

program

Technological (design-technological) practice

Course of study: 38.03.02 Management

Orientation (profile): organization management and logistics

Qualification (degree): Bachelor's degree

Form of study: full-time

Institute of Economics, Management and Service Technologies

Department of Economics and Management named after N.G. Nechaev

Forms of education	full-time form	part-time form	correspondence form
Course	3		
Semester / trimester	6		
Independent work	214		

Total hours: 216.

Labor intensity: 6 credits.

Developer of the work program:

Candidate of Economic Sciences, Associate Professor T.A. Kostenkova

I. ORGANIZATIONAL AND METHODOLOGICAL SECTION

1.1. Type of practice (in accordance with the Federal State Educational Standard for Higher Education): production.

1.2. Type of practice: technological (design and technological).

1.3. The purpose of the internship is to prepare students to perform key types of professional activities in real production and management processes, as well as to develop and accumulate practical skills in analyzing and improving the production and economic processes of the organization.

1.4. Objectives of the practice:

- formation of ideas about the specifics of the work of economic, financial, logistics and analytical services of production organizations of various industries and forms of ownership;
- study of the constituent documents, financial and managerial reports, internal regulations of the organization and participation in the development of organizational, methodological and regulatory documents for solving individual tasks of the organization at the place of internship;
- the formation and development of professionally significant qualities among students, a sustained interest in professional activity, and the need for self-education.

1.5. Methods of practice: inpatient and field.

1.6. Forms of practice: continuous.

1.7. Planned learning outcomes during the internship:

The code of competence and its formulation	Planned results	Indicators of competence achievement
GPC -1 He is able to solve professional problems based on knowledge (at an intermediate level) of economic, organizational and managerial theory.	To know: <ul style="list-style-type: none">- economic and socio-economic indicators characterizing the activities of business entities;- the basic principles of the implementation of economic, managerial and financial processes in various fields.	To know: <ul style="list-style-type: none">- economic and socio-economic indicators characterizing the activities of business entities;the basic principles of the implementation of economic, managerial and financial processes in various fields.
	Be able to: <ul style="list-style-type: none">– to collect and analyze the data necessary for the calculation of economic and socio-economic indicators characterizing the activities of business entities;	Be able to: <ul style="list-style-type: none">□ collect and analyze data necessary for calculating economic and socio-economic indicators characterizing the activities of business entities;

	apply economic, managerial and financial tools in solving professional tasks.	<input type="checkbox"/> apply economic, managerial and financial tools in solving professional tasks.
	Own: skills in collecting and analyzing data necessary for calculating economic and socio-economic indicators characterizing the activities of business entities	Possess: <input type="checkbox"/> the skills of collecting and analyzing data necessary for calculating economic and socio-economic indicators characterizing the activities of economic entities.
GPC -2 It is capable of collecting, processing and analyzing data necessary to solve management tasks using modern tools and intelligent information and analytical systems.	To know: <ul style="list-style-type: none"> – the methodology of data processing and statistical analysis; – ways of processing economic information using information technologies and various financial and economic programs. 	Know: <ul style="list-style-type: none"> - the methodology of data processing and statistical analysis; - ways of processing the collected information using information technologies and various financial and accounting programs.
	Be able to: <ul style="list-style-type: none"> – to collect and process data to solve the assigned tasks; correlate the collection of information at a certain date and use various statistical processing methods when analyzing the data.	Be able to: <ul style="list-style-type: none"> - collect and process data to solve assigned tasks; correlate the collection of information at a certain date and use various statistical processing methods when analyzing the data.
	Own: <ul style="list-style-type: none"> – the skills of statistical analysis of data necessary to solve the economic tasks set; techniques for analyzing complex socio-economic indicators.	Possess: <ul style="list-style-type: none"> - the skills of statistical data analysis necessary to solve the set economic tasks; methods of analyzing complex socio-economic indicators
GPC -3 He is able to develop sound organizational and managerial decisions, taking into account their social significance, promote their implementation in a complex and dynamic environment, and evaluate their consequences.	To know: <ul style="list-style-type: none"> - the main methods and models of organizational and managerial decision-making and their socio-economic consequences. 	To know: <ul style="list-style-type: none"> - basic methods and models of organizational and managerial decision-making and their socio-economic consequences
	Be able to: <ul style="list-style-type: none"> - identify problematic situations in the organization's activities, justify, develop and implement organizational and managerial decisions; to evaluate the expected results of proposed organizational and managerial decisions and to assess the organizational and social consequences of the decisions taken. 	Be able to: <ul style="list-style-type: none"> - identify problematic situations in the organization's activities, justify, develop and implement organizational and managerial decisions; to evaluate the expected results of proposed organizational and managerial decisions and to assess the organizational and social consequences of the decisions taken.
	Own:	Own:

	<ul style="list-style-type: none"> - methods of assessing the expected results of the implementation of proposed organizational and managerial decisions, using modern tools; - methods of analyzing the results of problematic situations of the organization and developing organizational and managerial solutions, taking into account the achievement of economic and social efficiency. 	<ul style="list-style-type: none"> - methods of assessing the expected results of the implementation of proposed organizational and managerial decisions, using modern tools; - methods of analyzing the results of problematic situations of the organization and developing organizational and managerial solutions, taking into account the achievement of economic and social efficiency.
GPC -4 Able to identify and evaluate new market opportunities, develop business plans for the creation and development of new business lines and organizations	To know: <ul style="list-style-type: none"> - the main methods of identifying opportunities and threats in the external environment of the organization. 	To know: <ul style="list-style-type: none"> - basic methods of identifying opportunities and threats in the external environment of the organization.
	Be able to: <ul style="list-style-type: none"> – identify and evaluate the organization's development opportunities based on available resources; Develop business plans for projects and business lines.	Be able to: <ul style="list-style-type: none"> - identify and evaluate the organization's development opportunities, taking into account available resources; - develop business plans for projects and business development directions.
	Own: <ul style="list-style-type: none"> – methods of assessing market situations, taking into account the prospects of the organization's activities; methods of developing business plans and substantiating financial and economic decisions.	Own: <ul style="list-style-type: none"> - methods of assessing market situations, taking into account the prospects of the organization's activities; - methods of developing business plans and substantiating financial and economic decisions.
GPC -5 He is able to use modern information technologies and software tools in solving professional tasks, including the management of large amounts of data and their intellectual analysis.	To know: <ul style="list-style-type: none"> – the methods of information and communication and innovative technologies used in the modern economy to solve professional problems; – principles of solving standard tasks of professional activity, searching for scientific and technical information on the Internet and specialized databases. 	To know: <ul style="list-style-type: none"> - the methods of information and communication and innovative technologies used in the modern economy to solve professional problems; principles of solving standard tasks of professional activity, searching for scientific and technical information on the Internet and specialized databases.
	Be able to: <ul style="list-style-type: none"> – choose and apply information and innovative technologies, software 	Be able to: <ul style="list-style-type: none"> - choose and apply information and innovative technologies, software tools for solving professional tasks;

	tools for solving professional tasks; to search for scientific and technical information using common and specialized databases.	To search for scientific and technical information using common and specialized databases.
	Own: – skills in using information systems and technologies to solve professional problems; innovation management skills for solving professional tasks.	Possess: - - the skills of using information systems and technologies to solve professional problems; □ innovation management skills for solving professional tasks.
GPC -6 He is able to understand the principles of modern information technologies and use them to solve professional tasks.	To know: – – modern information technologies and principles of their work.	To know: modern information technologies and the principles of their operation.
	Be able to: – choose modern information technologies based on an understanding of the principles of their work to solve the tasks of professional activity.	Be able to: - - choose modern information technologies based on an understanding of the principles of their operation to solve the tasks of professional activity.
	Own: – skills in using modern information technologies to solve problems of professional activity.	Own: - - skills in using modern information technologies to solve professional tasks.
PCS -1 He is able to use standard methods and methods of performing professional tasks in the field of production planning and organization using modern management approaches	To know: – typical methods and methods of performing professional tasks in the field of production planning and organization; – fundamentals of using modern management approaches.	To know: - - typical methods and ways of performing professional tasks in the field of production planning and organization; - - fundamentals of using modern management approaches.
	Be able to: – to apply in practice methods and methods of solving problems in the field of planning, organization of production using modern management approaches; to use modern management approaches in solving professional tasks in various fields of economic activity.	Be able to: - - apply in practice methods and methods of solving problems in the field of planning, organization of production using modern management approaches; ; to use modern management approaches in solving professional tasks in various fields of economic activity.
	Own: - skills in applying standard methods and methods of performing professional tasks in the	Own: - skills in applying standard methods and methods of performing professional tasks in the field of planning, production organization, and modern management.

	field of planning, production organization, and modern management.	
PCS -2 He is able to carry out tactical and operational management of logistics processes, develop organizational, technical, organizational, economic and financial documentation of the enterprise.	To know: <ul style="list-style-type: none"> – fundamentals of tactical and operational management of logistics processes; – methods of developing organizational, technical, organizational, economic and financial documentation of a modern enterprise. 	To know: <ul style="list-style-type: none"> □ - fundamentals of tactical and operational management of logistic processes; methods of developing organizational, technical, organizational, economic and financial documentation of a modern enterprise.
	Be able to: <ul style="list-style-type: none"> – to carry out tactical and operational management of logistics processes; to apply modern technologies in the process of developing organizational, technical, organizational, economic and financial documentation of the enterprise.	Be able to: <ul style="list-style-type: none"> □ - carry out tactical and operational management of logical processes; - - apply modern technologies in the process of developing organizational, technical, organizational, economic and financial documentation of the enterprise
	Own: <ul style="list-style-type: none"> – skills of tactical and operational management of logistics processes; ways of using modern technologies in the process of developing organizational, technical, organizational, economic and financial documentation of the enterprise.	Possess: <ul style="list-style-type: none"> □ - skills of tactical and operational management of logical processes; methods of using modern technologies in the process of developing organizational, technical, organizational, economic and financial documentation of the enterprise.

1.8. The place of practice in the structure of the basic educational program of higher education (HE): implemented as part of the mandatory part of block B2. Practice.

1.9. Scope and duration of practice:

The practice volume is 6 credits.

The duration of the practice is 4 weeks.

1.10. Scope of contact work:

Full-time education

The amount of contact work is 2 hours.

Contact work during the internship includes group consultations during all types of training practice.

Full-time and part-time education (not implemented)

Correspondence education (not implemented)

II. THE CONTENT OF THE PRACTICE

2.1. The content of assignments that reveal the main activities of students during the internship:

Technological (design and technological) practice is organized in such a way that the student can study the organizational and production structure of an economic entity, perform analytical tasks of evaluating its management system, logistics, and economic activities, identify reserves for increasing the efficiency of production and sales, and identify areas for improving individual activities of the organization under study.

The practice provides for students to perform real economic tasks typical of the future profession in production conditions and contributes to the integrated formation of professional competencies.

During the internship, the student should consider the following questions:

1. Organizational and legal basis of the company's activities.

The organizational and legal form of the company. Constituent documents regulating the company's activities, their economic and organizational and legal assessment.

2. The management structure of the enterprise.

Characteristics of the enterprise management structure, functions of the main management structures, subordination system (scheme). Provisions on departments and services. Job descriptions of managers and key specialists.

3. Organization of production at the enterprise.

The production structure of the enterprise and its determining factors. The organization of the production process at the enterprise: the characteristics of the main, auxiliary and maintenance production processes. Methods and forms of organization of production at the enterprise. Types of production structures. The organizational structure of the management of the main, auxiliary and maintenance services. The number and professional staff of specialists. Organizational structure of the enterprise (scheme).

4. Formation and implementation of the production program.

The range of products manufactured by the company. The growth rate of production of commodity (gross) products, changes in the volume of production and sales of its most important types in physical and monetary terms. The process of forming an "order portfolio".

5. Fixed assets: their structure and characteristics.

The composition and structure of fixed assets. Indicators of the use of basic production assets. The composition of the enterprise's intangible assets. Assessment of the degree of use of intangible assets in economic activity. Directions for improving the use of fixed assets.

6. Working capital: composition and characteristics.

The composition and dynamics of the company's working capital. Rationing of working capital at the enterprise. Directions for accelerating the turnover of working capital.

7. Organization of logistics activities.

Organization of logistics management at the enterprise. Distribution of logistical functions between the structural divisions of the enterprise. Organization of procurement logistics: the established system of material and technical supply; the main suppliers of the enterprise and the assessment of forms of work with them. Organization of production logistics: organization of the logistics process in time and space. Organization of distribution logistics: channels of product sales and forms of trade; formation of prices for products sold; formation of the trade policy of the enterprise; assessment of the forms of work used by consumers at the enterprise. Organization of transport logistics: organization of cargo transportation by various modes of transport.

1. Quality management at the enterprise.

The quality management system of labor and products at the enterprise. Distribution of the function of labor and product quality management between managers and specialists. Forms and methods of stimulating the production of high-quality products at the enterprise.

2. Labor organization and personnel management at the enterprise.

The gender and age composition of the company's employees. The professional structure of the company's personnel. The quantitative and qualitative composition of managers, specialists, employees and workers. HR management system: labor relations management; registration and accounting of hiring, dismissals and transfers of employees; personnel needs planning; recruitment, placement and business evaluation of management personnel. Personnel development: training, retraining, advanced training, work with reserves, planning, management and control of a business career. Forms and systems of remuneration for workers, managers, specialists and other employees. Regulations on remuneration of various categories of employees of the enterprise. Sections of the collective agreement concerning remuneration. Forms of bonuses at the enterprise. The composition of the salary and social benefits fund. Features of labor rationing of various categories of personnel.

3. Financial characteristics of the company's activities.

Analysis of financial results. Analysis of financial stability and solvency. Analysis of profitability and business activity indicators. Comprehensive assessment of the financial condition of the company.

In the process of completing the internship assignment, the student must take all the information necessary to write a report, identify problematic issues in the activities of the organization that is the practice base, and develop proposals to improve the effectiveness of the organization under study.

III. EVALUATION MATERIALS FOR THE INTERIM ASSESSMENT STUDENTS IN PRACTICE

3.1. The list of competencies indicating the stages of their formation in the process of mastering the educational program:

№ п/п	The code of competence and its formula- tion	The name of the stages of formation
----------	---	-------------------------------------

1	GPC -1 He is able to solve professional problems based on knowledge (at an intermediate level) of economic, organizational and managerial theory.	The main stage The productive and analytical stage
2	GPC -2 It is capable of collecting, processing and analyzing data necessary to solve management tasks using modern tools and intelligent information and analytical systems.	The main stage The productive and analytical stage
3	GPC -3 He is able to develop sound organizational and managerial decisions, taking into account their social significance, promote their implementation in a complex and dynamic environment, and evaluate their consequences.	The main stage The productive and analytical stage
4	GPC -4 Able to identify and evaluate new market opportunities, develop business plans for the creation and development of new business lines and organizations	The main stage The productive and analytical stage
5	GPC -5 He is able to use modern information technologies and software tools in solving professional tasks, including the management of large amounts of data and their intellectual analysis.	The main stage The productive and analytical stage
6	GPC -6 He is able to understand the principles of modern information technologies and use them to solve professional tasks.	The main stage The productive and analytical stage
7	PCS -1 He is able to use standard methods and methods of performing professional tasks in the field of production planning and organization using modern management approaches	The main stage The productive and analytical stage
8	PCS -2 He is able to carry out tactical and operational management of logistics processes, develop organizational, technical, organizational, economic and financial documentation of the enterprise.	The main stage The productive and analytical stage

3.2. Standard control tasks or other materials necessary for the assessment of knowledge, skills, and (or) work experience, characterizing the stages of competence formation in the process of mastering the educational program

Based on the results of the internship, the student draws up a report in accordance with the requirements of clause 3.4.

Sample control questions for conducting an interim assessment based on the results of practice:

1. What constituent documents regulate the company's activities?
2. List the functions of the main management structures of the organization.
3. What is part of the company's production structure?
4. What product range does the company produce?
5. How does the company form an "order portfolio"?
6. What is included in the main equipment of the company?
7. What indicators characterize the efficiency of the use of fixed assets?
8. How is the dynamics of the company's working capital estimated?
9. How is the logistics system organized at the enterprise?
10. What forms of work with suppliers and consumers does the company use?
11. Describe the product quality management system operating at the enterprise.
12. How does the company plan its production program?
13. What forms and systems of employee compensation are used in the company?
14. How is the labor rationing system organized at the enterprise?
15. How is the company's personnel bonus system organized?
16. Describe the professional structure of the company's personnel.
17. How is the company's system of professional development and retraining organized?
18. What types of income prevail in the composition of the financial results of the enterprise?
19. How is the financial stability of an enterprise assessed?
20. What areas of improvement of the company's financial and economic performance have you proposed?
21. How is the logistics activity organized at the enterprise?
22. How are the prices of the company's products formed?
23. What sales promotion methods are used at the enterprise?
24. What types of transport does the company use when shipping its products to consumers?
25. What forms of work with suppliers does the company use?
26. What areas of improvement of procurement logistics can be offered to the company?
27. What areas of improvement of production logistics can be offered to the company?
28. What areas of improvement of the distribution logic can be offered to the enterprise?

3.3. The criteria for evaluating the results of the internship are determined by the relevant local regulatory act (see the Regulation on Assessment and methodological materials ...).

Assessment of knowledge, skills, and abilities is carried out in the form of current and interim attestation.

Monitoring of current academic performance includes checking the knowledge, skills and competencies of students during an interview based on the results of assignments.

Intermediate certification in practice is carried out in the form of a credit with an assessment. For certification, the student submits a package of documents (see: clause 3.4. Internship reporting forms) based on the results of the internship and taking into account (analysis) of the work performed.

The results of the intermediate practice assessment are recorded in the test sheets. Receiving an unsatisfactory assessment by a student is an academic debt..

3.4. Reporting forms based on practice results:

Upon completion of the production technological (design and technological) internship, the student provides the following set of documents:

- in hard copy: internship report (requirements are provided in Appendix 1); internship assignment (see Appendix 2); internship date (see Appendix 3); description from the supervisor practices from the relevant organization (see Appendix 4); certification sheet (see Appendix 5);
- in electronic form (electronic version of the report (text in pdf format; file name: Last Name_group Year (for example, Ivanov_EM-41_24.pdf)).

Requirements for the electronic version of the practice report.

The volume of the practice report is 50-60 pages of printed text, excluding appendices.

The structure of the report on production technology (design and technological) practice:

- the title page (see Appendix 6);
- Table of contents (see Appendix 7);
- Introduction;
- the main part;
- conclusion;
- applications.

The introduction should specify the purpose, main tasks, place, date of commencement, date of completion and duration of the internship; a list of the main works and tasks performed during the internship.

The main part of the practice report consists of four chapters, including organizational, production, economic and financial characteristics of the enterprise. In the process of compiling them, it is necessary to fill in and analyze, including the tables presented in Appendix 8. Adjustments can be made to the content of the tables, taking into account the specifics of the company's activities, which is the basis of the practice. In the main part of the report, the collected material should be presented in the form of tables, graphs, and diagrams, which should be accompanied by an accurate and reasonable analysis of the obtained indicators. Based on the results of the research, it is necessary to develop and justify ways to improve the company's activities in terms of the problem under study. Each chapter begins with a new page.

In conclusion:

- it is necessary to describe the skills and abilities acquired during practice;
- list the proposals presented in the main part on the improvement and organization of the company's work;
- to draw individual conclusions about the practical significance of the conducted type of practice for oneself.

Appendices may include additional materials, illustrations of an auxiliary nature, copies of documents, etc. All applications should be referenced in the text of the practice report.

Technical requirements for the preparation of a practice report:

- The practice report is printed on a standard A4 sheet of paper. Margin size: left – 35 mm, right – 10 mm, top – 20 mm, bottom – 20 mm, approximate number of characters per page – 2000. Times New Roman font size 14, line spacing 1.5, paragraph indentation 1.25 cm;
- each chapter of the report begins with a new page; the same rule applies to other structural elements of the report (introduction, conclusion, list of sources used, appendices);
- the report pages must be numbered end-to-end. The first page is considered to be the title page, on which the page number is not indicated. The pages are numbered at the bottom right;
- the rules for the design of formulas, tables, figures and the list of sources used are presented in Appendix 9.

IV. ORGANIZATION OF PRACTICE

4.1. Stages of practice:

1. Preparatory stage.

Conducting an orientation conference on practice, distributing practical assignments among students, and familiarizing students with forms of practice reporting.

2. The main stage.

Students complete practice assignments, and students complete a practice report. Submission of the practice report to the methodologist from the department for verification. Review of the report by the practice methodologist and return it for revision if necessary. Public defense of the practice report at the department before the commission, which includes the head of the practice from the university and the practice methodologists. Based on the results of the protection of the report, a credit is given with an assessment in the statement and in the record book.

3. The effective and analytical stage.

Conducting a final conference on practice, analyzing and evaluating the results of practice.

4.2. Practice bases: production technological (design and technological) practice takes place on the basis of JSC "Yeletsgidroagregat" and other organizations corresponding to the profile and direction of training, according to the concluded contracts.

4.3. The specifics of the organization of practice for the disabled and people with disabilities.

When choosing a practice base for people with disabilities, it takes into account not only the student's ability to solve practice tasks, but also their limited health opportunities.

V. LIST OF LITERATURE, EDUCATIONAL, METHODOLOGICAL AND INFORMATIONAL SUPPORT OF THE PRACTICE

5.1. Literature

Basic literature

1. Gorelov, N. A. Methodology of scientific research : textbook and practical course for universities / N. A. Gorelov, O. N. Korableva, D. V. Kruglov. — 3rd ed., revised and add. — Moscow : Yurayt Publishing House, 2023. — 390 p. — Text : electronic // Yurayt educational platform [website]. — URL: <https://urait.ru/bcode/531217> (date of access: 04/19/2024).

2. Roy, O. M. Methodology of scientific research in economics and management : a textbook for universities / O. M. Roy. — 3rd ed., reprint. and add. — Moscow : Yurait Publishing House, 2023. — 211 p. — Text : electronic // Yurait educational platform [website]. — URL: <https://urait.ru/bcode/532198> (date of access: 04/19/2024).

Additional literature

1. Bayborodova, L.V. Methodology and methods of scientific research : a textbook for universities / L.V. Bayborodova, A.P. Chernyavskaya. — 2nd ed., ispr. and add. — Moscow : Yurait Publishing House, 2020. — 221 p. — Access mode: by subscription. — URL: <https://urait.ru/bcode/452322> . — Text : electronic (accessed: 04/19/2024).

2. Moki, M.S. Methodology of scientific research : a textbook for universities / M.S. Moki, A.L. Nikiforov, V.S. Moki ; edited by M.S. Moki. — 2nd ed. — Moscow : Yurait Publishing House, 2020. — 254 p. — Access mode: by subscription. — URL: <https://urait.ru/bcode/457487> . — Text : electronic (accessed: 04/19/2024).

5.2. List of resources of the Internet information and telecommunication network

№ III	Link to an information resource	The name of the development in electronic form	Availability
1.	http://www.biblioclub.ru	Electronic Library System (EBS) University Library Online	Registration via any university computer. In the future, unlimited individual access is provided

			from any point where Internet access is available.
2.	www.elibrary.ru	The Russian information portal in the field of science, technology, medicine and education	Free access
3.	http://www.aup.ru/	Administrative and Management Portal	Free access
4.	https://urait.ru/	The Yurayt Educational platform	Registration via any university computer. In the future, unlimited individual access is provided from any point where Internet access is available.
5.	https://e.lanbook.com/	Electronic Library System (EBS) Lan Publishing House	Registration via any university computer. In the future, unlimited individual access is provided from any point where Internet access is available.

VI. THE LIST OF INFORMATION TECHNOLOGIES USED IN THE PRACTICE

6.1. List of information technologies

1. 1. Windows 10 Operating System,
2. 2. 1C Information System: Enterprise,
3. 3. Information technology: Web design, computer graphics, Flash technology, etc..

6.2. Licensed and freely distributed software

- The following licensed and freely distributed software is used in the implementation of the practice program: Microsoft Windows XP Professional; Microsoft Windows 7 Professional; Microsoft Windows 8 Professional; Microsoft Windows Server 2008 Std/Ent; Microsoft Windows Server 2012R2 Standard (PC operating systems; server operating systems). OLP Academic Licenses (Open License). License period: indefinite.
- □ Microsoft Office Professional Plus 2010, Microsoft Office Professional Plus 2013 (office application package). OLP Academic Licenses (Open License). License period: indefinite.
- Kaspersky Endpoint Security 10 antivirus software. Commercial license for 300 computers.

6.3. Modern professional databases and information reference systems

1.	www.garant.ru	Information and legal portal	Free access
2.	www.consultant.ru	Russian Computer Legal Reference System	Free access

VII. MATERIAL AND TECHNICAL BASE, NECESSARY FOR CONDUCTING PRACTICE

The material and technical base of the organization in which the training practice is conducted, the premises comply with current sanitary and fire safety standards, as well as the requirements of technical safety during training.

MINISTRY OF SCIENCE AND HIGHER EDUCATION OF THE RUSSIAN FEDERATION

I.A.BUNIN YELETS STATE UNIVERSITY

INSTITUTE OF ECONOMICS, MANAGEMENT AND SERVICE TECHNOLOGIES

report
ABOUT THE PASSAGE OF INDUSTRIAL TECHNOLOGICAL (DESIGN AND TECHNOLOGICAL)
PRACTICE

Field of study / specialty: 38.03.02 Management
(code, name)

Orientation (profile) / specialization: The organization's management and lo-
gistics

The form of education: _____

Terms of internship: (full-time, part-time, part-time)

Place of internship: with " " 20 the city
of po " " 20 G.

((specify the full name of the organiza-
tion/company)

completed by the student ____ of the course, group ____

(Full NAME)

(student's signature)

YELETS – 20____ г.

Do not print the requirements!

The volume of the **PRINTED** report on the educational introductory internship should be from 3 to 5 pages of computer text, typed in a Word text editor and printed on standard A4 sheets of paper.

The structure of the internship report:

1. Introduction.
2. The main part.
3. Conclusion.

The introduction indicates the duration of the internship, the name of the organization where the student completed the internship, the department, the head of the internship from the relevant organization, the goals and objectives of the internship.

The main part consists of two sections.

The first section reflects the work on passing the briefing on familiarization with the requirements of occupational safety, safety, fire safety, as well as internal regulations. This section examines the theoretical approach to the chosen research topic, compares methodological approaches, that is, summarizes chapters 1 and 2 of the electronic version of the report.

The second section contains a detailed description of the work performed.:

information about the assignments completed by the student, revealing the main types of activities of the intern during the internship;

information about consolidation / deepening of theoretical knowledge, acquisition of practical skills;

Shortcomings / omissions / difficulties that occurred during the internship;

Conclusions about achieving the goal and completing the practice tasks;

other information reflecting the students' practical training, including recommendations for improving the problem under consideration (chapter 3 of the electronic version of the report is summarized).

The conclusion summarizes the results of the practice, reflects the acquired skills and practical skills, acquired competencies in accordance with the curriculum; the degree of implementation of the internship program; proposals aimed at improving the organization of the practice.

Student

_____ / _____ /

(student's signature)

((Full NAME))

MINISTRY OF SCIENCE AND HIGHER EDUCATION OF THE RUSSIAN FEDERATION
I.A.BUNIN YELETS STATE UNIVERSITY
INSTITUTE OF ECONOMICS, MANAGEMENT AND SERVICE TECHNOLOGIES

Head of the Department _____ / _____ /

Field of study / specialty:

38.03.02 Management
(code, name)

Orientation (profile) / specialization:

The organization's management and logis-
tics

The form of education:

full-time, part-time

task
FOR Technological (design-technological) practice

1. Last name, first name, patronymic of the student _____

2. Course, group _____

3. Terms of internship: from "___" _____ 20__ the city of po "___" _____ 20__ G.

4. Place of internship: _____

(specify the full name of the organization/company

I.A. Bunin Yelets State University, N.G. Nechaev Department of Economics and Manage-
ment _____

1. Objectives of the practice:

- preparation of students to perform key types of professional activities in the context of real production and management processes, as well as the development and accumulation of practical skills in analyzing and improving the production and economic processes of the organization.

2. Tasks:

- formation of ideas about the specifics of the work of economic, financial, logistics and analytical services of production organizations of various industries and forms of ownership;
- study of the constituent documents, financial and management reports, internal regulations of the organization and participation in the development of organizational, methodological and regulatory documents for solving individual tasks of the organization at the place of internship;
- the formation and development of professionally significant qualities in students, a sustained interest in professional activity, and the need for self-education.

3. The content of the practice:

№ п/п	The name of the practice stages	he dates of the practice stages	he mark of completion
1	Orientation Conference on practice		
2	Familiarization with the organization, internal labor regulations, instruction on labor protection, safety and fire safety		
3	Production and analytical work on the collection and processing of information for the preparation of organizational characteristics of the enterprise and the writing of chapter 1 of the practice report		
4	Production and analytical work on the collection and processing of information for compiling the production characteristics of the enterprise and writing the 2nd chapter of the practice report		
5	Production and analytical work on the collection and processing of information for compiling the economic characteristics of the enterprise and writing the 3rd chapter of the practice report		
6	Production and analytical work on the collection and processing of information for the preparation of financial characteristics of the enterprise and the writing of chapter 4 of the report on practice		
7	Obtaining a description from the head of the practice from the relevant organization and filling out the certification sheet		

8	Submitting an internship report to the university's practice specialist for review		
9	Intermediate certification in practice (credit with assessment). Final Conference		

The task has been accepted:

_____/_____
(student's signature) *((Full NAME))*

Head of practice from the university

_____/_____
(student's signature) *((Full NAME))*

MINISTRY OF SCIENCE AND HIGHER EDUCATION OF THE RUSSIAN FEDERATION

I.A.BUNIN YELETS STATE UNIVERSITY

INSTITUTE OF ECONOMICS, MANAGEMENT AND SERVICE TECHNOLOGIES

THE DIARY OF Technological (design-technological) practice

student of the ____ course of the group ____

((Full NAME))

Field of study / specialty:

38.03.02 Management(code, name)

Orientation (profile) / specialization:

The organization's management and lo-
gistics

The form of education:

Terms of internship:

(full-time, part-time, part-time)

Place of internship:

with " " 20 the cityof po " " 20 G.Yelets State University named after I.A.Bunin, ____Department of Economics and Manage-
ment namedafter N.G. Nechaev((specify the full name of the organiza-
tion/company))

The results of the passage of industrial technological
(design and technological) practice

The period of completion of the types / stages of work	The name of the types / stages of work	Mark of completion
	Familiarization with the organization, internal labor regulations, instruction on labor protection, safety and fire safety	
	Production and analytical work on the collection and processing of information for the preparation of organizational characteristics of the enterprise and the writing of chapter 1 of the practice report	
	Production and analytical work on the collection and processing of information for the preparation of organizational characteristics of the enterprise and the writing of chapter 2 of the practice report	
	Production and analytical work on the collection and processing of information for the preparation of organizational characteristics of the enterprise and the writing of chapter 3 of the practice report	
	Production and analytical work on the collection and processing of information for the preparation of organizational characteristics of the enterprise and the writing of chapter 4 of the practice report	
	Obtaining a description from the head of the practice from the relevant organization and filling out the certification sheet	
	Submitting an internship report to the university's practice specialist for review	
	Intermediate certification in practice (credit with assessment). Final Conference	

The Methodologist _____ / _____ /
(student's signature) ((Full NAME))

Director
practices from the university _____ / _____ /
(student's signature) ((Full NAME))

«_____» _____ 20____ г.

characteristic

to the student(s) of the _____ course _____ group

areas of training

_____ 38.03.02 Management (Organization Management and Logistics) _____

(code, name of the training area)

of _____ the _____ institute

I.A. Bunin Yelets State University

(specify the full name of the student)

_____ completed ☐ training / ☐ production practice in
(Full name of the student) (specify what is necessary)

(specify the full name of the organization/company)
under _____ the _____ leadership _____ of

(Full name, position, title)

in the period from _____ by _____ of the year.

During the internship _____ (Full
name of the student)

studied _____

_____,
learned _____ / _____ mastered
_____, necessary-to per-

form work related to future professional activity.

_____ reviewed _____
(Full name of the student)

During the internship in _____
(specify the full name of the organization/enterprise)

_____ has proven itself _____ (Student's full name)

developed _____

Instructions from the head _____

During the practice _____

In interpersonal relations with the employees of the organization was _____

* _____ the program of ☐ educational / ☐ industrial practice
(Full name of the student) (specify required)

completed in "full / ☐ sufficient / ☐ incomplete volume. For the solution
(specify necessary)

professional tasks in the field of _____

In the course of practice, students have formed universal principles of their professional activities.

(specify necessary)

/ ☐ general professional / ☐ professional competencies at ☐ high
(specify what is necessary) what is necessary)

/ ☐ average / ☐ sufficient level.
(specify what is necessary)

Based on the results of ☐ educational / ☐ industrial practice _____
(Full name of the student)

deserves an assessment _____ .
(the score is indicated in alphanumeric)

Head of the practice
from the relevant organization _____

_____/_____/_____
(указать должность, звание)

(подпись)

(ФИО)

MINISTRY OF SCIENCE AND HIGHER EDUCATION OF THE RUSSIAN FEDERATION
I.A.BUNIN YELETS STATE UNIVERSITY

INSTITUTE OF ECONOMICS, MANAGEMENT AND SERVICE TECHNOLOGIES

Field of study / specialty (code, name): 03/38/02 Management

Orientation (profile) / specialization: Organization Management and logistics

Form of study: full-time

**CERTIFICATION SHEET
BASED ON THE RESULTS OF THE PRODUCTION
TECHNOLOGICAL (DESIGN AND TECHNOLOGICAL)
PRACTICE**

(ФИО обучающегося в родительном падеже)

обучающегося ____ курса, группы _____

_____ successfully completed the production technology
(Full name of the student)

Greek (design and technological) practice _____

указать вид и тип практики

в объеме 216 часов

в период с «____» 20__ г. по «____» 20__ г.

(указать полное наименование профильной организации / структурного подразделения университета)

Types and quality of work performed during the period of industrial technological
(design and technological) practice by students:

№ п/п	Competence code	Types of work	Level formed-Competence news(s)		
			sufficient		
1.	GPC -1	Performance of practice assignments, preparation of accounting documentation in accordance with established requirements, answers to questions on the protection of the practice report			
2.	GPC -2	Performance of practice assignments, preparation of accounting documentation in accordance with established requirements, answers to questions on the protection of the practice report			
3	GPC -3	Performance of practice assignments, preparation of accounting documentation in accordance with established requirements, answers to questions on the protection of the practice report			
4.	GPC -4	Performance of practice assignments, preparation of accounting documentation in accordance with established requirements, answers to questions on the protection of the practice report			
5.	GPC -5	Performance of practice assignments, preparation of accounting documentation in accordance with established requirements, answers to questions on the protection of the practice report			
6.	GPC -6	Performance of practice assignments, preparation of accounting documentation in accordance with established requirements, answers to questions on the protection of the practice report			
7.	PCS -1	Performance of practice assignments, preparation of accounting documentation in accordance with established requirements, answers to questions on the protection of the practice report			
8.	PCS -2	Performance of practice assignments, preparation of accounting documentation in accordance with established requirements, answers to questions on the protection of the practice report			

Recommended rating

the head of the practice
from the relevant organization _____ / _____ /
(оценка) (подпись) (ФИО)

Head of the practice from the relevant organization

_____,
(подпись) _____
(ФИО, наименование должности, наименование профильной организации)

М.П.

Methodologist's assessment _____ / _____ /
(оценка) (подпись) (ФИО)

Final assessment
Head of practice
from the university _____ / _____ /
(оценка) (подпись) (ФИО)

«_____» _____ 20____ г.

MINISTRY OF SCIENCE AND HIGHER EDUCATION OF THE RUSSIAN FEDERATION

I.A.BUNIN YELETS STATE UNIVERSITY

INSTITUTE OF ECONOMICS, MANAGEMENT AND SERVICE TECHNOLOGIES

report

**ABOUT THE PRODUCTION
TECHNOLOGICAL (DESIGN AND TECHNOLOGICAL)
PRACTICE**

Field of study / specialty:	<u>38.03.02 Management</u> (code, name)
Orientation (profile) / specialization:	<u>The organization's management and lo-</u> <u>gistics</u>
The form of education:	_____
Terms of internship:	<u>(full-time, part-time, part-time)</u>
Place of internship:	with " " 20 the city of po " " 20 G. <u>Yelets State University named after I.A.</u> <u>Bunin,</u> <u>Department of Economics and Manage-</u> <u>ment named</u> <u>after N.G. Nechaev</u> <u>((specify the full name of the organiza-</u> <u>tion/company))</u>

completed by the student ____ of the course, group _

(Full NAME)

(student's signature)

**An example of the design of the table of contents of the electronic version of
the report
on industrial technological (design and technological)
practice**

table of contents

ВВЕДЕНИЕ.....	3
ГЛАВА 1. ОРГАНИЗАЦИОННАЯ ХАРАКТЕРИСТИКА	
АО «АВАНГАРД».....	5
1.1. Организационно-правовые основы деятельности предприятия.....	5
1.2. Структура управления предприятия.....	8
ГЛАВА 2. ПРОИЗВОДСТВЕННАЯ ХАРАКТЕРИСТИКА	
АО «АВАНГАРД».....	10
2.1. Организация производства на предприятии.....	10
2.2. Формирование и выполнение производственной программы.....	13
2.3. Управление качеством на предприятии.....	19
ГЛАВА 3. ЭКОНОМИЧЕСКАЯ ХАРАКТЕРИСТИКА	
АО «АВАНГАРД».....	23
3.1. Основные средства: их структура и характеристика.....	23
3.2. Оборотные средства: состав и характеристика.....	34
3.3. Организация логистической деятельности.....	36
3.4. Управление качеством на предприятии.....	43
3.5. Организация труда и управление персоналом на предприятии.....	47
ГЛАВА 4. ФИНАНСОВАЯ ХАРАКТЕРИСТИКА	
АО «АВАНГАРД».....	50
ЗАКЛЮЧЕНИЕ.....	56
ПРИЛОЖЕНИЯ.....	60

Table 1

Dynamics of the main economic indicators

_____ за 20__-20__ гг.

(наименование предприятия)

Indicators	Years			Deviation from 20__ г.			
	20__	20__	20__	20__ г.		20__ г.	
				абс (+,-)	отн., %	абс (+,-)	отн., %
1. Commercial products, thousand rubles.							
2. Revenue from the sale of products, works, and services, thousand rubles.							
3. The cost of products, works and services sold, thousand rubles.							
4. Average annual cost of fixed assets, thousand rubles.							
5. Average annual cost of working capital, thousand rubles.							
6. Stock of labor, rub.							
7. Return on fixed assets, RUB.							
8. The average number of employees, people.							
9. Labor productivity, thousand rubles.							
10. Profit before tax, thousand rubles.							
11. Net profit, thousand rubles.							
12. Profitability of production, %							

Table 2

Condition and use of the equipment fleet

_____ в 20__-20__ гг.

(наименование предприятия)

Indicators	Years			Deviation from 20__г.	
	20__	20__	20__	20__г.	20__г.
1. Average annual cost of equipment, thousand rubles.					
2. Coefficient of entry, %					
3. Coefficient of disposal, %					
4. Coefficient of shelf life at the end of the year, %					
5. Coefficient of depreciation at the end of the year, %					

Table 3

Status and use of working capital

_____ в 20__-20__ гг.

(наименование предприятия)

Indicators	Years			Deviation from 20__г.	
	20__	20__	20__	20__г.	20__г.
1. The average amount of working capital, thousand rubles.					
2. Working capital turnover ratio					
3. Turnover duration, days					
4. The coefficient of fixation					
5. Share of working capital in the balance sheet currency, %					
6. Relative savings (overspending) of working capital, thousand rubles.					
7. Material output, rub.					
8. Material consumption, rub.					

Table 4

Labor force movement

В _____ в 20__-20__ гг.

(наименование предприятия)

Indicators	Years			Deviation from 20__г.	
	20__	20__	20__	20__г.	20__г.
1. The average number of employees, people.					
2. Accepted employees, people.					
3. Retired employees, people.					
including					
at their own request and for violation of labor discipline					
4. Turnover rate for admission, %					
5. Turnover rate for retirement, %					
6. Staff turnover rate, %					

Table 5

Analysis of changes in financial results

_____ за 20__-20__ гг.

(наименование предприятия)

Indicators	Years			Deviation from 20__ г.			
	20__	20__	20__	20__ г.		20__ г.	
				абс.	%	абс.	%
1. Net revenue, thousand rubles.							
2. The cost of products sold, thousand rubles.							
3. Gross profit, thousand rubles.							
4. The total cost of products sold, thousand rubles.							
including							
commercial expenses							
and management expenses							
5. The result from the main activity, thousand rubles.							
6. Other income, thousand rubles.							
7. Other expenses, thousand rubles.							
8. Profit (loss) before taxation, thousand rubles.							
9. Income tax and mandatory payments, thousand rubles.							

Table 6

Analysis of financial stability and solvency

_____ за 20__-20__ гг.

(наименование предприятия)

Indicators	Years			Deviation from 20__ г.			
	20__	20__	20__	20__ г.		20__ г.	
				абс.	%	абс.	%
1. The ratio of debt and equity (actual)							
2. The level of equity (actual)							
3. The coefficient of coverage of non-current assets by own capital (actual)							
4. The coefficient of provision of own funds							
5. Coverage ratio							
6. Intermediate coverage ratio							
7. Term liquidity ratio							
8. Cash inflow coverage ratio (Beaver ratio)							

Table 7

Working capital turnover indicators

_____ в 20____-20____ гг.

(наименование организации)

Indicators	Years			Deviation from 20__г.	
	20__	20__	20__	20__ г.	20__ г.
1. The coefficient of total capital turnover (resource allocation)					
2. Turnover ratio of current (mobile) assets					
3. Turnover of material assets (stocks), days					
4. Turnover of cash, cash equivalents and short-term financial investments, days					
5. The coefficient of turnover of funds in calculations					
6. Turnover ratio of accounts payable					

Table 8

Indicators of capital efficiency, profitability and
profitability _____ за 20__-20__ гг.

(наименование организации)

Indicators	Years			Deviation from 20__ г.	
	20__	20__	20__	20__ г.	20__ г.
1. Average monthly revenue, thousand rubles.					
2. Working capital ratio					
3. Working capital ratio in production					
4. Working capital ratio in calculations					
5. Return on working capital, %					
6. Return on sales, %					
7. Coefficient of investment activity					

Rules for formatting formulas, tables, and figures in a practice report

All formulas used in the text of the practice report should be numbered end-to-end, for example:

$$K_5 = \frac{\text{Оборотные средства}}{\text{Активы предприятия}} \quad (3)$$

Tables and figures should have a name and ordinal numbering (for example, Table 1, Figure 3).

The numbering of tables and figures should be end-to-end for the entire text of the practice report.

The ordinal number of the table is placed in the upper-right corner above its name (see Table 1). Таблица 1

Dynamics of the main economic indicators
JSC Lebedyansky Sugar Factory for 2015-2017

Показатели	Годы			Отклонение от 2015 г.			
	2015	2016	2017	2016 г.		2017 г.	
				абс (+,-)	отн., %	абс (+,-)	отн., %
1	2	3	4	5	6	7	8
1. Выручка от продажи продукции, работ, услуг, тыс. руб.	4575433	5017172	3973881	441739	109,7	-601552	86,9
2. Себестоимость проданной продукции, работ и услуг, тыс. руб.	2908716	3752337	3377236	843621	129,0	468520	116,1
3. Среднегодовая стоимость основных производственных фондов, тыс. руб.	1488114	1412463	1270937	-75651	94,6	-217177	85,4

Continuation of the table. 1

1	2	3	4	5	6	7	8
4. Среднегодовая стоимость материальных оборотных средств, тыс. руб.	991080	1440931	1274075	449851	145,4	282995	128,6

The serial number of the drawing and its name are placed below the drawing (see Fig. 3).

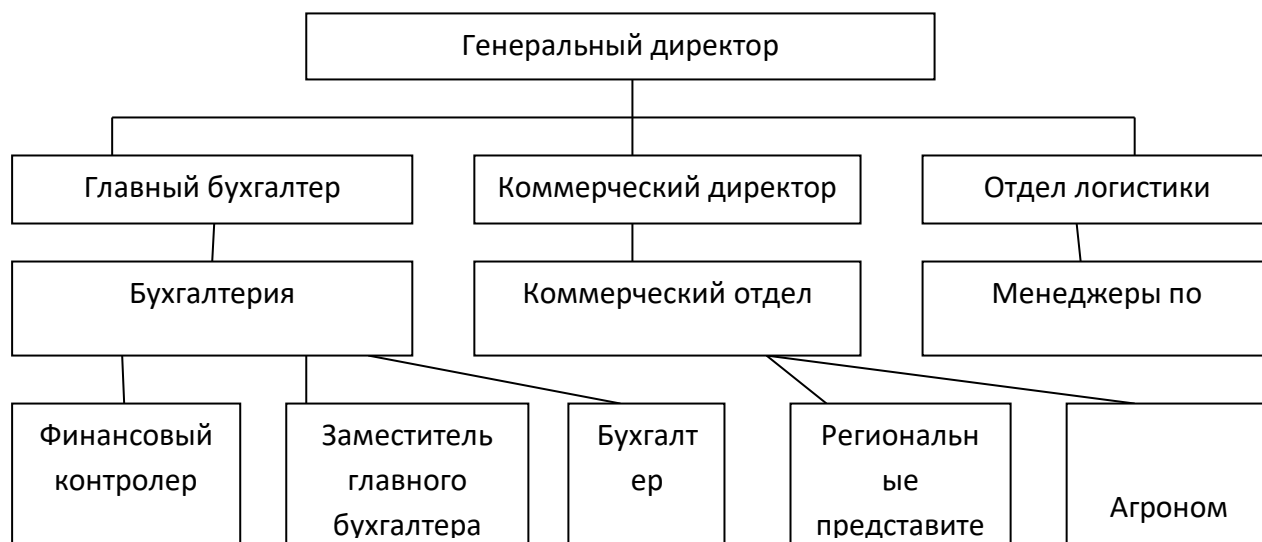


Fig. 3. Organizational structure of management
Souffle Agro Rus LLC

Rules for making a list of used sources and links to them

Grouping of material in the list of references

The list of sources used is compiled alphabetically by the names of the authors and the titles of the works, if the author's last name is not indicated.

The entries are arranged as follows:

- 1) if the first words of the titles match, in the alphabet of the second, etc.
- 2) if there are works by the same author, in the alphabet of the titles.;
- 3) if there are namesake authors— by initials;
- 4) for several works by authors, written by them in collaboration with others – alphabetically by co-authors.

Different alphabets should not be mixed in the same row.: Russian, Latin, etc.

If there are sources in languages other than Russian in the list, an additional alphabetical row is formed, i.e. literature in foreign languages is placed at the end of the list after literature in Russian. At the same time, bibliographic records in foreign European languages are combined into one row.

The list uses end-to-end numbering of all sources.

Formatting of intra-text links

The intra-text references are given in square brackets with the serial number of the referenced publication.:

An interesting review of the foreign practice of production modernization is contained in the monograph by I.I. Rusinov [34].

If the link is to a specific fragment of the text of the document, the reference indicates the serial number of the publication in the list and the pages on which the object of the link is placed, the information is separated by a comma: [12, p. 94].

If the reference is to a multi-part (multi-volume) document as a whole, the designation and number of the volume (issue, part, etc.) are also indicated in the reference: [3, vol. 3, p. 170].

If the link contains information about several non-textual links, the groups of information are separated by a semicolon: [10, p. 56; 23, p. 45-46].

Application design rules

The appendix is the final part of the work, which has an additional, usually reference value. The content of the application can be varied: copies of original documents, excerpts from selected materials, individual provisions from instructions and rules, etc. In form, they can be text, tables, graphs, maps.

Each application should start with a new page with the word "Application" in the upper-right corner and have a thematic headline. If there are several applications in operation, they should be numbered. Applications should have end-to-end page numbering in common with the rest of the work. The main text is linked to the appendices through links that are used with the word "see", it is usually abbreviated and enclosed with the cipher in parentheses in form (see). The application is reflected in the table of contents of the work in the form of an independent heading with the full name of each application.