

МИНИСТЕРСТВО ОБРАЗОВАНИЯ И НАУКИ РОССИЙСКОЙ ФЕДЕРАЦИИ

ФЕДЕРАЛЬНОЕ ГОСУДАРСТВЕННОЕ АВТОНОМНОЕ
ОБРАЗОВАТЕЛЬНОЕ УЧРЕЖДЕНИЕ ВЫСШЕГО ОБРАЗОВАНИЯ
«САМАРСКИЙ НАЦИОНАЛЬНЫЙ ИССЛЕДОВАТЕЛЬСКИЙ
УНИВЕРСИТЕТ ИМЕНИ АКАДЕМИКА С.П. КОРОЛЕВА»

УЧЕБНАЯ ПРАКТИКА
МАГИСТРОВ

МАГИСТЕРСКАЯ ПРОГРАММА
«HIGH-TECHNOLOGY
BUSINESS MANAGEMENT»

EDUCATIONAL
PRACTICE FOR
MASTER'S STUDENTS

MASTER PROGRAM IN
HIGH-TECHNOLOGY
BUSINESS
MANAGEMENT

Рекомендовано редакционно-издательским советом федерального государственного автономного образовательного учреждения высшего образования «Самарский национальный исследовательский университет имени академика С.П. Королева» в качестве методических указаний для студентов Самарского университета, обучающихся по основной образовательной программе высшего образования по направлению подготовки 38.04.02 Менеджмент

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Методические указания определяют цели, задачи, содержание учебной практики, форму отчетности, функции руководителя практики и обязанности студентов.

Предназначены для студентов института экономики и управления очной формы обучения по направлению подготовки 38.04.02 Менеджмент (уровень магистратуры) – магистерская программа «High-Technology Business Management».

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1. General Provisions

Educational practice is an integral part of the educational process provided by the federal state educational standard for Master in Management.

Educational practice for masters enrolled in Management, held within the time established by the curriculum.

The practice is carried out in accordance with the objectives of practical applications and consolidate theoretical knowledge and transforming that knowledge into the skills of professional work, practical work on specific workplace and specific activities. To achieve these goals, students need to show independence, initiative, perseverance, and at the same time students need to show a high level of artistic and creative approach to turn out the communicative skills of communication in the team.

2. The purpose and objectives of educational practice

The aim of educational practice is in preparing for a conscious and in-depth study of professional and special disciplines, the choice of research direction, formation and development of skills of masters in teaching activities.

Educational practice is organized on the basis of the issuing department. Supervisor provides methodological assistance in the choice of scientific direction, the selection of training tasks, as well as the preparation and holding of seminars workshops, labs, trial lectures on selected academic discipline. And theme of these tasks should correlated with the direction of research.

During educational practice master should:

1) get acquainted with the forms and methods of organization of training and educational process in university;

2) examine the state educational standards and ensuring training methodological support on discipline, with the advice of the supervisor;

3) examine the areas of scientific research department, on the basis of which make the choice of theme in consultation with the supervisor;

4) develop a training and methodological support for the practice session (seminar), laboratory practical, trial lecture includes justification of the theme class, its relationship with other topics of the

course, the basic theoretical principles of the chosen topic, the list of issues to review at the session, checklist of control issues, examples, tasks, tests, and so on. n., the list of recommended literature, etc.

At the end of educational practice master shows completed assignment and protects report using the basic elements of a class. Supervisor evaluates its result (the grade "Passed / not passed"), with corresponding entry in record-book the record book and statement showing the performance of educational practice by master.

3. Requirements for the report on educational practice

After the passage of educational practice master presents a report on the practice decorated accordingly.

Report on teaching practice contains the following section s:

-An individual plan of passing educational practice (Attachment A);

- Individual task of passing educational practice (Attachment B);

- Blog of passing educational practice (Attachment C);

- Analysis of pedagogical activity in educational work;

- The amount and form of the studies;

- The amount and form of lessons, provided by experienced teachers;

- A list and analysis of didactic problems solved during the period of practical training;

- The use of advanced pedagogical experience (problem-based learning, research methods, differential treatment of students, conferences, use in the classroom business games and situations, etc.);

- General conclusions about the educational practice; the nature of the acquired skills; the development of education and educational objectives for future independent work; proposals for improving the organization and conduct of teaching practice.

The results of a student passing educational practice are discussed in the scientific seminar of the department.

4. Guide and conditions of educational practice

Educational practice is held, as a rule, on the base of higher educational institution, which trains masters, but in agreement with the

head of the department and the presence of suitable bases, practice may be held in other educational institutions.

Educational practice is carried out by:

- familiarizing with the situation of educational and educative work at the university;

- carrying out by masters different kinds of studies (lectures, practical and seminars, laboratory work, business and situational games, trainings, study tours, teaching practice, etc.);

- the development of laboratory work, practical exercises, homework, lectures, tests, presentations, preparing for the publication of teaching materials (computer typesetting, text editing, design of graphics, layout);

- carrying out of actions on educational work with students;;

- the implementation of psycho-pedagogical analysis conducted training sessions;

- working with teaching materials in the department.

For guidance educational practice of masters leader is allocated, which provides them with organizational assistance and methodological assistance.

Head of practice is allocated by basic department or other departments, which has in its composition teachers, who were trained to guide educational practice.

Each master student is assigned to the teacher of respective academic discipline and in his presence conducts classes in the study group on this discipline in the amount established by the head of the department.

After the training sessions in the prescribed amount, master student prepares a report which shall include: the type and topic of ongoing activities; the volume of completed academic load (hours); number of educational groups; list of theoretical questions (practical tasks of business situations, etc.); list of scientific, methodical and official sources used when preparing for the sessions.

The form of review to conduct training sessions given in application D.

In preparation for educational practice masters have an opportunity to get acquainted with the state of training and educational work at the university.

5. Approval of the results of educational practice

Teaching practice ends with a credit test.

Evaluation is put in the examination sheet.

To get credit for education practice master provides following documents:

- a report on the practice;
- conclusion of the supervisor present at the sessions held by master;
- the conclusion of the scientific and methodical seminar of the Department.

APPENDIX A

The Cover page of the Report on the Educational Practice

MINISTRY OF EDUCATION AND SCIENCE
OF THE RUSSIAN FEDERATION

SAMARA NATIONAL RESEARCH UNIVERSITY

Institute of Economics and Management

Department of Management

Report

on Educational Practice of Master's Student

Practice period (dates) _____

Master Program in High-Technology Business Management

Student of group № _____ first name, middle name, last name

Supervisor, degree, position _____ first name, middle name, last name

Date of submission _____

Date of defense _____

Grade / credit _____

Samara 2018

APPENDIX B

MINISTRY OF EDUCATION AND SCIENCE OF THE RUSSIAN FEDERATION

SAMARA NATIONAL RESEARCH UNIVERSITY

Institute of Economics and Management

Department of Management

INDIVIDUAL ASSIGNMENT ON EDUCATIONAL PRACTICE

Student _____ group

Learning Outcomes (according to the curriculum)	Student outcomes from practice	Task Description

Assignment date _____

Report submission deadline _____

Supervisor, degree, position _____ first name, middle name, last name
(signature)

The task was accepted
by student of group № _____ first name, middle name, last name
(signature)

APPENDIX C

MINISTRY OF EDUCATION AND SCIENCE OF THE RUSSIAN FEDERATION

SAMARA NATIONAL RESEARCH UNIVERSITY

Institute of Economics and Management

Department of Management

TIME SCHEDULE OF EDUCATIONAL PRACTICE

Date (time period)	Task Description	Student outcomes from practice

Supervisor, degree, position _____ first name, middle name, last name
(signature)

Методические материалы

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Методические указания

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