

*Federal State Autonomous Educational Institution of Higher Education "Peoples' Friendship University of Russia"*

**Faculty of Economics**

**PROGRAM OF PEDAGOGICAL PRACTICE**

**Name of the training practice** Pedagogical practice

**Recommended for training / specialty direction:**

38.06.01 The Economy

**Program focus (profile):**

08.00.10 "Finance, money circulation and credit" (Full-time education)

**Qualification of the graduate:** research teacher

## **1. Goals of pedagogical practice**

Expansion and consolidation of theoretical and practical knowledge obtained by graduate students in the learning process, the formation of competences in accordance with the OS PFUR.

## **2. The tasks of pedagogical practice**

The tasks of implementing the pedagogical practice of the graduate student are:

Familiarization of graduate students with the principles of the organization of the educational process in the university, the peculiarities of teaching general scientific and specialized disciplines;

- consolidation of theoretical knowledge, skills and skills obtained by graduate students in the process of studying the disciplines of the basic, variable part and a block of disciplines of choice;
- the formation of professional pedagogical skills.

As a result of pedagogical practice, a graduate student should receive the following knowledge, skills and abilities. The graduate student should know:

- the essence of general pedagogical methods and forms of education and upbringing in higher education;

- Features of modern pedagogical technologies and the mechanism of their implementation in the university;

- Types of educational work used in higher education institutions;
- methodical techniques used in conducting various types of academic work.

The post-graduate student should be able to:

- create conditions conducive to successful pedagogical activity;
- to design pedagogical activity, using the knowledge of the theory of education and upbringing in higher education;

- to carry out educational and methodical work related to the organization of the educational process;

- use in the presentation of the subject material the relationship between research and educational processes in higher education, including the possibility of attracting one's own scientific research as a means

- improving the educational process;
- conduct various types of training sessions;
- organize group work of students in practical classes;
- to organize the independent work of students;
- monitor and evaluate the effectiveness of student learning activities.

The graduate student must have:

- the main methodical methods of organizing different types of student learning and independent work;

- educational material and technology of teaching the subjects taught.

## **3. Place of pedagogical practice in the structure of the OP VO**

Pedagogical practice is included in Block 2 of the "Practice" and is an integral part of the structure of the educational program. 38.06.01 Economics.

## **4. Forms of pedagogical practice**

The main forms of implementation of practice can be:

- Preparation and conduct of practical exercises (seminars, colloquiums, laboratory works, etc.) and reading of individual lectures under the guidance of the teaching staff;

- development of educational and methodological complexes and / or educational (teaching and methodological) manuals for individual disciplines.

In a number of cases - in consultation with the scientific supervisor - the following types of pedagogical practice are allowed (with appropriate documentation and accompaniment).

- Participation in the implementation of current and intermediate certification of students (holding colloquia and control works, taking part in taking exams and exams);

- consultations on the taught academic discipline for students;

- organization and assistance in the independent work of students;
- development of a set of full texts of lectures on the course with demonstration materials (including presentations).

In the case of the implementation of pedagogical practice in the form of preparation and conduct of classes, the post-graduate student conducts an open class on one of the profile disciplines of the department within the framework of the disciplinary direction of postgraduate training.

**5. Place and time of pedagogical practice** on the basis of the Russian University of Friendship of Peoples.

**6. Competences of the student, formed as a result of the pedagogical practice**

- ability to plan and solve problems of own professional and professional personal development (UC-6)
- readiness for teaching activities on educational programs higher education (GPC-3).

**7. Structure and content of pedagogical practice.** The total complexity of pedagogical practice is 27 credit units, 972 hours.

Name	Total hours / credits	Семестры					
		1 year of study		2 year of study		3 year of study	
		1	2	3	4		
Teaching practice	972/27		216/6	432/12	324/9		
Form of control	Passed		Passed	Passed	Passed		

The content of pedagogical practice is determined by an individual program, which is approved by the head of pedagogical practice and the head of the educational program.

The content of the sections of pedagogical practice can have the following form:

№ п/п	Section name	Work content	Form of control
1	Training of pedagogical practices	The definition of the disciplines and their modules, for which the training sessions will be conducted, didactic materials have been prepared. Preparation of an individual plan implementation of the program of practice, in accordance with the task of the head of practice.	Individual plan of pedagogical practice
2	Planning of training sessions and methodological work	Determination of sources of information in the regulatory and legal and methodological support of educational activities in the ways of its collection and analysis. Determination of the methods for presenting results, establishing procedures and criteria for assessing the effectiveness of the implementation of the objectives of practice. Development of plans for classes, plans for writing manuals, etc.	

3	Conducting classroom studies and developing methodological materials	Collection and preparation of information necessary for the development of methodological support of the training course (analysis of the standard and the curriculum of the direction, analysis of the work program of the course). Visiting and analysis of the classes of the leading teachers of the department for various academic disciplines (at least three visits). Conducting classes and writing manuals. Development of educational materials, preparation of didactic materials necessary for the implementation of training sessions	The plan of an open class with a set of didactic materials
4	Analysis and generalization of the results of the development of pedagogical competencies	Preparation of an open class plan and discussion of the plan and didactic materials with the leader of the practice, holding an open session. Lesson Analysis	Report on the conduct of an open lesson
5	Summarizing outcomes	Writing a report on pedagogical practice and its presentation at the department (structural unit)	Report on teaching practice

### **8. Scientific-research and scientific-production technologies used in pedagogical practice.**

In the process of passing the practice, the following scientific research and scientific and industrial training technologies can be used:

- oral presentation of the material - the method of the practitioner's exposure to oral speech on the trainees;
- discussion of the material being studied - colloquium, seminar, interview, conference, discussion);
- a visual method - organization of classes using interactive material slides, presentations, films;
- practical work - a method of practical training activities that require knowledge, skills, training, (exercises, laboratory work, business games, the method of concrete situations or the "case method", the method of educational design);
- independent work (group or individual).

### **9. Learning and methodological support of independent work on pedagogical practice**

1. The reference legal system "GARANT" - <http://www.garant.ru/>
2. Reference legal system "Consultant Plus" - <http://www.consultant.ru/>
3. Collection of normative documents on the organization of practices of students of the PFUR: an educational tool for managers of educational and industrial practices. / E.B. Dmitrieva, A.V. Zorin, O.V. Ignatiev, S.P. Karnilovich, I.N. Kurinin, L.V. Shirshov; Ed. A.P. Efremova. - Moscow: RUDN, 2014. - 184

### **10. Forms of intermediate certification (based on the results of pedagogical practice).**

Compilation and protection of the report, interview, differential classification and other forms of certification.

## **11. Learning -methodical and information support of pedagogical practice**

### **a) main literature**

1. Bordovskaya NV, Rean AA Pedagogy: a textbook for university students. - Moscow: Peter, 2011 - 299 with.
2. Grolskaya OG, Nikandrov ND Introduction to professional activity: a textbook for students of higher educational institutions studying in the direction 050700 "Pedagogics" - M.: Drofa, 2011 - 191 p.
3. General and professional pedagogy: Proc. Help. for stud. ped. universities / Ed. V.D. Simonenko. - M.: Ventana-Graf, 2007. - 368 p.
4. Pedagogy of professional education: A manual for stud. supreme. ped. training.institutions / E.V. Belozertsev, A.D. Goneev, A.G. Pashkov and others. Ed. V.A. Slastenine. - Moscow: Publishing Center "Academy", 2009 - 368 p.
5. Pedagogy: a textbook for students of institutions of higher professional education / VI Zagvyazinsky, IN Emelyanova; Ed. VI Zagvyazinsky - Moscow: Izd. center "Academy", 2011 - 350 with.
6. Professional pedagogy: A textbook for students studying in pedagogical specialties and areas. Ed. S.Ya. Batsheva, A.M. Novikov. Third edition, revised. M.: From the EHWVE, 2009, - 456 p.
7. VA Skakun The teaching of special and general technical subjects (in schemes and tables). - Moscow: "Academy", 2007. - 128 p.

### **b) additional literature:**

1. Dissertation research in the system of psychological and pedagogical knowledge. Condition and problems. WAC MORPH. - M. 2002.
2. Dyachenko N.N. Professional education of students. - M., 1988.
3. Zagvyazinsky V.I. Methodology and methodology of didactic research. - M., 1981.
4. Zagvyazinsky V.I. Methodology and methodology of socio-pedagogical research.
5. - Tyumen, 1995.
6. Seer E.F. Psychology of professions. - Ekaterinburg. 1996. Ibragimov, G.I. Forms of organization of training. - Kazan. 1994.

In preparation, it is also recommended that you read the articles published in recent years in journals: Pedagogy, People's Education, Izvestia Rossiyskaya Akademia

Education, Professional, Professional Education, Specialist, Secondary Special Education, Higher Education in Russia, Master, Higher Education in Europe and others.

### **c) Normative literature:**

- Federal Law of the Russian Federation No. 273-FZ On Education in the Russian Federation
- Letter of Rosobrnadzor of 25.03.2015 N 07-675 "On the direction of the Methodological recommendations for the provision of information on the educational organization in open sources, taking into account the compliance with the requirements of legislation in the field of education (for educational organizations of higher education"
- educational standard of the PFUR in the field of training 38.06.01 Economics (qualification (degree) "teacher-researcher"

### **Periodicals:**

1. Journal of Pedagogy
2. Weekly "Professional Education"
3. Magazine «Teacher of the XXI century <http://prepodavatel-xxi.ru/>
4. Higher education in Russia: Scientific and pedagogical journal of the Ministry of Education and Science <http://www.periodicals.ru>

### **Internet sites:**

1. <http://minobarnauk.rf/> \_ Ministry of Education and Science of the Russian Federation
2. <http://www.edscience.ru/index.php/jour> the journal "Education and Science"
3. <http://www.vovr.ru/> journal "Higher education in Russia"
4. <http://www.russia.edu.ru/edu/> Education in Russia

5. <http://www.rosforce.ru/obrazovanie-rossii/#club> discussion club of the Ministry of Education and Science
6. <http://www.edu.ru/> Russian education
7. <http://ria.ru/education/> RIA Novosti, section "Education"
8. <http://www.pedlib.ru/>

**Database:**

1. The site of the library RUDN - Access mode: <http://lib.rudn.ru/> - from stationary computers of the PFUR
2. Vestnik of RUDN - Access mode: <http://www.elibrary.ru/defaultx.asp>
3. Full-text collection of Russian scientific journals. eLibrary.ru - Access mode: <http://elibrary.ru/defaultx.asp?>
4. On-line access to the journals. Information database on all branches of science and electronic delivery of documents. SwetsWise. - Access mode: <https://www.swetswise.com>
5. <http://www.pedlib.ru/> Pedagogical Library

**11. Material and technical support of the discipline:**

Auditing fund, multimedia.

Equipment for demonstrating presentations of lecturer's lectures, reports and messages from students:

- Training classrooms (classrooms) with workplaces for conducting lectures (according to the number of students in the stream) and for conducting seminars (on the number of students in separate groups);
- a stationary personal computer with a package of Microsoft Office 2007;
- multimedia projector;
- it is allowed to use portable equipment - laptop and projector;
- screen (stationary or portable outdoor).

**12. Fund of Evaluation Means for Intermediate Attestation of Students in Pedagogical Practice**

Department of "Finance and Credit"  
Approved at the meeting of the department

«\_\_» \_\_\_\_\_ 2017 г.

Protocol No.

Head of the Department of finance and credit

\_\_\_\_\_Bystryakov A.Ya.

### **Evaluation Fund**

## **SCIENTIFIC RESEARCH PROGRAM OF PRACTICE**

**Recommended for training / specialty direction:** 38.06.01 The Economy

**Program focus (profile):** 08.00.10 "Finance, money circulation and credit" (Full-time education)

**Qualification of the graduate:** research teacher

## Passport of the Fund of Evaluation Means for Pedagogical Practice

Direction 38.06.01 "Economy"

Profile «Finance, money circulation and credit»

### Controlled competences

#### Model of Controlled Competencies

Code of Controlled Competence	Formulation of competence
UC-6	ability to plan and solve problems of own professional and professional personal development
GPC-3	readiness for teaching activities on educational programs higher education

#### The program for assessing supervised competences

№	Code of Controlled Competence	Name of valuation means
1	UC-6	Preparation of an individual plan for the implementation of the program of practice, in accordance with the task of the head of practice.
2	GPC-3.	Analysis of the collected information necessary for the development of methodological support of the training course (analysis of the standard and the curriculum of the direction, analysis of the work program of the course). Visiting and analysis of the classes of the leading teachers of the department for various academic disciplines (at least three visits). Conducting classes and writing manuals. Development of educational materials, preparation of didactic materials necessary for the implementation of training sessions. Conclusion on the results of an open lesson.

When rating is used, the rating system is used, in accordance with the Regulation on the BRS of the assessment of the quality of mastering the basic educational programs adopted by the Decision of the Academic Council of the University (Minutes No. 6 of June 17, 2013) and approved by the Order of the University Rector from June 20, 2013.

#### The rating system

Points of the rating system	Traditional estimates of the Russian Federation	ESTC
95-100	5	A
86-94		B
69-85	4	C
61-68	3	D
51-60		E
31-50	2	FX
0-30		F
51-100	Зачет	Passed



All types of work are carried out exactly in the terms provided by the training program. If the graduate student has not fulfilled any of the assignments without valid reasons, then he is not awarded points for this type of work, and those prepared after the due work period are not evaluated.

**Criteria for assessing knowledge, skills, competencies and competencies for the conduct of scientific research**

Notation		<b>Formulating the requirements for the degree of competence formation</b>
№	Evaluation	
1	Unsatisfactory (not passed)	Does not have the necessary notions about the material being tested
2	Satisfactory or Unsatisfactory (not passed / passed) (at the discretion of the supervisor)	Know at the level of orientation, representations. The subject of the teaching knows the main features or terms of the studied element of content, their relation to a particular science, industry or objects, learns them in texts, images or diagrams and knows which sources need to be addressed for more detailed assimilation
3	Satisfactory (passed)	Know and be able at the reproductive level. The subject of the teaching knows the studied element of content reproductively:
4	Good (passed)	arbitrarily reproduces his knowledge verbally, in writing or in demonstrated actions
5	Excellent (passed)	To know, be able, to own at the analytical level. Knowing at the reproductive level, to point out the features and interrelations of the studied objects, their dignity, limitations, history and development prospects and features for different learning objects

The program is compiled in accordance with the requirements of the basic standard of higher education PFUR / Federal State Educational Standard

**Developer:**  
**Assistant Professor of the**  
**department Finance and Credit**

/ Akhmedov F.N./

**Head of the department**  
**Finance and credit**

/ Bystryakov A.Ya./