

**FEDERAL STATE BUDGET EDUCATIONAL  
INSTITUTION OF HIGHER EDUCATION  
“LOMONOSOV MOSCOW STATE UNIVERSITY”**

FACULTY OF ECONOMICS

«APPROVED»

Dean of the Faculty of Economics, MSU

professor \_\_\_\_\_ A.A.Auzan

«\_\_» \_\_\_\_\_ 2021

**PRACTICE SYLLABUS**

**Practice title:**

**INTERNSHIP (IN ENGLISH)**

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**Level of higher education:**

MASTER STUDIES

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**Field of study:**

38.04.02. MANAGEMENT

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**Mode of study:**

FULL-TIME

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Moscow 2021

The course syllabus is developed in accordance with the self-established MSU educational standard (ES MSU) for implemented main professional educational programs of higher education for Master's degree in the field of study 38.04.02. Management

ES MSU is approved by the decision of MSU Academic Council dated December 28, 2020, minutes №7

Year (years) of enrollment: 2021 and forthcoming

### 1. Place and status of the practice in the structure of the Master program

Course status: *obligatory*

Trimester: 4<sup>th</sup>

### 2. Practice Prerequisites

No prerequisites are required.

### 3. Intended learning outcomes (ILO) of the practice associated to the required competencies of the graduates

Competencies of graduates (codes)	Indicators of achievement of competencies	Intended learning outcomes of the practice associated to the required competencies of the graduates
<b>UC-7.</b> Capable of determining and implementing the priorities of his own activity and ways to improve it on the basis of self-assessment, to form priorities of personal and professional development	<b>UC-7.I-1.</b> Defines the incentives, motives and priorities of one's own professional activity and career goals	<b>UC-7.I-1.K-1.</b> Knows the basic principles of motivation and stimulation of career development
		<b>UC-7.I-1.K-2.</b> Knows the ways of self-assessment and self-determination
	<b>UC-7.I-2.</b> Reflects on its activities and develops ways to improve it	<b>UC-7.I-1.A-1.</b> Able to assess the possibilities of realizing their own professional goals and prioritize
		<b>UC-7.I-2.A-1.</b> Able to analyze the results of his/her social and professional activities <b>UC-7.I-2.A-2.</b> Able to adjust personal and professional development plans
<b>GPC-1.</b> Capable of solving professional tasks based on knowledge (at an advanced level) of economic, organizational and managerial theory, innovative approaches, generalization and critical analysis of management practices	<b>GPC-1.I-1.</b> Applies innovative approaches, models of economic, organizational and managerial theories to the extent necessary to solve professional tasks	<b>GPC-1.I-1.K-1.</b> Knows the provisions and models of economic, organizational and managerial theory (at an advanced level) and the specifics of their application in the field of their professional activities
		<b>GPC-1.I-1.K-2.</b> Knows the boundaries of the application of innovative approaches and models of economic, organizational and managerial theories
		<b>GPC-1.I-1.A-1.</b> Able to reasonably apply theoretical models and innovative approaches to solving professional tasks
	<b>GPC-1.I-2.</b> Conducts a critical analysis of management practices and applies the results of the analysis to solve professional	<b>GPC-1.I-2.K-1.</b> Knows modern management practices <b>GPC-1.I-2.A-1.</b> Able to critically evaluate and reasonably apply the best management practices in the field of his professional activity

	problems	
SPC-4. Capable of understanding different aspects of social, ethical, and personal responsibility that emerge during the practical work at international organizations	SPC-4.I-1. Understands scientific, social, ethical and personal responsibility for decisions made in the course of research activities in international organizations	SPC-4.I-1.K-1. Knows various types of responsibility that arise in the course of research activities, and the influence of sociocultural factors on the interpretation of the types of this responsibility
		SPC-4.I-1.A-1. Able to present the results of own research activity, considering ethical and social aspects of professional communication in international companies
	SPC-4.I-2. Understands social, ethical and personal responsibility in the course of practical work in international organizations	SPC-4.I-2.K-1. Knows the responsibility of the leader in the formation and maintenance of an ethical environment of a company in its practice
		SPC-4.I-2.K-2. Knows the basic principles of corporate and social responsibility of business and the influence of country specifics on these principles

#### 4. Workload of the practice

The workload of the practice is 3 ECTS: 108 academic hours, 108 academic hours of student self-directed work.

#### 5. Format of the practice

Full-time.

#### 6. Content of the practice structured by topics (sections) indicating the number of academic hours allocated to them and types of training

Title and brief content of sections and practice,  Form of assessment for the practice	Total (hours)	including						
		Contact work (work in contact with a professor) <i>Types of contact work, hours</i>				Student self-directed work <i>Types of self-directed work, hours</i>		
		Seminars	Group consultations	Individual consultations	Total	Consulting with a supervisor of the practice	Implementation of the work plan in practice	Total
Choice of place and program of practice	4				-	4	-	4

Consultation in the process of practice	<b>12</b>				-	12	-	<b>12</b>
Implementation of the work plan in practice	<b>88</b>				-	-	88	<b>88</b>
Midterm assessment (control)	<b>4</b>				-	-	4	<b>4</b>
<b>Total</b>	<b>108</b>	-	-	-	-	<b>16</b>	<b>92</b>	<b>108</b>

## Practice content

If the place of internship is laboratories, centers at the Faculty of Economics, academic and departmental research organizations related to solving economic, managerial, financial problems, independent analytical centers, departments of real business companies related to the collection and analysis of information, then *internship is conducted in the form of scientific research work*:

- carrying out a real research project, which can be related both to the development of a theoretical direction (method, methodology, model, etc.)
- conducting empirical studies, including statistical research, surveys, questionnaires
- participation in the research work of the department / laboratory, development by the student and publication of scientific publications, reports at various conferences (including intra-university ones)
- data preparation for compiling reviews, reports, scientific publications, etc.
- development of economic, mathematical and econometric models of the processes under study, phenomena and objects related to the professional sphere.

If the place of internship is academic and departmental research organizations, independent analytical centers, economic, financial, marketing and analytical services of companies of various industries and patterns of ownership, financial, credit and insurance institutions, government bodies at the federal, regional and municipal levels of government, then *internship is carried out in the form of internship in the field of professional activity*:

- collection / refinement / expansion / refinement of information necessary for further research
- verification of hypotheses put forward, participation in solving specific practical problems or performing individual tasks for the host company / organization in agreement with its management,
- developing proposals for the development of methodology, methodology and organization of solving professional problems in the analyzed subject area,
- a preliminary assessment of the effectiveness of the developed proposals of practical and scientific, methodological nature,
- data preparation for reviews, reports and scientific publications, collection and systematization of reporting data and factual information for the calculational and analytical part of the master's thesis.

## 7. Assessment tools to assess the practice results

### 7.1. Sample assessment tools:

Learning outcomes of the course	Types of assessment tools
UC-7.I-1.K-1. Knows the basic principles of motivation and stimulation of career development	Report on the implementation of work in practice
UC-7.I-1.K-2. Knows the ways of self-assessment and self-determination	
UC-7.I-1.A-1. Able to assess the possibilities of realizing their own professional goals and prioritize	
UC-7.I-2.A-1. Able to analyze the results of his/her social and professional activities	
UC-7.I-2.A-2. Able to adjust personal and professional development plans	
GPC-1.I-1.K-1. Knows the provisions and models of economic, organizational and managerial theory (at an advanced level) and the specifics of their application in the field of their professional activities	
GPC-1.I-1.K-2. Knows the boundaries of the application of innovative approaches and models of economic, organizational and managerial theories	
GPC-1.I-1.A-1. Able to reasonably apply theoretical models and innovative approaches to solving professional tasks	
GPC-1.I-2.K-1. Knows modern management practices	
GPC-1.I-2.A-1. Able to critically evaluate and reasonably apply the best management practices in the field of his professional activity	
SPC-4.I-1.K-1. Knows various types of responsibility that arise in the course of research activities, and the influence of sociocultural factors on the interpretation of the types of this responsibility	
SPC-4.I-1.A-1. Able to present the results of own research activity, considering ethical and social aspects of professional communication in international companies	
SPC-4.I-2.K-1. Knows the responsibility of the leader in the formation and maintenance of an ethical environment of a company in its practice	
SPC-4.I-2.K-2. Knows the basic principles of corporate and social responsibility of business and the influence of country specifics on these principles	

### 7.2. Practice assessment criteria (scores):

Types of assessment tools	Score
Report on the implementation of work in practice	150
<b>Total</b>	<b>150</b>

### 7.3. Grade for the practice is determined based on the following criteria:

Grade	Minimum score	Maximum score
<i>Excellent</i>	127,5	150,0
<i>Good</i>	97,5	127,0
<i>Satisfactory</i>	60,0	97,0
<i>Failed</i>	0,0	59,5

#### 7.4. Typical tasks and other materials necessary to assess the learning outcomes:

All assignments must be completed in strict accordance with the requirements set out at the course page at the educational platform On.Econ.

#### 7.5. Methodological guidelines and assignment requirements:

All assignments must be completed in strict accordance with the requirements set out at the practice page at the educational platform On.Econ.

### 8. Resources

#### 8.1. List of main and additional literature

#### 9. Main and additional literature:

##### Main Literature:

1. Regulations on the procedure for conducting student practice at the Faculty of Economics, Lomonosov Moscow State University [Electronic resource] // <https://www.econ.msu.ru/sys/raw.php?o=40091&p=attachment>

##### Additional Literature:

2. Think Cell add-on for MS Office for data visualization (free for students of the Faculty of Economics);
3. Power User (academic license) add-on for MS Office package for data visualization;
4. Internet network for searching for the necessary materials for writing a thesis;
5. Microsoft Excel to perform calculations on the topic of the master's thesis;

6. Microsoft Word (or text editor) for writing and designing a master's thesis;
7. Microsoft Power Point for presentation preparation;
8. Mendeley for working with scientific articles and creating links to sources in the text of the master's thesis and a list of reference.

## 8.2. List of licensed software

1. Package of Software 'Microsoft Office'
2. Electronic information resources at the platforms EBSCOhost, ScienceDirect, SpringerLink, JSTOR (free for students of the Faculty of Economics via the faculty's institutional subscription)

## 8.3. List of professional databases and information referral systems

Institutional subscription resources of the Faculty of Economics, MSU: [https://www.econ.msu.ru/elibrary/is/inst\\_subs/](https://www.econ.msu.ru/elibrary/is/inst_subs/)

## 8.4. List of Internet resources (if necessary)

<https://on.econ.msu.ru/my/>

<https://scholar.google.ru/>

<https://elibrary.ru/defaultx.asp>

[https://www.econ.msu.ru/elibrary/is/inst\\_subs/#top](https://www.econ.msu.ru/elibrary/is/inst_subs/#top)

## 8.5. Description of material and technical support

For the appropriate organization of practice, a student needs a computer with Internet access, as well as access to MSU institutional subscription (carried out on the territory of the Faculty of Economics, MSU, or through remote access, see [https://www.econ.msu.ru/elibrary/is/inst\\_subs/remote/](https://www.econ.msu.ru/elibrary/is/inst_subs/remote/)).

**10. Language of instruction:** English

**11. Professor (professors):** assistant Ulyanova M.E.

**12. Syllabus authors:** assistant Ulyanova M.E.