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ФИО: Силин Яков Петрович
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MINISTRY OF SCIENCE AND HIGHER EDUCATION OF THE RUSSIAN FEDERATION

Ural State University of Economics

APPROVED

at the meeting of the department

22 December 2020

Protocol № 5

Head of the department S.G.Bannykh

APPROVED

Council on Educational and Methodological
Issues and Quality of Education

20 January 2021

Protocol № 6

Chairman

Karkh D.A.



PLACEMENT PROGRAMME

Form of internship	Academic
Type of internship	Introductory
Field of study	38.04.02 MANAGEMENT
Profile	International Business (in English)
Mode of study	full-time and part-time
Enrollment year	2021
Developed by:	
Cand.ofSc., Ass.Prof	
D.K.Stozhko	

Yekaterinburg
2021

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INTRODUCTION

The internship program is part of the main professional educational program of higher education - the master's program, developed in accordance with the Federal State Educational Standard of Higher Education

FGOS VO	Federal State Educational Standard of Higher Education - Master's degree in the direction of preparation 04/38/02 Management (order of the Ministry of Education and Science of Russia No. 952 dated 08/12/2020)
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1. PURPOSE, FORM, TYPE, METHOD AND FORMS OF PLACEMENT

The goal is to form competencies in accordance with the types of professional activities that the program is focused on, for readiness to solve professional problems.

Viewpractices: Production

Type Pre-graduationpractice

The waysholdingpractices: stationary

Forms ofplacement:

discretely-by types of placement

Placement can be carried out using distance learning technologies and e-learning

2. THE PLACE OF INTERNSHIPS IN THE CURRICULUM STRUCTURE

Practice in full refers to the variable part of the curriculum.

3. SCOPE OF PLACEMENT

Intermediate control	Hours				Credits
	Total for a semester	Contactwork. (classes)		Independent work including preparation of control and coursework	
		Total	Practical lessons, including course design		
Semester 5					
Graded credit	756	2	2	754	21

4. PLANNEDRESULTS

On internship completion, student should develop the competencies in accordance with the FSES of Higher Education.

Code and name of competence	Competence achievement indicators
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<p>UK-1 Able to carry out a critical analysis of problem situations based on a systematic approach, develop an action strategy</p>	<p>ID-1.UK-1 Knowledge: methods of critical analysis; system approach methodology; methods of identifying a problem situation</p>
	<p>ID-2.UK-1 Skill: identify problem situations, search for information and solutions</p>
	<p>ID-3.UK-1 Have practical experience in developing and arguing a strategy for solving a problem situation based on a systematic approach</p>
<p>UK-2 Able to manage a project at all stages of its life cycle</p>	<p>ID-1.UK-2 Knowledge: the principles of the design task formation within the framework of the designated problem; basic requirements for project work and criteria for assessing the results of project activities</p>
	<p>ID-2.UK-2 Skill: develop a plan for the implementation of the project, taking into account the possible risks of implementation and the possibilities of their elimination; plan necessary resources</p>
	<p>ID-3.UK-2 Have practical experience in monitoring the progress of the project; correction of deviations; making changes to the project implementation plan</p>
<p>UK-3 Able to organize and manage the work of a team, developing a team strategy to achieve the set goal</p>	<p>ID-1.UK-3 Knowledge: teamwork strategies; ways and methods of selecting team members to achieve the goal</p>
	<p>ID-2.UK-3 Skill: organize and adjust the work of the team, including on the basis of collegial decisions</p>
	<p>ID-3.UK-3 Have practical experience in organizing and managing team interaction in solving the set goals; experience in overcoming emerging</p>

<p>UK-4 Able to use modern communication technologies, including in foreign language(s), for academic and professional interaction</p>	<p>ID-1.UK-4 Knowledge: modern communication technologies; business written communication standards; principles of drawing up standard business documents for academic and professional purposes in Russian and foreign languages</p>
	<p>ID-2.UK-4 Skill: establish contacts and organize communication in accordance with the needs of joint activities; draw up business documentation in accordance with the norms of the Russian language</p>
	<p>ID-3.UK-4 Have practical experience in presenting the results of research and project activities at various public events; participation in academic and professional discussions in a foreign language</p>
<p>UK-5 Able to analyze and take into account the diversity of cultures in the process of intercultural interaction</p>	<p>ID-1.UK-5 Knowledge: the basics of social interaction aimed at solving professional problems; mechanisms of intercultural interaction in society</p>
	<p>ID-2.UK-5 Skill: present professional information in the process of intercultural interaction; analyze the features of social interaction, taking into account national, ethnocultural characteristics</p>
	<p>ID-3.UK-5 Have practical experience in organizing interaction in a professional environment, taking into account national and ethnocultural characteristics; intercultural skills taking into account the diversity of cultures</p>
<p>UK-6 Able to determine and implement the priorities of his own activities and ways to improve it based on self-esteem</p>	<p>ID-1.UK-6: Knowledge theoretical and methodological foundations of self-development, self-realization, use of creative potential; the basics of planning a professional trajectory; technologies and methods of self-assessment</p>
	<p>ID-2.UK-6 Skill: determine the priorities of professional activity and ways to improve it on the basis of self-assessment; develop, control, evaluate and research the components of professional activity; plan independent activities in solving professional problems</p>

<p>UK-6 Able to determine and implement the priorities of his own activities and ways to improve it based on self-esteem</p>	<p>ID-3.UK-6 Have practical experience in determining the effective direction of action in the field of professional activity; making decisions at the level of their own professional activities; planning your own professional activity</p>
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Professional competencies (PC)

Code and name of competence	Competence achievement indicators
organizational and managerial	
<p>PC-1 Preparation and execution of foreign economic transactions</p>	<p>ID-1.PC-1 Knowledge: Normative legal acts regulating foreign economic activity International agreements in the field of standards and requirements for products Normative legal acts regulating state support of foreign economic activity Types, forms and instruments of state support for foreign economic activity Rules for the preparation of documentation for a foreign trade contract The order of document flow in the organization Conditions of a foreign trade contract Marketing and pricing features Business Ethics and Negotiation Rules English (threshold advanced level B2) Basics of economic theory Fundamentals of the labor legislation of the Russian Federation Administrative document flow rules The procedure for drawing up the established reporting Fire safety rules Labor protection requirements</p> <p>ID-2.PC-1 Skill: Use computing, copying, auxiliary equipment and various types of telecommunications communications Formulate and distribute tasks between employees of a department in an organization Communicate with potential partners using modern means of communication Conduct business correspondence with foreign partners Evaluate the effectiveness and compliance of the documentation of commercial proposals, requests of participants in foreign economic activity Identify the interests of potential partners to form individual proposals To generalize and systematize the requirements of the legislation of the Russian Federation and the requirements of international agreements and treaties for foreign economic activity Summarize and systematize information about the directions of the organization</p>

<p>PC-1 Preparation and execution of foreign economic transactions</p>	<p>ID-3.PC-1 Have practical experience:</p> <ul style="list-style-type: none"> Planning and setting tasks for employees of a department in an organization Obtaining and analyzing information on the implementation of foreign trade contracts Ensuring internal interaction between the specialized specialists of the organization on the terms of cooperation with potential partners for the conclusion and (or) maintenance of a foreign trade contract Determination of the circle of participants in the implementation of a foreign trade contract Interaction with specialized specialists of the organization and third-party organizations in order to check the reliability of potential partners for the conclusion of a foreign trade contract Processing of the received data, information and documents about potential partners for the conclusion of a foreign trade contract Conducting a final analysis of the proposals of potential partners on the terms of cooperation for the conclusion of a foreign trade contract Selection of potential partners for the conclusion of a foreign trade contract Ensuring coordination of the draft foreign trade contract in the organization and with the counterparty Ensuring the procedure for signing a foreign trade contract with a counterparty Monitoring changes in the requirements of the legislation of the Russian Federation for foreign economic activity and changes in the requirements of international agreements and treaties Compilation of a list and monitoring of changes in measures of state support for foreign economic activity
<p>PC-2 Assessment of the effectiveness of foreign economic transactions</p>	<p>ID-1.PC-2 Knowledge:</p> <ul style="list-style-type: none"> Methods and foundations of system analysis of foreign economic information Fundamentals of risk management in foreign economic activity Business planning basics Conditions of a foreign trade contract Marketing and pricing features English (threshold advanced level B2) Basics of economic theory <u>The procedure for drawing up the established reporting</u> <p>ID-2.PK-2 Skill:</p> <ul style="list-style-type: none"> Interact with departments of the organization to identify the overall development strategy of the organization Work with information systems and databases on foreign economic activity Assess the export potential of the organization, the organization's needs for imports Prepare proposals on the priorities of the organization's foreign economic activity Calculate financial indicators of the effectiveness of the organization's foreign economic activity Prepare proposals (reports) on the development of foreign economic activity of the organization

<p>PC-2 Assessment of the effectiveness of foreign economic transactions</p>	<p>ID-3.PC-2 Have practical experience: Assessing the possibility of an organization receiving state support for foreign economic activity Preparation of proposals on the feasibility of obtaining state support for foreign economic activity Assessment of the organization's export potential, the organization's import needs Preparation of proposals on the priorities of the organization's foreign economic activity Evaluating the effectiveness of the organization's foreign economic activity Analyzing the results of the organization's foreign economic activity Preparation of proposals for the development of foreign economic activity of the organization</p>
<p>PC-3 Planning of foreign economic activity of the organization</p>	<p>ID-1.PC-3 Knowledge: Normative legal acts regulating foreign economic activity International agreements in the field of standards and requirements for products Normative legal acts regulating state support of foreign economic activity Types, forms and instruments of state support for foreign economic activity Methods and foundations of system analysis of foreign economic information Rules for the preparation of documentation for a foreign trade contract The order of document flow in the organization Fundamentals of risk management in foreign economic activity Business planning basics Conditions of a foreign trade contract Marketing and pricing features Business Ethics and Negotiation Rules English (threshold advanced level B2) Basics of economic theory Fundamentals of the labor legislation of the Russian Federation Administrative document flow rules The procedure for drawing up the established reporting Fire safety rules Labor protection requirements</p> <p>ID-2.PC-3 Skill: Use computing, copying, auxiliary equipment and various types of telecommunications communications Summarize and systematize information on the objectives of the organization in the field of foreign economic activity Develop strategic and current plans for the organization's foreign economic activity Summarize and systematize information about the directions of the organization</p>

PC-3 Planning of foreign economic activity of the organization	<p>ID-3.PC-3 Have practical experience (labor actions): Preparation of a draft plan for foreign economic activity, taking into account the priorities of the organization's foreign economic activity Presentation of the organization's foreign economic activity plan Making, if necessary, additions and changes to the plan of foreign economic activity of the organization Coordination and presentation in the organization of the final plan of foreign economic activity</p>
PC-4 Implementation of the strategy and control over the implementation of the foreign economic activity plan of the organization	<p>ID-1.PC-4 Knowledge: Normative legal acts regulating foreign economic activity International agreements in the field of standards and requirements for products Normative legal acts regulating state support of foreign economic activity Business planning basics Administrative document flow rules</p> <p>ID-2.PC-4 Skill: Determine the priorities and key factors for the development of the organization's foreign economic activity Interact with departments of the organization to identify the overall development strategy of the organization Coordinate the actions of the organization's employees involved in the implementation of the foreign economic activity plan Manage the organization's resources to implement the foreign economic activity plan</p> <p>ID-3.PC-4 Have practical experience: Determination of areas of responsibility in the organization for the implementation of the foreign economic activity plan of the organization Monitoring the implementation, achievement of intermediate goals and results of the organization's foreign economic activity plan Monitoring deviations from implementation, achievement of intermediate goals and results of the organization's foreign economic activity plan Preparation of proposals for adjusting the plan of foreign economic activity of the organization</p>

5.TOPIC PLAN

Stage	Hours						
	Stage name	Total hours	Contactwork. (Academicstudy)			Samost. Work	Control of independent work
			Lectures	Laboratory	Practical lessons		
Semester 5		2					
Stage 1.	organizational (organizational meeting)	2	2				
Semester 5		752					
Stage 2.	basic (self-control, interview, counseling)	752				752	
Semester 5		2					
Stage 3.	final (defense of the report, draft WRC based on the results of internship)	2				2	

6. FORMS OF CURRENT CONTROL AND INTERMEDIATE ASSESSMENT SCALES

Section / Stage	Evaluation tool type	Description of the evaluation tool	Evaluation criteria
Current control			
Stage 1.1 Stage 2.1	Interview	an assessment is given to the plan of the thesis project, the goals and objectives of the study of the topic, the estimated assessments and conclusions.	argumentation, logic, consistency, completeness, evidence, practical significance, recommendations
Intermediate control			
5 semester (ZAO)	report	filling out the report form	5-point scale

DESCRIPTION OF ASSESSMENT SCALES

Current control. Used by 100-point system evaluation. V flow practice leaders practice from profile the organization and university carry out control conformity with joint plan and individual plan student. V report learner put percent fulfillment and mark "Done / not done"

Intermediate certification. Used by ratings system evaluation. Grade work learner on ending practice carried out the head practice from university conformity with developed the system appraisals achievements student v process practice.

Order translation rating, envisaged system evaluation:

High level - 100% - 70% - fine, OK, credited.

Average level - 69% - 50% - satisfactorily, credited.

Score indicator	On a 5-point system	Characteristics of the indicator
100% - 85%	Great	have theoretical knowledge in full, understand, independently know how to apply, research, identify, analyze, systematize, categorize, calculate indicators, classify, develop models, algorithmize, manage, organize, plan research processes, evaluate results at a high level
84% - 70%	OK	have theoretical knowledge in full, understand, independently are able to apply, research, identify, analyze, systematize, categorize, calculate indicators, classify, develop models, algorithmize, manage, organize, plan research processes, evaluate results. Deficiencies may be made, corrected by the student independently in the process of work (answer, etc.)
69% - 50%	satisfactorily	have general theoretical knowledge, are able to apply, research, identify, analyze, systematize, categorize, calculate indicators, classify, develop models, algorithmize, manage, organize, plan research processes, evaluate results at an average level. Mistakes are made that the student finds it difficult to correct on their own.
49% or less	unsatisfactory	have an incomplete amount of general theoretical knowledge, do not know how to independently apply, research, identify, analyze, systematize, categorize, calculate indicators, classify, develop models, algorithmize, manage, organize, plan research processes, evaluate results. Skills and skills for solving professional problems are not formed
100% - 50%	credited	the characteristic of the indicator corresponds to "excellent", "good", "satisfactory"
49% or less	not credited	the characteristic of the indicator corresponds to "unsatisfactory"

7.CONTENT

7.1. Content of lectures

Stage 1. Organizational (organizational meeting)

- participation in the organizational meeting;
- reception of an individual assignment;
- obtaining an internship program;
- instructing by the head of practice from the department.

7.3. Content of independent work

Stage 2. main (self-control, interview, counseling)

- study of special literature and other scientific information, achievements of domestic and foreign science in accordance with the profile of training;
- collection, processing, analysis and systematization of information in accordance with the content of the internship program at the enterprise;
- formation of competencies;
- preparation of a report on practice.

Stage 3. final (defense of the report, WRC draft based on the results of internship)

- preparation of the report;
- report defense (WRC).

7.3.1. Joint work schedule for the practice

Joint work schedule for the practice

Annex 1

7.3.2. Individual task

Individual task

Appendix 2

7.3.3. ... Fund of assessment tools for intermediate certification of students in practice

Fund of assessment tools for intermediate certification of students in practice

Appendix 3

7.4. Practice report

Practice report

Appendix 4

8. SPECIFICS OF ORGANISING INTERNSHIP FOR STUDENTS WITH DISABILITIES

Internship for learners with limited opportunities health and disabled held with taking into account features their psychophysical development, individual opportunities and fortune health.

By a statement student

V purposes accessibility passing practice profile organization and USUE provide the following conditions:

- special order passing practices, with taking into account fortune their health v forms, adapted to restriction their health;

- application remote educational technologies, which envisage possibilities reception and transmission information v available for them forms.

- access (remote access), to modern professional bases data and information references systems composition which defined working program practice.

9. READINGLIST OF KEY LITERATURE AND ADDITIONAL LITERATURE

USUELIBRARY SITE

<http://lib.usue.ru/>

Key literature:

1. Skibitskaya I. Yu., Skibitsky EG Business communication. [Electronic resource]: textbook and workshop for academic undergraduate and graduate programs: for university students studying in all areas. - Moscow: Yurait, 2019 .-- 247 - Accessmode: <https://urait.ru/bcode/441920>
2. Truntsevsky Yu. V., Karpovich OG Assessment of the company's corruption risks. [Electronic resource]: monograph. - Moscow: INFRA-M, 2019 .-- 272 - Access mode: <https://znanium.com/catalog/product/1018453>
3. Gureeva M.A. Foreign economic activity. [Electronic resource]: Textbook. - Moscow: FORUM Publishing House, 2020. - 288 p. - Access mode: <https://znanium.com/catalog/product/1045371>
4. Pospelov V.K., Kotlyarov N.N. International Business. [Electronic resource]: Textbook. - Moscow: University textbook, 2018 .-- 256 p. - Accessmode: <https://znanium.com/catalog/product/972674>
5. Korolev V.I., Zaitsev L.G. Modern problems of management in international business. [Electronic resource]: Monograph. - Moscow: Magistr Publishing House, 2018. - 400 p. - Access mode: <https://znanium.com/catalog/product/960054>

Additional literature:

1. Kolesov V.P., Osmova M.N., Avdokushin E.F., Belova L.G., Vikhoreva O.M., Glushchenko G.I., Dunaev S.A., Zubenko V.A., Kasatkina E.A., Karlovskaya S. B. World economy. Economy of countries and regions. [Electronic resource]: textbook for academic bachelor's degree: for university students studying in economic areas and specialties. - Moscow: Yurait, 2019 .-- 519 - Accessmode: <https://urait.ru/bcode/432842>
2. Matusevich AP International offshore business. [Electronic resource]: tutorial. - Moscow: Master: INFRA-M, 2018 .-- 192 - Accessmode: <https://znanium.com/catalog/product/916108>
3. Gromova NM Cross-cultural differences in business practice. [Electronic resource]: scientific publication. - Moscow: Master: INFRA-M, 2018 .-- 164 - Accessmode: <https://znanium.com/catalog/product/934659>
4. Ignatova OV, Orlova NL, Gorbunova OA, Ason TA World economy and international economic relations. Workshop. [Electronic resource]: Textbook for universities. - Moscow: Yurait, 2020 .-- 212 - Access mode: <https://urait.ru/bcode/465998>

10.

INFORMATIONTECHNOLOGIES,INCLUDINGLICENSEDSOFTWARESUPPORTANDINFORMATIONREFERENCESYSTEMS,ONLINECOURSES

Licensed software:

AstraLinuxCommonEdition.ContractNo.1from13june2018,Actfrom17December2018.Termaction licenses-withoutrestrictionterm.

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Internetresources, informationreferencedatabase:

Reference and legalsystemConsultant+.ContractNo.163/223-U / 2020from12/14/2020.Termactionlicensesbefore12/31/2021

ElectroniccatalogIBKUSUE

<http://lib.usue.ru/>

ScientificelectroniclibraryeLIBRARY.RU

<https://elibrary.ru/>

EBSpublishing houses"DOE"

<http://e.lanbook.com/>

EBSZnanium.com

<http://znanium.com/>

EBSTroitskybridge

<http://www.trmost.ru>

EBSpublishing housesURAYT

<https://www.biblio-online.ru/>

Networkedition"InformationresourceSPARK "

<http://www.spark-interfax.ru/>

UniversityinformationalsystemRUSSIA

<https://uisrussia.msu.ru/>

archivescientificmagazinesNEICON

<http://archive.neicon.ru>

Overviewmass mediaPolpred.com

<http://polpred.com>

ResourcesARBIKON

<http://arbicon.ru>

ScientificelectroniclibraryCyberLeninka

<http://cyberleninka.ru>

Site"InvestmentpossibilitiesRussia "

www.ivr.ru

OfficialsiteThe organizationeconomiccooperationanddevelopment

www.oecd.org

OfficialsiteWorldjar

www.worldbank.org

OfficialsiteThe Worldtradethe organization

www.wto.org

OfficialsiteUN

www.un.org

OfficialsiteConferencesUNontradeanddevelopment

www.unctad.org

OfficialsiteGovernmentsSverdlovskareas

<http://www.midural.ru/>

OfficialsiteMinistriesinternationalandforeign economicconnectionsSverdlovskareas

<http://mvs.midural.ru/>

www.executiveplanet.com

SiteObusinessculturedifferentcountriesthe world

Siteformanagers

www.e-xecutive.ru

11. DESCRIPTION OF THE MATERIAL AND TECHNICAL BASE NECESSARY FOR INTERNSHIP

Implementation practice carried out with using logistical base USUE and profile the organization (at necessary).

Workers places and premises for independent work learner equipped with computer technique with opportunity connectivity To the network "Internet" and providing access velectronic information and educational Wednesday USUE and profile the organization (at availability).

Everything premises staffed specialized furniture and equipped with multimedia equipments special equipment (information and telecommunication, other computer), access To information retrieval, legal references systems electronic library systems bases data the current legislation, other information resources employees for representation educational information big audience.