



MINISTRY OF SCIENCE AND HIGHER EDUCATION OF THE RUSSIAN FEDERATION  
Federal State Autonomous Educational Institution of Higher Education  
**"Far Eastern Federal University"**  
(FEFU)

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**SCHOOL OF ECONOMICS AND MANAGEMENT**

"APPROVED"  
Head of educational program  
"International Business and Project  
Management"

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"21" November 2019

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"21" November 2019

**WORK PROGRAM  
PEDAGOGICAL PRACTICE**

**38.04.02 Management**

**Master's program**

Международный бизнес и управление проектами / International Business and  
Project management

**Graduate qualification (degree) - Master**

Vladivostok  
2019

## **1. REGULATORY DOCUMENTATION REGULATING THE PROCESS OF ORGANIZATION AND PROCESS OF PRACTICE**

This program of pedagogical practice (hereinafter - Practice) is designed in accordance with the requirements of:

- Federal Law of December 29, 2012 No. 273-Φ3 “On Education in the Russian Federation”;
- Order of the Ministry of Education and Science of the Russian Federation of 05.04.2017 No. 301 “On approval of the procedure for organizing and carrying out educational activities on educational programs of higher education - undergraduate programs, specialty programs, graduate programs”;
- Order of the Ministry of Education and Science of the Russian Federation of November 27, 2015 No. 1383 “On the approval of the provision on the practice of students mastering the basic professional educational programs of higher education”;
- Educational standard, independently established by FEFU (OS-38.04.02-57 / 2-2015), approved by order of the rector of 07.07.2015 No. 12-13-1282 (as amended, approved by order of the rector of FEFU of 06.09.2016 No. 12-13-1594), the qualification (degree) of the graduate - master;
- Position I on the procedure for the practice of students enrolled in the Federal State Autonomous Educational Institution of Higher Education "Far Eastern Federal University" in higher education programs (for undergraduate programs, specialties, master), approved by Order № 12-13-2030 from October 23, 2015;
- The positions I on the funds of assessment tools of educational programs of higher education - undergraduate programs, specialties, master's Far Eastern Federal University, approved by order of the rector from 12.05.2015, the № 12-13-850;
- Other local FEFU acts.

## 2. AIMS AND OBJECTIVES OF THE PRACTICE

*The objectives of* pedagogical practice are:

- Consolidation and deepening of the theoretical training of students in the studied disciplines or disciplines from the same field of knowledge;
- The formation of professional competences in the process of performing pedagogical activities, professional tasks within specific labor functions;
- The ability to develop curricula and methodological support of management disciplines;
- Apply modern methods and techniques in teaching;
- Obtaining the experience of self-teaching (the preparation of teaching materials).

*The tasks of the* production pedagogical practice are:

- Provision of the possibility to obtain educational experience activities, involvement in the educational process of the organization of higher vocational education as a trainee teacher, under the guidance of mentor;
- Consolidation of theoretical knowledge and skills acquired by undergraduates in the process of studying the basic and special disciplines of the educational program;
- The creation of conditions for the independent activity of a student in mastering competences related to teaching activities: conducting classes;
- Development of working curricula for subjects included in the curriculum of an educational program;
- Preparation of lecture notes, plans and assignments for practical exercises and other methodological support;
- Learning and application of active learning methods;
- Mastering the methodology of preparing and conducting various forms of conducting classes;
- Mastering the methodology of learning analysis;
- Understanding of modern educational information technologies;

- Inculcation of skills of self-education and self-improvement, assistance in activation of scientific and pedagogical activity of masters;
- Developing of personal qualities determined by the overall objectives of training and education set forth in the educational program;
- Usage of competences in teaching activities in the practical activities by student.

As a result of passing the practice, students develop the ability to develop curricula and methodological support of managerial disciplines, as well as to apply modern methods and techniques in their teaching (PC-15).

#### **4. CONTENT AND FORMAT OF THE PRACTICE**

Pedagogical practice is realized on the 2nd course in the 4th semester. The total labor intensity is 3 credit units, 108 hours, of which 36 hours are contact work, 72 hours is independent work of students.

Pedagogical practice can be conducted on the basis of the department of management, as well as other educational and methodological departments of the school and the university.

Pedagogical practice is allowed in teaching and methodological departments, laboratories at the University, possessing the necessary human and scientific potential.

The choice of the place of the student's pedagogical practice is determined by the head of the pedagogical practice and / or the supervisor and approved by the head of the educational program and the school director. Graduate student can find their own place of practice, based on the recommendation of the head of pedagogical practice and / or scientific supervisor. If necessary, an agreement on cooperation between the School of Economics and Management and partner organizations that provided a venue for teaching practice can be executed.

This practice is carried out in the form of pedagogical and (or) methodical work, in accordance with the field of professional training of students.

Pedagogical practice is based on the development of the disciplines of Block 1: basic and variable.

For successful pedagogical practice, the student must clearly understand the structure of the academic disciplines of his or her educational program, possess a high-level conceptual apparatus, have a general understanding of modern active learning methods, structure and requirements for the work program of the academic discipline in FEFU.

#### **4. TECHNIQUE OF IMPLEMENTATION OF PRACTICE**

General management of pedagogical practice is carried out by the head of the educational program.

Individual leadership of pedagogical practice is carried out directly by the head of the pedagogical practice (hereinafter referred to as the head of practice).

Responsibilities of practice leaders:

1. to form a task for practice and familiarize the student;
2. to form a schedule of pedagogical practice;
3. to monitor the passage of teaching practice;
4. provide advice on the development of teaching materials;
5. advise on the choice of literature, data collection and information retrieval, etc .;
6. conduct a discussion of interim results, preparation and issuance of necessary recommendations.

Responsibilities of the undergraduate:

1. to follow the instructions of the head of practice;
2. to complete an individual plan of teaching practice, which is approved by the head of the practice;
3. to follow the schedule of works on teaching practice agreed with the practice leader;

4. periodically (at least once a week) to report to the head of practice on the work done and to submit for viewing independently prepared teaching materials (for example, cases, test tasks, tasks, etc.);
5. timely inform the head of the practice of any problems and objective situations that may lead to the disruption of the previously agreed deadlines for the work;
6. prepare and submit to the head of practice a report on teaching practice;
7. take part in testing the teaching material developed by the undergraduate, conducting classes (lectures, seminars and practical classes) with the use of analysis and discussion of cases, role-playing and business games, computer modeling and other active teaching methods, which contributes to the professional development of the undergraduate's pedagogical skills.

Upon completion of the pedagogical practice, the undergraduate must, in a timely manner, submit a report to the head of practice, the structure and content of which must meet the requirements specified in this program . If this requirement is not met, the work of a student in pedagogical practice can be assessed as unsatisfactory.

Form of certification of teaching practice - test with assessment.

## **5. CONTENT OF PRACTICE**

The choice of the discipline for which the teaching material is developed is made by the head of internship from among the disciplines assigned to the department of management.

The student needs to develop a curriculum and methodological support of one of the modules / section of management disciplines.

The curriculum should consist of a set of teaching materials on a given topic for a lecture and practical training.

The presentation of the developed materials is made for undergraduate students (1-3 courses) or magistracy (1st year) in one of the disciplines of the current semester (by prior arrangement with the teacher of the discipline).

## **6. MATERIAL AND TECHNICAL SUPPORT OF PRACTICE**

To perform the task in practice, as well as for the organization of independent work, students have access to the following equipment and specialized classrooms that comply with current sanitary and fire regulations, as well as safety requirements during educational and research and production work:

<b>Name of equipped premises and rooms for independent work</b>	<b>List of basic equipment</b>
Computer class of the School of Economics and Management, aud. G 409, for 26 people.	Monoblock HP RgoOpe 400 All - in - One 19.5 (1600 x 900), Core i 3-4150 T , 4 GB DDR 3-1600 (1 x 4 GB ) , 500 GB HDD 7200 SATA , DVD +/- RW , GigEth , Wi - Fi , BT, usb kbd / mse , Win 7 Corporate (64- bit )
Reading rooms of the FEFU Scientific Library with open access to the fund (Building A - Level 10)	Monoblock HP RgoOpe 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 Internet access speed 500 Mbit / s. Jobs for people with disabilities are equipped with braille displays and printers; equipped with: portable devices for reading flat-print texts, scanning and reading machines with a video optimizer with adjustable color spectra; magnifying electronic loops and ultrasonic markers

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 and persons with disabilities in FEFU, all buildings are equipped with ramps, elevators, lifts, specialized places equipped with toilet rooms, information and navigation support plates .

## **7. REPORTING ON PRACTICE**

The results of teaching practice are evaluated by the head of the practice.  
The form of certification – test with assessment.

### *The structure of the practice report*

1. An introduction that sets out the goals and objectives of the practice (Appendix 2).
2. The results of the analysis of the place of discipline in the curriculum (based on the analysis of the curriculum and the work program of the academic discipline) – within which program the discipline is implemented, which unit is included, the semester, the number of hours and their distribution by type (lectures / practices / laboratory work / independent work), formed competencies, review of the content of the discipline. Place the proposed module in the discipline, the rationale for the inclusion of the proposed module in the program, by reducing / removing which modules of the existing program?
3. Theoretical materials for the lecture and the practical part of the lesson in the following composition:
  - ✓ lecture plan;
  - ✓ the purpose of studying this topic , with a clear indication that the student as a result of its study should KNOW;
  - ✓ lecture itself (requirements: logical presentation of the material, highlighting the basic concepts);
  - ✓ questions for self-test;
  - ✓ tasks for the formation of practical skills and abilities (the form of the task, the principle of implementation, evaluation criteria, etc.)
  - ✓ list of recommended literature for self-study;
  - ✓ glossary.
4. Conclusion, which describes the main findings and problems encountered by the intern in the process of developing materials and conducting classes (essay).
5. The list of sources used (Appendix 3)  
Appendix: presentation of theoretical materials that the trainee uses for lectures and / or practical exercises.

## **8. TRAINING AND METHODOLOGICAL SUPPORT OF INDEPENDENT WORK**

The goals of independent work of students:

- formation of professional competencies, according to the educational program curriculum;



- generalization, systematization, consolidation, deepening and expansion of the knowledge and skills of students;
- generation and development of skills to find and use information necessary for the effective performance of professional tasks, professional and personal growth;
- development of cognitive abilities and activity of students: the creative initiative, independence, responsibility and organization;
- formation of professional independence of thinking: the capacity for professional and personal development, self-education and self-realization;
- generating abilities for the use of information and communication technologies in professional activity;
- development of culture of interpersonal communication and interaction between people, the formation of skills of teamwork.

***Forms of independent work***

- work with the main and additional literature, Internet resources;
- familiarize themselves with the lecture material presented on a CD-media, in media storages of educational institution;
- preparation of abstract reviews of sources of periodicals, supporting notes, pre-determined by the teacher;
- search for information on the topic with its subsequent presentation to the audience in the form of a report, presentations;
- compilation of mini-readers on individual topics of the course;
- drawing up classroom tests;
- drawing up home control works;
- compilation of test tasks, problem solving;
- drawing up crosswords, schemes;

- preparation for business and role-playing games;
- preparation of the report.

## **9. FINAL CONTROL FORM**

The form of the final control on the practice of students is a test with an assessment.

The practice test records with the assessment are signed by the head of practice from the department and given to the teaching and methodological department no later than Saturday of the credit semester week.

## **10. FUND OF EVALUATION FACILITIES**

### **Report evaluation criteria**

***The mark is “excellent”*** (competences are formed at a high level) – if the report reflects a deep and systematic knowledge of all the program material and the structure of a specific topic, as well as the main content and innovations of the lecture or practical classes compared to educational literature. The student demonstrates a clear and fluent conceptual and conceptual apparatus, scientific language and terminology of the relevant scientific field. The language of presentation is correct and logical. Availability of all required report elements, compliance with design requirements .

***The mark is “good”*** (competences are formed at the level close to high) means knowledge of the key problems of the program and the main content of the lecture topic or the topic of practical training; the ability to use the conceptual apparatus in the process of analyzing the main problems in this topic. The presentation of the material as a whole is logically correct, but not always accurate and reasoned. Availability of all required report elements, compliance with design requirements.

***The mark is “satisfactory”*** (competences are formed on the average level) – fragmentary, superficial knowledge of the most important sections of the program and the content of the lecture topic or the topic of practical training; difficulties with

the use of the scientific-conceptual apparatus and terminology of the academic discipline; partial difficulties with the description of active learning methods, tasks. The report traces the desire to logically, definitely and consistently present the material. Availability of all required report elements, compliance with design requirements.

*The mark is “unsatisfactory”* (competences are formed at a low level) – ignorance, or a fragmentary view of this problem within the framework of educational and program material; inability to use the conceptual apparatus; no logical connection in the answer. The lack of the required elements of the report that do not meet the requirements for registration.

## **11. EDUCATIONAL-METHODICAL AND INFORMATION SUPPORT OF PEDAGOGICAL PRACTICE**

### **Main literature:**

1. Okolelov O.P. Higher School Pedagogy: Textbook / Okolelov OP - M.: SIC INFRA-M, 2017. - 176 p.: 60x90 1/16. - (Higher Education: Master) (Cover. KBS) ISBN 978-5-16-011924-3 - Access Mode: <http://znanium.com/catalog/product/546123>
2. Okolelov O.P. Higher school pedagogy: textbook / OP Okololev. - M.: INFRA-M, 2018. - 187 p. - (Higher education: Master). - [www.dx.doi.org/10.12737/19449](http://www.dx.doi.org/10.12737/19449). - Access mode: <http://znanium.com/catalog/product/962105>
3. Simonov V.P. Pedagogy and Psychology of Higher School. Innovative course for the preparation of masters: Textbook / Simonov V.P. - M.: University textbook, SIC INFRA-M, 2015. - 320 p. : 60x90 1/16 (Binding 7BC) ISBN 978-5-9558-0336-4- Access mode: <http://znanium.com/catalog/product/426849>

### **Additional literature:**

1. Mandel B.R. Pedagogy of modern higher education: history, problems, principles / Mandel B.R. - M.: University textbook, SIC INFRA-M, 2016. - 471 pp. : 60x90 1/16 ISBN 978-5-16-102953-4 (online) - Access mode: <http://znanium.com/catalog/product/795807>
2. Skakun V.A. Basics of pedagogical excellence: Textbook / V.A. The horse - M. : Forum: INFRA-M, 2008. - 208 pp. : 60x90 1/16. - (Professional education). (binding) ISBN 978-5-91134-207-4 - Access Mode: <http://znanium.com/catalog/product/137787>
3. Gorbenko A.O. The system of intensive training in higher education. Theory and Practice: Monograph / A.O. Gorbenko, A.V. Mamasuyev. - M. : COURSE: SIC INFRA-M, 2015. - 240 pp. : 60x88 1/16. - (The science). (cover) ISBN 978-5-905554-56-8 - Access Mode: <http://znanium.com/catalog/product/467723>

# The form of the title page of the practice report



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Federal state autonomous educational institution of higher education  
Far Eastern Federal University  
(FEFU)

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SCHOOL OF ECONOMICS AND MANAGEMENT  
Department of management

Student's name

## Pedagogical Practice Report

Done by the Master program “Международный  
бизнес и управление проектами / International  
Business and Project management”  
student of the group M1202 eng

\_\_\_\_\_ Ivanov I. I.

The report passed with the grade

\_\_\_\_\_

signature \_\_\_\_\_ Student's name \_\_\_\_\_  
« \_\_\_\_ » \_\_\_\_\_ 20\_\_

Registration № \_\_\_\_\_  
« \_\_\_\_ » \_\_\_\_\_ 20\_\_

signature \_\_\_\_\_ Name \_\_\_\_\_

Advisor of the practice

\_\_\_\_\_ D. A. Sokolova, associate prof.

Practice is done in the period of time  
since the « \_\_ » \_\_\_\_\_ 201\_\_  
till « \_\_ » \_\_\_\_\_ 201\_\_  
in \_\_\_\_\_

Vladivostok city  
2017

## INTRODUCTION

**The purpose of the** practice is to form the competencies of a student for independent preparation and implementation of scientific and educational activities.

To achieve this goal the following professional **tasks** were defined:

1. learn the basics of pedagogy;
  2. familiarize undergraduates with the requirements for methodological support of the educational process and the current state of educational and methodical work;
  3. introduce modern forms and interactive teaching methods in management education;
  4. develop skills in developing teaching and learning materials and their use in the educational process on the basis of modern educational technologies;
  5. attach undergraduates to the direct conduct of classes and the implementation of their teaching activities;
  6. develop a creative approach, develop skills in case development and the use of interactive teaching methods in research and teaching activities;
  7. prepare and present the results in the report on pedagogical practice.
- Further, the trainee directly describes individual goals and objectives.*

### An example of a list of references

1. The Constitution of the Russian Federation. - M: Eksmo, 2009. - 64 p.
2. Civil Code of the Russian Federation: Part One: [as of November 2, 2013: adopted by the State Duma on October 24, 1994]. - Consultant Plus. - Access mode: <http://base.consultant.ru>.
3. Tax Code of the Russian Federation. Part 1 [as of January 1, 2014: adopted by the State Duma on July 16, 1998]. - Consultant Plus. - Access mode: <http://base.consultant.ru>.
4. Criminal Code of the Russian Federation: [as of February 3, 2014: adopted by the State Duma on May 24, 1996]. - Consultant Plus. - Access mode: <http://base.consultant.ru>.
5. On the approval of the Regulation on the specifics of the working hours and rest time of the organization's employees engaged in the extraction of precious metals: [Order of the Ministry of Finance of Russia No. 29: adopted April 2, 2003]. - Bull. norm acts feder. bodies will execute. authorities, 2003. - № 31. - P. 69–71.
5. Abramova, E.N. The Creative History of the "Notes of a Hunter" by I. S. Turgenev: author. dis. ... Cand. filol. Sciences: Vladivostok, 2014. - 26 p.
6. Bezrukov, I. S. Problems of the formation of the economically active population of the Far East: dis. ... Dr. Econ. Sciences: 08.00.05 / Igor Sergeevich Bezrukov. - M., 2014. - 205 p.
7. Bunkin, MK Macroeconomics: a textbook. / M. K. Bunkina, V. A. Semenov. - M.: Business and Service, 2014. - 543 p.
8. Vetrov, A. V. Peculiarities of national accounting / A. V. Vetrov // Questions of economy. - 2012. - № 8. - p. 3-5.
9. Vinogradov, V. V. Economy of Russia: study guide / V. V. Kirbitov. - M.: Yurist, 2012. - 480 p.
10. Golovachev, V. Debt payment is beautiful / V. Golovachev // Trud. - 2013. - July 3.
11. Kirbitova, S. V. Industrial holdings: problems of corporate governance. / S.V. Kirbitov. - Vladivostok: Publishing House Dal'nevost. University, 2012. - 178 p.
12. Kozyrev, V. M. Living standard and income dynamics of the population // Basics of modern economy / V. M. Kozyrev. - M., 2010. - P. 370–372.
13. Marketing research in construction: a textbook for students of the specialty "Management of organizations" / O.V. Mikhnenkov, I.K. Kogotkova, E.V. Genkin, G. Ya. Soroko. - M.: State University of Management, 2014. - 59 p.

14. Economic theory: textbook / A. G. Gryaznova, M. V. Somova, A. B. Ivin, S. N. Sokolov. - M.: Exam, 2013. 260 p.
15. Economic interdependence and international conflict / ed. by ED Mansfield, BM Pollins. Michigan: The University of Michigan Press, 2011. - 358 p.
16. Linnainmaa JT Do you limit orders? // The Journal of Finance. - 2013. - Vol. 65, No. 4. - P. 1473–1506.
17. McPhail TL Global communication: theories, stakeholders, and trends. Malden Oxford Carlton : Blackwell Publishing , 2012. - 357 p.
18. Nazaruk, R. A. On the role of foreign investment in the Far East [Electronic resource] / R. A. Nazaruk // Bulletin of the Finance Academy. - 2014. - № 5. - Access mode: <http://www.bazar2000>.
19. Technical assistance programs [Electronic resource]. - Access mode: <http://www.usda.ru>.
20. Blagodatin, A. A. Financial Dictionary [Electronic resource]. / A. A. Blagodatin. - M.: Infra-M, 2013. 1 electron. wholesale ROM ( the CD - ROM drive).



*Compiled by:*

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The work program was discussed at a meeting of the Department of Management,  
Protocol No. \_\_\_\_ of " \_\_\_\_ " \_ \_\_\_\_\_ 2017

Head of the Department \_\_\_\_\_  
(signature) (Name)

The work program was revised at a meeting of the Department of Management :  
Protocol dated \_\_\_\_\_ 2017 № \_\_\_\_\_

Head of the Department \_\_\_\_\_  
(signature) (Name)

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