

MINISTRY OF SCIENCE AND HIGHER EDUCATION OF THE RUSSIAN FEDERATION
Federal State Budgetary Educational Institution of Higher Education
«SAINT-PETERSBURG STATE UNIVERSITY OF ECONOMICS» (UNECON)



APPROVED

Vice-rector for educational activities

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*Производственная практика (преддипломная практика) /
Internship (pre-diploma practice)*

Internship syllabus

Specialty	38.04.02 Management
Specialization	Risk management and controlling
Level of higher education	Master's Degree
Form of training	Full-time
Year of enrolment	2023

Authored by:
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Total number of hours	540	Form of final attestation: <i>Graded test</i> <i>Semester 4</i>
Total credits	15	
incl:		
Self-study (practical training)	540	

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1. INTERNSHIP OBJECTIVES

Objective:	To consolidate and deepen theoretical knowledge of students obtained during all types of classroom and extracurricular classes; to acquire professional skills and experience of professional activity; to strengthen research skills; to acquire independent experience and practical skills, advanced methods of work in financial institutions, organisations and corporations; to master methods and techniques of forecasting, analysis, regulation, planning and other issues related to activity.
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2. THE PLACE OF THE INTERNSHIP IN THE STRUCTURE OF THE EDUCATIONAL PROGRAMME, INTERNSHIP TYPE AND THE INTERNSHIP FORM

As a component of the study programme, practical training takes the form of direct performance of certain activities related to the future professional activity of the student.

Internship type: Industrial practice (pre-diploma practice).

Internship form: discrete by type of practice - by allocating an uninterrupted period of study time for each practice in the timetable.

3. EXPECTED LEARNING OUTCOMES

Code and name of graduate competence	Code and name of the competence achievement indicator	Expected learning outcomes
PC-1 - Able to provide financial advice on a wide range of services	PC-1.2 - Applies modern models to analyse a company's financial architecture, financial mechanisms for organising budgeting, builds a forecasting model of the company	To be able: build a forward-looking company model To master: the ability to set requirements for the financial architecture of the company, the financial arrangements for corporate control and corporate governance
PC-2 - Able to design, implement and operate an integrated risk management system	PC-2.2 - Is able to manage the risks of an investment project and its efficiency	To be able: assess the risks and investment efficiency of the investment project To master: the ability to establish and justify the performance requirements for investment projects
PC-3 - Coordinates the organisation and implementation of internal control activities	PC-3.2 - Able to develop regulations and procedures for internal control and budget execution	To be able: to adapt regulations and procedures of internal control to the operating environment of the organization To master: the ability to build a system of internal control and budgeting in an enterprise
PC-4 - Able to develop a financial plan for a client and a targeted investment portfolio	PC-4.2 - Provides consultancy services in market and market environment analysis, investment portfolios and	To be able: organise and carry out procedures to analyse the market and market environment, business plans and activities of organisations, as well as analyses of partner and competitor firms

	corporate activities, as well as tax and taxation issues for international companies	To master: methods for obtaining information on market and market environment analysis, business plans and activities of organisations, as well as analysis of partner and competitor firms
PC-5 - Is able to analyse and evaluate information, identify cause-effect relationships, draw objective conclusions and prioritise for internal audit purposes	PC-5.2 - The internal auditor has a clear understanding of the principles of the internal audit function and the basic principles of how to formulate audit methodologies. He/she is able to co-operate with the external and internal auditors in interaction with teams and individual employees within the company	To be able: set objectives for investment and information market analysis and research and analyse their results for internal audit purposes To master: the ability to analyse and research changes in the investment and information markets for internal audit purposes
PC-6 - Is able to apply a set of techniques and algorithms for tactical business behaviour in building productive relationships with public authorities	PC-6.2 - Knows the principles of interaction between commercial structures and public authorities to protect Russia's interests in the international arena	To be able: apply management models to interact in a professional environment, including with public authorities To master: the ability to manage teams and projects in interaction with public authorities
UC-1 - Is able to critically analyse problematic situations with a systematic approach, to develop a strategy of action	UC-1.3 - Identifies and assesses the practical implications of possible solutions to the problem, develops and proposes different strategic solutions to the problem, assessing their advantages and disadvantages	To be able: work with the information base needed to address problem situations and design processes to address them To master: analysis tools to address strategic challenges using systems and interdisciplinary approaches
UC-2 - Able to manage a project through all stages of its life cycle	UC-2.2 - Designs the implementation of specific tasks by identifying the best ways of doing things and choosing the resources to achieve the objective	To be able: plan the resources needed to implement the project To master: Information technology at all stages of the project life cycle
UC-3 - Able to organise and lead a team, developing a team strategy to achieve the goal	UC-3.2 - Understands the specifics of organizational culture and communication with	To be able: plan and adjust team work to the interests and behaviour of team members To master: plan and adjust team work to the interests and behaviour

	management, and is able to motivate individual employees and the team as a whole	of team members
UC-4 - Able to use modern communication technologies, including in foreign language(s), for academic and professional interaction	UC-4.2 - Freely perceives, analyses and critically evaluates oral and written business information in the national and/or foreign language(s), including the use of information technology	<p>To be able: practice oral and written business communication in a foreign language</p> <p>To master: the ability to deliver academic and professional results in a foreign language</p>
UC-5 - Able to analyse and take into account the diversity of cultures in intercultural interaction	UC-5.2 - Interacts constructively with people in a socio-culturally appropriate way to successfully perform professional tasks and enhance social inclusion	<p>To be able: lead the way in preventing disagreements and conflicts in intercultural communication</p> <p>To master: skills in constructing social and professional interactions, taking into account the characteristics of basic business and general culture</p>
UC-6 - Is able to identify and implement priorities for his/her own work and how to improve it on the basis of self-assessment	UC-6.2 - realises the intended objectives of the activity, taking into account conditions, means, personal abilities, a temporary perspective of activity development and labour market requirements; shows an interest in self-development and uses the opportunities provided to acquire new knowledge and skills	<p>To be able: Identify priorities for professional development and ways to improve their own performance</p> <p>To master: the ability to build a flexible professional trajectory in the light of accumulated professional experience</p>

4. INTERSHIP STRUCTURE AND CONTENT

№	Internship structure	Internship content
1	Preparatory stage	To study the state of the object of research according to the topic chosen and approved by the supervisor. Determine the direction of the study. Develop a draft of an individual plan of practical training, schedule of research performance. To solve organisational issues. To analyse theoretical approaches existing in the area of master's research, problem field of research and main approaches to problem solving in modern scientific literature.
2	Research stage	To get acquainted with a particular enterprise (organisation), to analyse the structures and management systems of the enterprise, with other aspects of activity in accordance with the individual task of practice. To conduct field research (collection

		and processing of empirical and factual data). To study the practices of organisations in accordance with the topic of the master's thesis.
3	Analytical stage	To systematise and analyse the material obtained, identify problem areas, prepare conclusions and recommendations based on the results of the study, and formulate proposals for improving the company's activities.
4	Report	To write a report outlining the main results of the practice; To prepare a master's thesis for pre-defence. To prepare a multimedia presentation outlining the main conclusions and results of the practice and the master's thesis.

5. INDIVIDUAL TASK

The list of tasks for a student undergoing practical training is determined by the Head of Practical Training of the department. In case of internship in the specialised organisation, the list of tasks shall be agreed with the Head of Internship from the specialised organisation. The choice of particular tasks depends on the specific activity of the organisation - the base of practice.

6. RESOURCE SUPPORT

Teaching and learning support

Bibliographic description of the publication (author, title, type, place and year of publication, number of pages)	Digital resources
Teplova T. V. Effective financial director : textbook for undergraduate and graduate studies / Teplova T. V. - 2-th ed. revised and extended - Moscow : Publishing house Yurite, 2019. - 507 c. - (Author's textbook).	https://urait.ru/bcode/431134
Zub, A.T. Anticrisis management : textbook for universities / A.T. Zub. - 2-th ed. revised and extended - Moscow : Publishing house Yurait, 2019. - 343 c. - ISBN 978-5-9916-3179-2. - Text : electronic / / Educational Platform Yurait	https://urait.ru/bcode/447754
Fundamentals of risk management / M. Krui, D. Galai, V.B. Minasyan, R. Mark. - Moscow : Publishing house Yurait, 2022. - 390 c. - (Higher education). - ISBN 978-5-534-02578-1. - Text : electronic // Educational Platform of Yurite	https://urait.ru/bcode/488656
Pogodina, T.V. Financial management : textbook and practical workbook for universities / T.V. Pogodina. - Moscow : Publishing house Yurait, 2022. - 351 c. - (Higher education). - ISBN 978-5-534-03375-5. - Text : electronic // Educational Platform Yurite	https://urait.ru/book/finansovyy-menedzhment-489484
Borisova, O. V. Investments in 2 vols. T. 2. Investment Management : textbook and workshop for undergraduate and graduate studies / O.V. Borisova, N.I. Malykh, L.V. Oveshnikova. - Moscow : Publishing house Yurait, 2019. - 309 c. - (Bachelor and Master. Academic course). - ISBN 978-5-534-01798-4. - Text : electronic // Educational Platform Yurite	https://urait.ru/bcode/434137
Voronova E. Managerial accounting : textbook for universities / E. Voronova. - 3rd ed. revised. and add. - Moscow: Publishing house Right, 2022. - 428 c. - (Higher education). - ISBN 978-5-534-00500-4.	https://urait.ru/bcode/487732

List of software (including national production)

- 7-Zip
- LibreOffice

- OS Alt education 10

List of reference systems and modern professional databases

№	Name of reference systems and professional databases
1.	Digital library Grebennikon.ru – www.grebennikon.ru
2.	Science Digital Library eLIBRARY – www.elibrary.ru
3.	Science Digital Library КиберЛеника – www.cyberleninka.ru
4.	Database ПОЛПРЕД Справочники – www.polpred.com
5.	Database OECD Books, Papers & Statistics on the platform OECD iLibrary www.oecd-ilibrary.org
6.	Legal reference system КонсультантПлюс (installed resource UNECON or www.consultant.ru)
7.	Legal reference system «ГАРАНТ» (installed resource UNECON or www.garant.ru)
8.	Information and referral system «Кодекс» (installed resource UNECON or www.kodeks.ru)
9.	Digital library system BOOK.ru - www.book.ru
10.	Digital library system ЭБС ЮРАЙТ – www.urait.ru
11.	Digital library system ЗНАНИУМ (ZNANIUM) – www.znanium.com
12.	Digital library UNECON – opac.unecon.ru

7. TECHNICAL FACILITIES

There are special rooms for group and individual consultations, current monitoring and interim assessment, as well as rooms for independent work.

List of classrooms for training sessions with equipment and technical facilities

Name of classroom, list of equipment	Classroom location
Classroom 620 Training classroom (for lecture- and seminar-type classes, coursework, group and individual consultations, current control and intermediate attestation), equipped with a multimedia system. Specialised furniture and equipment: Training furniture for 30 seats, teacher's workplace, chalk board 1 pc. Portable multimedia set: HP 250 G6 1WY58EA laptop, LG PF1500G multimedia projector. Sets of display equipment and visual aids: multimedia applications for lecture courses and practical sessions, interactive teaching and visual aids.	191002, St. Petersburg, Kuznetchnyi per.9/27, lit. A
Classroom 604 Training classroom (for lecture- and seminar-type classes, coursework, group and individual consultations, current control and intermediate attestation), equipped with a multimedia system. Specialized furniture and equipment: Educational furniture for 88 seats, a teacher's workplace, a chalk board 1 pc, a lectern, a pedestal m/m, Acer Aspire Z1811 monoblock incl.: i5 2400s/4Gb/1Tb/ - 1 pc, NEC ME402X multimedia projector - 1 pc, 183x240 cm Screen with electric drive Compact - 1 pc. Sets of display equipment and visual aids: multimedia applications for lecture courses and practical sessions, interactive teaching and visual aids.	191002, St. Petersburg, Kuznetchnyi per.9/27, lit. A

During the practical training at a relevant organisation, students are given the opportunity to use the premises of the relevant organisation as agreed in the practical training agreement, as well as the equipment and technical facilities in the premises necessary for the successful performance of certain activities related to the future professional activity.

8. SPECIFICATIONS FOR DISABLED

When organising internships for disabled people, the supervisor should take into account the specifics of how students with different disabilities perceive and learn.

When organising internships for students with visual impairments, provision is made for:

- enabling practice assignments to be completed with little or no visual supervision;
- provision of educational content in a text-based electronic format that allows for the translation of flat-printed information into auditory form;
- the ability to use individual devices and tools to adapt materials, receive and transmit information taking into account the individual characteristics and health status of the student;
- use of clear and oversized fonts, and graphic objects in the materials provided;
 - the voicing of visual information presented by the student during the practice;
- captions and descriptions of drawings and other graphic objects to enable the translation of written text into auditory text;
- minimising external noise and ensuring a calm atmosphere in the classroom;
- possibility of recording information by students in a convenient form (auditory, audio-visual, marking in a prepared text);
- application of a step-by-step control system, more frequent control over the completion of assignments.

For students with mobility impairments, provision is made for:

- providing the opportunity for pre-course familiarisation with the content of training practices by posting information in the Moodle;
- providing unobstructed access to the premises as well as to the rooms;
- the possibility of using individual devices and tools to ensure the implementation of ergonomic principles and a comfortable stay in the place during the entire period of study (supports, special cushions, etc.);
- dividing the material into small logical units;
- increasing the proportion of concrete material and adhering to the principle from simple to complex when explaining the material;
- use of remote forms of practice;
- availability of a clear system and algorithm for organising independent work and checking assignments with obligatory correction and comments;
- use of additional means to activate the processes of memorisation and repetition;
- provision of the opportunity to use individual devices and means that allow adapting materials, receiving and transmitting information taking into account their individual characteristics.

Students with hearing difficulties (hearing impaired, late speech impaired) need the following conditions:

- provision of educational content in a text-based electronic format that allows for the translation of the auditory form of a lecture into flat-printed information;
- availability of the possibility of using individual audio-amplifying devices and sign language aids to enable the reception and transmission of information; mutual translation of text and audio files (speech input notebook), as well as recording and reproduction of visual information;
- availability of a system of tasks ensuring systematisation of verbal material, its schematisation, translation into tables, diagrams, reference texts, glossary;
- availability of visual support of the studied material (structural-logical schemes, tables, graphs, concentrating and summarising information, supporting notes, handouts);
- availability of a clear system and algorithm for organising independent work and checking assignments with obligatory correction and comments;
- ensuring the practice of advanced reading, when students get acquainted with the material in advance and highlight unfamiliar and incomprehensible words and fragments;

- a special speech mode (avoiding long phrases and complex sentences, good articulation; clear presentation, no redundant words; repeating phrases without changing the order of words; ensuring eye contact while speaking and a slightly slower pace of speech, using natural gestures and facial expressions);
- clear adherence to the lesson algorithm and tasks for independent work (naming the topic, setting the goal, communicating and writing the plan, highlighting the main concepts and methods of their study, indicating types of student activities and ways to check the learning of the material, vocabulary work);
- adherence to the textual requirements (dividing the text into parts; highlighting points of emphasis; using visual aids);
- minimising external noise;
- allowing the correlation between verbal and graphic material; integrated use of written and oral communication in group work;
- combining all speech activities in the classroom (speaking, listening, reading, writing, visual perception from the speaker's face).

9. ASSESSMENT RESOURCES

Assessment of knowledge, skills and (or) experience, characterizing the stages of competence formation is carried out by the procedures of current control and intermediate attestation in accordance with this FES, the programme of practice and the LP of the University.

9.1 Control tasks:

List of individual practical assignments:

1. Study the condition of the object of study in accordance with the topic chosen and approved by the supervisor.
2. Determining the direction of the study. Develop a draft individual internship plan, a timetable for carrying out the study.
3. Analysis of the theoretical approaches existing in the field of Master's study, the problem field of research and the main approaches to solving the problem in the current scientific literature.
4. Specificity of the pre-diploma internship assignment.
5. Familiarisation with the specific enterprise (organisation), analysis of the structure and management system of the enterprise, with other aspects of activity according to the individual practical assignment.
6. Conducting field research (collecting and processing empirical and factual data).
7. Study of organisational practices in line with the topic of the Master's thesis.
8. Systematising and analysing the material obtained, identifying problem areas, drawing conclusions and making recommendations on the results of the study.
9. Formulate proposals for improving the company's operations.
10. Writing the report. The report outlines the main results obtained during the practice.
11. Preparing a master's thesis for pre-defence.
12. Preparation of the results of the internship for presentation. A multimedia presentation with the main conclusions and results of the practice and the Master's thesis is prepared for the defence of the practice report and the pre-defence of the Master's thesis.

The ongoing monitoring takes place during the internship period.

Assessment tools for current monitoring:

- implementation of the practice plan

9.2 Assignments for interim attestation

The results of the internship are evaluated through intermediate certification by defending the completed internship reports in the form of credit (differential) with grades "excellent", "good", "satisfactory", "unsatisfactory" with the results recorded in the credit record sheet and the student's record book.

The procedure for interim attestation is regulated by the Regulation on practical training of students studying basic professional educational programmes of higher education, the Regulation on the current control of progress and intermediate attestation of students in higher education programmes.

9.3 Grading scale

Grading scales and procedures for evaluating the results of the practice learning outcomes are regulated by the Regulation on the current control of progress and interim assessment of students in higher education programmes.

For a positive conclusion on the results of the evaluation procedure on practice, a threshold value of the indicator is established, at which a positive decision is taken, ascertaining the results of mastering the discipline.

Grading scale:

Grading	Points
Min 54 points, max 100 points	
When defending the report, the student demonstrated profound and systematic knowledge acquired during the internship, freely used the research data and made well-reasoned suggestions. The student answered the questions correctly and competently. The student received a positive feedback from the supervisor.	5 (points 85-100)
When defending the report, the student showed profound knowledge obtained during the internship, freely used the research data. There were some mistakes in the report, but they were of minor nature. The student answered the questions, but made some mistakes, which were corrected by the leading questions. The student received positive feedback from the supervisor.	4 (points 70-84)
The report has a superficial analysis of the collected material, the sequence of the presentation of the material is not clear. The student did not give complete and well-reasoned answers to the questions during the defence of the internship report. The supervisor's feedback contains significant remarks.	3 (points 55-69)
The report does not have a detailed analysis of the material collected and does not meet the requirements. The student has difficulties in answering the questions posed or makes fundamental errors in the answers. The supervisor's feedback the supervisor has significant criticism.	2 (points 54)

If necessary, assessment tools adapted for students with disabilities are used for the interim assessment of students' internship.