



MINISTRY OF SCIENCE AND HIGHER EDUCATION OF THE RUSSIAN FEDERATION  
Federal state autonomous educational institution of higher education  
**«Far Eastern Federal University»**  
(FEFU)

**Школа педагогики**

WORKING PROGRAM OF PRACTICE  
Study Practice. Organizational and Management Practice. Field Trip  
44.04.01 Педагогическое образование  
Educational Management  
Form education: full time

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Compliers:

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## I. GOALS OF THE PRACTICE

### Goal:

The purpose of the internship is to become familiar with the organizational and management structure of the educational organization.

## II. OBJECTIVES OF THE PRACTICE

### Objectives:

#### Tasks

1. Obtain and analyze the organizational chart of the educational organization. Identify key departments, their functions, and the reporting hierarchy in order to understand the overall structure and how different departments and roles are interconnected within the organization.

2. Attend and observe various management meetings, such as staff meetings, departmental meetings, and administrative meetings. Take detailed notes on the topics discussed, decision-making processes, and leadership styles to gain insights into the management practices, communication flow, and decision-making processes within the organization.

3. Conduct interviews with key personnel, including administrators, department heads, and other managerial staff. Prepare a set of questions to learn about their roles, responsibilities, and perspectives on the organizational and management structure to be able to obtain firsthand information on the roles and responsibilities of different management positions and understand their contributions to the organization's functioning.

### III. THE PLACE OF PRACTICE IN THE STRUCTURE OF THE EDUCATIONAL PROGRAM

Study Practice. Organizational and Management Practice. Field Trip It is a mandatory part of block 2 of the curriculum practice (index Б2.В.01(У))

Study Practice. Organizational and Management Practice. Field Trip total labor intensity 108 hour. (3 credits) it takes place in the 3 semester and is mandatory.

### IV. ТИПЫ, СПОСОБЫ, МЕСТО И ВРЕМЯ ПРОВЕДЕНИЯ ПРАКТИКИ

Kind of practice - Учебная

Type of practice -

The method of conducting the practice - нет

In accordance with the schedule of the educational process, the educational practice is implemented in 3 semester.

### V. THE COMPETENCIES OF THE STUDENT FORMED AS A RESULT OF THE INTERNSHIP

Students' professional competencies, indicators of their achievements and learning outcomes in the discipline

The code and name of the competence (the result of mastering)	The code and name of the competence achievement indicator	The name of the assessment indicator (the result of training in the discipline)
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<p>ПК-1 Способен к проектированию и реализации образовательных программ по предметным областям, соответствующим профессиональной подготовке</p>	<p>ПК-1.1 Forecasting quantitative and qualitative parameters of development and managing the development of a development program for a general education organization, taking into account socio-economic, socio-cultural and ethno-cultural aspects of the environment</p>	<p>Knows: Knows: The quantitative and qualitative parameters of development, and the socio-economic, socio-cultural, and ethno-cultural aspects of the environment. Can: Can: Forecast these parameters and manage the development of a program for a general education organization. Owns: Possesses: The ability to incorporate socio-economic, socio-cultural, and ethno-cultural aspects into the development and management of an educational program.</p>
<p>ПК-2 Способен осуществлять научное исследование и руководить учебно-исследовательской работой обучающихся в рамках основных и дополнительных образовательных программ</p>	<p>ПК-2.1 Administration of activities of a comprehensive educational organization</p>	<p>Knows: Knows: The principles and methods of administering activities in a comprehensive educational organization. Can: Can: Effectively manage and oversee the daily operations and activities of an educational organization. Owns: Possesses: The ability to ensure smooth and efficient administration of all organizational activities.</p>
<p>ПК-2 Способен осуществлять научное исследование и руководить учебно-исследовательской работой обучающихся в рамках основных и дополнительных образовательных программ</p>	<p>ПК-2.2 Managing the interaction of a comprehensive educational organization with participants in relations in the field of education and social partners</p>	<p>Knows: Knows: The principles and methods for managing interactions with participants in the field of education and social partners. Can: Can: Plan and organize effective interactions between the educational organization and its participants, including social partners. Owns: Possesses: The ability to build and maintain positive relationships with various stakeholders in the educational environment.</p>

Universal competencies of students, indicators of their achievements and learning outcomes in the discipline

The code and name of the competence (the result of mastering)	The code and name of the competence achievement indicator	The name of the assessment indicator (the result of training in the discipline)
<p>УК-5 Способен анализировать и учитывать разнообразие культур в процессе межкультурного взаимодействия</p>	<p>УК-5.1 Finds and uses information about the cultural characteristics and traditions of various communities necessary for self-development and interaction with others.</p>	<p>Knows: Knows: Information about the cultural characteristics and traditions of various communities.  Can: Can: Find and use information about the cultural characteristics and traditions of various communities necessary for self-development and interaction with others.  Owns: Possesses: The skills to identify, understand, and utilize information about the cultural characteristics and traditions of various communities for self-development and effective interaction with others.</p>
<p>УК-5 Способен анализировать и учитывать разнообразие культур в процессе межкультурного взаимодействия</p>	<p>УК-5.2 Demonstrates a respectful attitude towards the historical heritage and sociocultural traditions of various peoples, based on knowledge of the stages of historical development of society (including major events, the activities of major historical figures) and cultural traditions of the world (including world religions, philosophical and ethical teachings), depending on the environment of interaction and educational objectives.</p>	<p>Knows: Knows: The stages of historical development of society, major events, the activities of major historical figures, and cultural traditions of the world, including world religions, philosophical and ethical teachings.  Can: Can: Demonstrate a respectful attitude towards the historical heritage and sociocultural traditions of various peoples, based on this knowledge, and adapt it depending on the environment of interaction and educational objectives.  Owns: Possesses: The skills to respect and value the historical heritage and sociocultural traditions of various peoples, understand and apply knowledge of historical development and cultural traditions in different interaction environments and educational objectives.</p>

## VI. THE STRUCTURE OF THE PRACTICE

Table - Structure of the practice

№	Name of the discipline section	Semester	Type of work	Number of hours	Forms of intermediate certification	Learning outcomes
1	1.Introductory lecture	3	Independent work	2		УК-5.1
2	2. Safety briefing	3	Independent work	4		УК-5.1,ПК-2.1
3	3. Preliminary work: choosing the educational organization, studying its website.	3	Independent work	10		УК-5.1,УК-5.2,ПК-1.1,ПК-2.1,ПК-2.2
4	4.Description of the organizational chart of the educational organization (key departments, their functions, the interconnection within the organization)	3	Independent work	20		УК-5.1,УК-5.2,ПК-1.1,ПК-2.1,ПК-2.2
5	5. Attendance and observance of various management meetings (staff meetings, departmental meetings, and administrative meetings)	3	Independent work	10		УК-5.1,УК-5.2,ПК-1.1,ПК-2.1,ПК-2.2
6	6,Detailed analysis of the attended meetings	3	Independent work	10		УК-5.1,УК-5.2,ПК-1.1,ПК-2.1,ПК-2.2

7	7. Conducting interviews with key personnel, including administrators, department heads, and other managerial staff).	3	Independent work	10		УК-5.1,УК-5.2,ПК-1.1,ПК-2.1,ПК-2.2
8	8. Analysis of the taken interviews	3	Independent work	10		УК-5.1,УК-5.2,ПК-1.1,ПК-2.1,ПК-2.2
9	9. Preparing report on practice	3	Independent work	14		УК-5.2,ПК-1.1,ПК-2.1,ПК-2.2
10	Individual work with a supervisor of the practice	3	Independent work	18		УК-5.1,УК-5.2,ПК-1.1,ПК-2.1,ПК-2.2
-	Total	3	-	108	Credit with an assessment	-

## VII. EDUCATIONAL AND METHODOLOGICAL SUPPORT OF STUDENTS' INDEPENDENT WORK IN PRACTICE

Below are detailed Instructions for Interns to Successfully Fulfill the Internship Program

### 1. Introductory Lecture

Objective: Gain an overview of the internship program, its goals, and expectations.

Instructions: Attend the introductory lecture scheduled at the beginning of the internship. Take detailed notes on the key points discussed, including the program structure, timelines, and deliverables.

### 2. Safety Briefing

Objective: Understand the safety protocols and guidelines within the educational organization.

Instructions: Participate in the safety briefing session. Pay close attention to

the emergency procedures, workplace safety rules, and any specific guidelines relevant to your role as an intern. Ensure you ask questions if any part of the briefing is unclear.

### 3. Preliminary Work: Choosing the Educational Organization, Studying Its Website

Objective: Select an educational organization for your internship and familiarize yourself with its background.

Instructions:

1. Choosing the Organization: Select an educational organization that aligns with your interests and career goals. Seek approval from your internship coordinator if required.

2. Studying the Website: Visit the organization's official website. Review sections such as "About Us," "Mission and Vision," "Departments," "Leadership," and any recent news or updates. Take notes on key information that will help you understand the organization better.

### 4. Description of the Organizational Chart of the Educational Organization

Objective: Comprehend the structure of the organization, including key departments and their functions.

Instructions:

1. Obtain the organizational chart from the website or request it from the HR department.

2. Identify and list key departments and their respective functions.

3. Describe how these departments are interconnected and how they contribute to the organization's overall goals.

### 5. Attendance and Observance of Various Management Meetings

Objective: Observe management practices and decision-making processes within the organization.

Instructions:



1. Obtain a schedule of upcoming staff meetings, departmental meetings, and administrative meetings.
2. Attend these meetings punctually and observe the proceedings.
3. Take detailed notes on the topics discussed, participants involved, and the decision-making processes.

## 6. Detailed Analysis of the Attended Meetings

Objective: Analyze the content and dynamics of the meetings you attended.

Instructions:

1. Review your notes from each meeting.
2. Identify key themes, issues discussed, and resolutions made.
3. Analyze the effectiveness of communication, leadership styles, and team dynamics.
4. Summarize your findings in a detailed report for each meeting.

## 7. Conducting Interviews with Key Personnel

Objective: Gain insights from key personnel about their roles and perspectives on organizational management.

Instructions:

1. Identify key personnel to interview, including administrators, department heads, and managerial staff.
2. Schedule interviews in advance and prepare a set of questions focusing on their roles, responsibilities, and views on the organizational structure.
3. Conduct the interviews professionally, ensuring you take comprehensive notes or record the sessions (with permission).

## 8. Analysis of the Taken Interviews

Objective: Analyze the information gathered from the interviews to understand different perspectives within the organization.

Instructions:

1. Review your interview notes or recordings.

2. Identify common themes, unique insights, and any discrepancies in perspectives.

3. Summarize your findings, highlighting key takeaways and their implications for understanding the organizational structure and management practices.

#### 9. Preparing Report on Practice

Objective: Consolidate your findings and experiences into a comprehensive report.

Instructions:

1. Structure your report to include an introduction, methodology, findings, and conclusions.

2. Include sections on the organizational chart, meeting analyses, and interview analyses.

3. Provide evidence and examples to support your findings.

4. Ensure your report is well-organized, clear, and concise.

#### 10. Preparing Report on Practice

-Objective: Finalize and submit your practice report.

Instructions:

1. Review your draft report for completeness, accuracy, and clarity.

2. Proofread for grammatical and typographical errors.

3. Ensure all sections are well-integrated and that your conclusions are supported by your findings.

4. Submit the final report to your internship coordinator by the specified deadline.

By following these detailed instructions, you will be able to successfully fulfill the program of the internship and gain valuable insights into the organizational and management structure of an educational organization.

#### VIII. FORMS OF CERTIFICATION (BASED ON THE RESULTS OF

## PRACTICE)

The academic internship is considered completed if the student fulfills all the requirements of the internship program.

Reporting form:

Methodological materials defining the assessment procedure

To receive a positive assessment based on the results of the internship, the student must fully complete the internship program, timely issue and submit to the head of FEFU all necessary accounting documents reflecting the results of the internship.

The package of accounting documents on the internship includes the following documents certified by the signature of the head and the seal of the organization:

- individual task;
- internship report;
- a document confirming the fact of internship (confirmation certificate), in case of internship in a third-party organization (Appendix 1);
- a description compiled by the head of the practice from the organization, in case of internship in a third-party organization.

The report serves as the main document reflecting the implementation of the practice program. The content is determined by the individual task and the requirements of the program.

The practice report should consist of a title page, table of contents, main part, conclusion, list of sources and literature used, appendices (if available). As appendices, copies of documents (regulations, reports, etc.) studied and used by the student during the internship may be included in the practice report.

The main part of the report should include the following sections:

- brief description of the enterprise (organization, production unit, company), in case of internship in the organization;
- the main section is the disclosure of an individual task (description of the work performed using calculations, diagrams, graphs, drawings, programs);

– brief conclusions on the results of the practice, suggestions for improving its organization.

Practice reports are drawn up in accordance with the requirements of the ESCD for textual technical documents. The practice report is provided on A4 sheets (AZ format is allowed for applications), upper and lower margins - 20 mm, right - 15 mm, left - 30 mm, text alignment - width, paragraph indentation - 1.25 cm. The volume of the report (excluding the review of the head of the practice from the relevant organization and the individual assignment) should be at least 15 pages of printed text. The text is prepared using the Microsoft Word text editor (or its equivalent) and saved as a file in formats.doc or docx using 1.5 spacing and using 14 Times New Roman font size.

The production characteristics are given on the last page of the report, signed by the head of the organization and stamped.

The protection of the practice is carried out in due time to the head of the practice from the FEFU. The defense takes place in the form of an oral interview, where each student is allocated 5-10 minutes. for a public report on the results of the practice and the completion of an individual task. Students can express their comments and suggestions about the course of the internship and make suggestions for improving its organization.

According to the results of the defense, a credit with an assessment is issued for practice. At the same time, the content and quality of accounting documents, answers to questions from the head, and production characteristics are taken into account. The assessment for practice is equivalent to the examination grades for theoretical courses.

Evaluation scale and criteria for evaluating the results of the protection of the practice report

When grading excellent in the defense of the practice report, the student must demonstrate an increased level, grades good - the basic level, and grades satisfactory - the threshold.

The main objects of evaluation of the results of the internship:

- student's business activity during the internship;

- the student's production discipline;
- the quality of the individual task;
- the quality of execution and design of the practice report;
- the level of responses when passing the test (protecting the report);
- characterization and evaluation of the student's work by the head of the internship from the place of internship.

## Criteria for grading a student on a practice test

Evaluation	Requirements for the formed competencies
«great»	The report is made in accordance with the requirements imposed on it using computer technology, the answers to the questions posed by the head of the practice are covered in full, with a sufficient degree of professionalism and competence, the content of the answers indicates the confident knowledge of the student and his ability to solve professional problems
«good»	The report is made in accordance with the requirements imposed on it, but there are minor inaccuracies, inaccuracy in execution, an incomplete answer to one question asked by the supervisor, but the content of the answers indicates sufficient knowledge of the student and the ability to solve professional problems
«satisfactory»	The report was executed in violation of the requirements for registration, sections in the report were skipped, carelessness in execution, poor orientation of the student according to the report, incomplete answers to two questions, the content of the answers indicates the knowledge of the student and his limited ability to solve professional problems
«unsatisfactory»	The internship report is not presented, the student does not understand the questions asked by the head of the internship, cannot answer questions related to the place of internship and the performance of his duties

A student who fails to complete the internship program without a valid reason or receives an unsatisfactory grade is considered to have academic debt. The liquidation of this debt is carried out in accordance with the FEFU regulatory documents.

### IX. EDUCATIONAL, METHODOLOGICAL AND INFORMATIONAL SUPPORT OF THE PRACTICE

#### Main Literature

1. Ildemenov, S. V. Operational Management: Textbook / S.V. Ildemenov, A.S. Ildemenov, S.V. Lobov. — Moscow: INFRA-M, 2023. — 337 pages. — (Textbooks for MBA programs). - ISBN 978-5-16-009611-7. - Text: electronic. -

URL: [znanium.com/catalog/product/1913854](http://znanium.com/catalog/product/1913854)

2. Fel, A.V. Operational (Production) Management: Study Guide / A.N. Sterligova, A.V. Fel. - Moscow: INFRA-M, 2019. - 187 pages: 60x90 1/16. - (Higher Education). - ISBN 978-5-16-003469-0 - Access mode: [znanium.com/catalog/product/156617](http://znanium.com/catalog/product/156617)

3. Ivanov, I.N. Production Management. Practical Course: Study Guide for Universities / I.N. Ivanov [and others] ; under the general editorship of I.N. Ivanov. — Moscow: Yurayt Publishing, 2023. — 334 pages. — (Higher Education). — ISBN 978-5-534-18255-2. — Text: electronic // Educational platform Yurayt [website]. — URL: [urait.ru/bcode/536364](http://urait.ru/bcode/536364)

#### Additional Literature

1. Vinichenko, V. A. Theory of Constraints: Textbook for Universities / V. A. Vinichenko. — Moscow: Yurayt Publishing, 2024. — 156 pages. — (Higher Education). — ISBN 978-5-534-17992-7. — Text: electronic // Educational platform Yurayt [website]. — URL: [urait.ru/bcode/534110](http://urait.ru/bcode/534110)

2. Dreshchinsky, V. A. Basics of Designing and Developing Organizations: Textbook for Universities / V. A. Dreshchinsky. — Moscow: Yurayt Publishing, 2024. — 408 pages. — (Higher Education). — ISBN 978-5-534-14406-2. — Text: electronic // Educational platform Yurayt [website]. — URL: [urait.ru/bcode/544306](http://urait.ru/bcode/544306)

3. Malyuk, V. I. Production Management: Textbook for Universities / V. I. Malyuk. — 2nd ed., revised. — Moscow: Yurayt Publishing, 2023. — 249 pages. — (Higher Education). — ISBN 978-5-534-07364-5. — Text: electronic // Educational platform Yurayt [website]. — URL: [urait.ru/bcode/538939](http://urait.ru/bcode/538939)

4. Purlik, V. M. Managing Organizational Performance: Textbook for Universities / V. M. Purlik. — Moscow: Yurayt Publishing, 2024. — 207 pages. — (Higher Education). — ISBN 978-5-534-12817-8. — Text: electronic // Educational platform Yurayt [website]. — URL: [urait.ru/bcode/543212](http://urait.ru/bcode/543212)

5. Purlik, V. M. Managing Operational and Strategic Business Efficiency: Monograph / V. M. Purlik. — Moscow: Yurayt Publishing, 2024. — 207 pages.

— (Current Monographs). — ISBN 978-5-534-13341-7. — Text: electronic // Educational platform Yurayt [website]. — URL: [urait.ru/bcode/543324](http://urait.ru/bcode/543324)

6. Chertykovtsev, V. K. Production and Operational Management: Study Guide for Universities / V. K. Chertykovtsev. — Moscow: Yurayt Publishing, 2023. — 75 pages. — (Higher Education). — ISBN 978-5-534-14319-5. — Text: electronic // Educational platform Yurayt [website]. — URL: [urait.ru/bcode/544237](http://urait.ru/bcode/544237)

#### List of Information and Telecommunication Network Resources "Internet"

1. Russian Journal of Management – [rjm.ru](http://rjm.ru)
2. Vestnik SPbU Management Series – [vestnikmanagement.spbu.ru](http://vestnikmanagement.spbu.ru)

#### VIII. MATERIAL AND TECHNICAL SUPPORT OF THE PRACTICE

To carry out research and calculations related to the performance of a practical assignment, as well as to organize independent work, students have access to the following laboratory equipment and specialized classrooms that comply with current sanitary and fire safety standards, as well as safety requirements during educational and research and production work:

The name of special rooms and rooms for independent work	Equipment of special rooms and rooms for independent work
<p>Rooms for independent work. The reading room. Auditorium number A1007(A1042) (room number according to the BTI plan 477, 10th floor, area 1016.2 sq.m.</p>	<p>The premises are equipped with computer equipment with the ability to connect to the Internet with an access speed of 500 Mbit/sec. and providing access to the FEFU electronic information and educational environment. Sets of educational furniture (tables and chairs). Lenovo C360G-i34164G500UDK Monoblock – 115 pcs. Integrated Polymedia FlipBox touchscreen display. Copier printer is a color scanner in e-mail with 4 trays of Xerox WorkCenter 5330 (WC5330C). Full-color copier printer scanner Xerox WorkCenter 7530 (WC7530CPS).</p>



<p>A classroom for conducting classes using computer equipment</p>	<p>The room is equipped with specialized educational furniture (seats – 22) Equipment: projector, screen, classroom board, computers - 6 pcs.</p>
<p>Classroom for lectures and seminars</p>	<p>The room is equipped with specialized educational furniture (seats – 25) Equipment: projector, screen, classroom blackboard</p>
<p>A classroom for conducting classes using computer equipment</p>	<p>The room is equipped with specialized educational furniture (seats – 37) Equipment: projector, screen, classroom board, computers - 17 pcs.</p>
<p>Classroom for lectures and seminars</p>	<p>The room is equipped with specialized educational furniture (seats – 31) Equipment: projector, screen; exclusive document camera; classroom blackboard</p>