federal University»
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SCHOOL OF ECONOMICS AND MANAGEMENT

EVALUATION

of a first year master's degree student, group _____
School of Economics and Management
Far Eastern Federal University
major 38.04.02 Management
program International Business and Project Management
Sorokin Igor

Internship supervisor

A.A. Stupnikova

27.02.201_
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