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)

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|  | APPROVED  Vice-rector for educational activities  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Veronika.G. Shubaeva  «\_\_\_\_» \_\_\_\_\_\_\_\_\_\_\_\_\_\_ 20\_\_\_\_. |

***Производственная практика (практика по профилю профессиональной деятельности) / Internship (practice according to specialization)***

**Internship syllabus**

Specialty *38.04.02 Management*

Specialization *International Business Administration*

Level of higher education *Master’s Degree*

Form of training *Full-time*

Year of enrolment 2024

Authored by:

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| --- | --- | --- |
| **Total number of hours** | **216** | **Form of final attestation:**  *Graded test*  *Semester 3* |
| **Total credits** | **6** |
| incl: |  |
| Self-study (practical training) | 216 |

Saint-Petersburg

2024

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1. INTERNSHIP OBJECTIVES

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| --- | --- |
| **Objective:** | To deepen the theoretical training and professional knowledge of Master students, to consolidate practical skills and competences in the analysis of information for management decision-making and solving current cases of international companies. |

1. 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:** Internship (practice according to specialization).

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

1. EXPECTED LEARNING OUTCOMES

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| --- | --- | --- |
| **Code and name of graduate competence** | **Code and name of the competence achievement indicator** | **Expected learning outcomes** |
| PC-1 Capable of analyzing and forecasting organizational development, developing measures to improve its business model and international strategy | PC-1.2. Develops measures to improve the management of an international company | Be able to:  analyze the company's international strategy  Be able to:  principles of making management decisions aimed at improving the work processes of an international company |
| PC-2 Financial and management consulting on a wide range of services | PC-2.1. Applies modern models to analyze the company's financial infrastructure, financial mechanisms for organizing budgeting, builds a forecasting model of the company | Be able to:  make decisions on the feasibility of financing and the volume of the development program  Master:  principles of financial management |
| PC-3 – Able to make management decisions at strategic and operational level in an international company | PC-3.1 Justifies the choice of marketing and branding strategies in international markets | Be able to:  conduct market analysis and justify the company's marketing strategy  Possess:  skills in conducting marketing activities |
| PC-4 – Able to lead the development of logistics strategies in international markets | PC-4.1 Plan global production chain configurations | Be able to:  conduct supply chain analysis and justify the choice of the company's logistics strategy  Possess:  skills in conducting logistics activities |
| PC-5 – Able to organize project work to implement innovative solutions in the digital economy | PC-5.1 Develops company development projects in international business ecosystems in the digital economy | Be able to:  set long-term development goals and develop programs to achieve them  Be able to:  project management principles |
| PC-6 – Is able to take into account the socio-cultural, legal, institutional and economic environment of the international marketplace in the management of the organization | PC-6.1 Analyses the economic processes of international trade, make managerial decisions with regard to international economic regulation tools | Be able to:  analyze the company's external environment in international markets  Be able to:  master the principles of working in the foreign market, taking into account the current international trade policy |
| UC-3 – Able to organise and lead a team, developing a team strategy to achieve the goal | UC-3.1. Capable of taking an active, responsible, leadership position in a team, demonstrating leadership qualities and skills | Be able to:  interact in a team, show initiative, coordinate your activities with others, set and meet deadlines for completing tasks  Master:  principles of teamwork |
| 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 | To be able to: practice oral and written business communication in a foreign language  To master: the ability to deliver academic and professional results in a foreign language |
| 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-6.1. Understands the importance of planning forward-looking activity objectives, considering conditions, means, personal capabilities, time perspective of activity development and labour market requirements | Be able to:  divide a goal into subgoals and tasks, distribute tasks and areas of responsibility  Possess:  long-term career planning skills |

1. INTERNSHIP STRUCTURE AND CONTENT

|  |  |  |
| --- | --- | --- |
| **№** | **Internship structure** | **Internship content** |
| 1 | Preparatory stage | Drawing up an individual practical assignment. Instruction on safety and internal regulations. Familiarisation with the regulatory documents. |
| 2 | Main stage | Carrying out the practice assignment. Processing and analysis of the information obtained. Preparation and preparation of the report. |
| 3 | Final stage | Preparing for the defence. Gathering the necessary documents for the report. Defence of the practice report. |

1. 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.

1. RESOURCE SUPPORT

Teaching and learning support

|  |  |
| --- | --- |
| **Bibliographic description of the publication (author, title, type, place and year of publication, number of pages)** | **Digital resources** |
| Deren, V. I. Economics and international business : textbook and practical work for universities / V. I. Deren, A. V. Deren. - 2nd ed., revised and supplemented. - Moscow : Publishing house Yurait, 2020. | [https://urait.ru/viewer/ekonom ... -mezhdunarodnyy-biznes-455908#](https://urait.ru/viewer/ekonomika-i-mezhdunarodnyy-biznes-455908) |
| Modern Strategic Management : textbook for masters / A.M. Aronov, I.Y. Blekhtsin, M.A. Zvereva et al. Under the editorship of A. N. Petrov. - St. Petersburg : Publishing house of St. Petersburg State University of Economics, 2018. | [http://opac.unecon.ru/elibrary ... B6%D0%BC%D0%B5%D0%BD%D1%82.pdf](http://opac.unecon.ru/elibrary/2015/ucheb/%D0%A1%D0%BE%D0%B2%D1%80%D0%B5%D0%BC%D0%B5%D0%BD%D0%BD%D1%8B%D0%B9%20%D1%81%D1%82%D1%80%D0%B0%D1%82%D0%B5%D0%B3%D0%B8%D1%87%D0%B5%D1%81%D0%BA%D0%B8%D0%B9%20%D0%BC%D0%B5%D0%BD%D0%B5%D0%B4%D0%B6%D0%BC%D0%B5%D0%BD%D1%82.pdf) |

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](http://www.grebennikon.ru) |
| 2. | Science Digital Library eLIBRARRY – [www.elibrary.ru](https://elibrary.ru/defaultx.asp?) |
| 3. | Science Digital Library КиберЛеника – [www.cyberleninka.ru](https://cyberleninka.ru/) |
| 4. | Database ПОЛПРЕД Справочники – [www.polpred.com](http://www.polpred.com) |
| 5. | Database OECD Books, Papers & Statistics on the platform OECD iLibrary  [www.oecd-ilibrary.org](http://www.oecd-ilibrary.org) |
| 6. | Legal reference system КонсультантПлюс (installed resource UNECON or [www.consultant.ru](https://www.consultant.ru/)) |
| 7. | Legal reference system «ГАРАНТ» (installed resource UNECON or [www.garant.ru](https://www.garant.ru/)) |
| 8. | Information and referral system «Кодекс» (installed resource UNECON or [www.kodeks.ru](https://kodeks.ru/)) |
| 9. | Digital library system BOOK.ru - [www.book.ru](https://book.ru/) |
| 10. | Digital library system ЭБС ЮРАЙТ – [www.urait.ru](https://urait.ru/viewer/kompleksnyy-analiz-hozyaystvennoy-deyatelnosti-468686) |
| 11. | Digital library system ЗНАНИУМ (ZNANIUM) – [www.znanium.com](http://www.znanium.com) |
| 12. | Digital library UNECON – [opac.unecon.ru](https://opac.unecon.ru/) |

1. 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** | **Сlassroom location** |
| Classroom 105 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 100 seats; chalk board 1 pc.; drawer Computer Intel Core i5-3570 3.5Gh/4Gb/500Gb - 1 pc, Multimedia projector Epson EB-X02 - 1 pc, Mixer amplifier Jedia TA-1120 - 1 pc, Hi-Fi PRO MASK6T-W speakers (2 pcs.) - 1 pc, Motorised screen 175x234 Matte White 4:3 - 1 pc. Sets of display equipment and visual aids: multimedia applications for lecture courses and practical sessions, interactive teaching and visual aids. | 196084, St. Petersburg, Moskovsky prospect, 103, lit. A, r.1H |
| Classroom 307 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: Training furniture for 48 seats; chalk board - 1 pc.; pedestal - 1 pc.; Athlon 64 x2 4400 computer 2.3/4Gb./150Gb - 1 pc., NEC NP610 projector - 1 pc, Audio kit (mixer-amplifier Apart Concept + BEHRINGER microphone) - 1 pc, 2-way Hi-Fi PRO MASKGT-W loudspeaker - 2 pcs., Projecta Compact Electron projection screen 153x200 cm MATTE White S. Sets of display equipment and visual aids: multimedia applications for lecture courses and practical sessions, interactive teaching and visual aids. | 196084, St. Petersburg, Moskovsky prospect, 103, lit. A, r.1H |

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.

1. 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).

ASSESSMENT RESOURSES

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.

## 1.1 Control tasks and assignments for interim attestation

List of individual practical assignments:

|  |
| --- |
| 1. Justify the problems of the empirical study. |
| 2. Describe the aims and objectives of the empirical study. |
| 3. Choose the qualitative or quantitative research methods most appropriate to the tasks at hand.  4. Develop a conceptual model and research design.  5. Carry out information collection according to the design.  6. Carry out data processing using the selected methods.  7. Based on the results of the study, identify the main problem areas of management activity in the analysed market and formulate recommendations for its improvement. |

The ongoing monitoring takes place during the internship period.

Assessment tools for current monitoring:

- implementation of the practice plan

## 1.2 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.

## 1.4 Other assessment objects

Is not provided by the work programme of the discipline.

## 1.5 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.