

**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**

<b>Forms of education</b>	<b>full-time form</b>	<b>part-time form</b>	<b>correspondence form</b>
<b>Course</b>	<b>4</b>		
<b>Semester / trimester</b>	<b>8</b>		
<b>Independent work</b>	<b>322</b>		

**Total hours: 324.**

**Labor intensity: 9 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: pre-graduate.

1.3. The purpose of the internship is to deepen the practical experience of students, develop their professional competencies and prepare their final qualification work.

1.4. Objectives of the practice:

- development of the student's abilities for independent activity in the chosen field and profile of training;
- 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;
- formation and development of professionally significant qualities among students, a sustained interest in professional activity, the need for self
- education, collection, generalization and analysis of materials obtained during practice for the preparation of a practice report in the form of a final qualification.

1.5. Methods of practice: inpatient and field.

1.6. Forms of practice: continuous.

1.7. Planned learning outcomes during the internship:

<b>The code of competence and its formulation</b>	<b>Planned results</b>	<b>Indicators of competence achievement</b>
<b>UC-1</b> He is able to search, critically analyze and synthesize information, apply a systematic approach to solving tasks	<b>To know:</b> <ul style="list-style-type: none"><li>- methods of information search and work with it;</li><li>- The essence of the system approach.</li></ul>	<b>To know:</b> <ul style="list-style-type: none"><li>- <b>methods of searching for information and working with it;</b></li><li>- <b>the essence of a systematic approach.</b></li></ul>
	<b>Be able to:</b> <ul style="list-style-type: none"><li>- analyze the task, identify the stages of its solution, and take actions to solve it;</li></ul> find various solutions to the problem, evaluate their advantages and risks.	<b>Be able to:</b> <ul style="list-style-type: none"><li>- <b>analyze the task, identify the stages of its solution, and take actions to solve it.;</b></li><li>- <b>find different solutions to the problem, evaluate their advantages and risks.</b></li></ul>
	<b>Own:</b> <ul style="list-style-type: none"><li>- skills in assessing the practical consequences of possible solutions to a problem;</li></ul>	<b>Own:</b> <ul style="list-style-type: none"><li>- <b>skills in assessing the practical consequences of possible solutions to a problem;</b></li></ul>

	skills of competent, logical, reasoned formulation of their own judgments and assessments.	<b>- the skills of competent, logical, reasoned formulation of their own judgments and assessments.</b>
<b>UC-2</b> He is able to determine the range of tasks within the framework of the set goal and choose the best ways to solve them, based on current legal norms, available resources and limitations.	<b>To know:</b> <ul style="list-style-type: none"> <li>– ways of designing solutions to a specific project problem, determining the optimal ways to solve it, based on current legal norms and available resources and limitations.</li> </ul>	<b>To know:</b> <ul style="list-style-type: none"> <li>- - methods of designing solutions to a specific project task, determining the optimal ways to solve it, based on current legal norms and available resources and limitations.</li> </ul>
	<b>Be able to:</b> <ul style="list-style-type: none"> <li>– to formulate a set of interrelated tasks within the framework of the set work goal, ensuring its achievement; efficiently solve specific tasks (research, project, activity) in a set time.</li> </ul>	<b>Be able to:</b> <ul style="list-style-type: none"> <li>- formulate a set of interrelated tasks within the framework of the set work goal, ensuring its achievement;</li> <li>- efficiently solve specific tasks (research, project, activity) in a set time.</li> </ul>
	<b>Own:</b> <ul style="list-style-type: none"> <li>– skills in determining the expected results of solving tasks;</li> </ul> skills of public presentation of the results of solving research tasks, projects, and activities.	<b>Possess:</b> <ul style="list-style-type: none"> <li>- - skills in determining the expected results of solving tasks;</li> </ul> <b>skills of public presentation of the results of solving research problems, projects, and activities.</b>
<b>UC-3</b> He is able to carry out social interaction and realize his role in the team.	<b>To know:</b> <ul style="list-style-type: none"> <li>– strategies of cooperation to achieve the set goal;</li> <li>– The behavioral characteristics of different groups of people with whom he works / interacts.</li> </ul>	<b>To know:</b> <ul style="list-style-type: none"> <li>- strategies of cooperation to achieve the set goal;</li> </ul> <b>features of behavior of different groups of people with whom he works / interacts.</b>
	<b>Be able to:</b> <ul style="list-style-type: none"> <li>– Determine your role in the team;</li> <li>– establish different types of communication (educational, business, informal, etc.);</li> </ul> evaluate the consequences of personal actions and plan a sequence of steps to achieve a given result.	<b>Be able to:</b> <ul style="list-style-type: none"> <li>- - define your role in the team;</li> <li>- - establish different types of communication (educational, business, informal, etc.);</li> <li>- - evaluate the consequences of personal actions and plan a sequence of steps to achieve a given result.</li> </ul>
	<b>Own:</b> skills of effective interaction with other team members, including participation in the exchange of information, knowledge and experience, in the presentation of the results of the team's work.	<b>Possess:</b> <ul style="list-style-type: none"> <li>- - skills of effective interaction with other team members, including participation in the exchange of information, knowledge and experience, in the presentation of the results of the team's work.</li> </ul>

<b>UC-4</b> Able to carry out business communication in oral and written forms in the official language of the Russian Federation and a foreign language(s)	<b>To know:</b> <ul style="list-style-type: none"> <li>– Communicatively acceptable business communication styles in the state and foreign languages;</li> <li>– verbal and non-verbal means of interaction with partners.</li> </ul>	<b>Know:</b> <ul style="list-style-type: none"> <li>- - <b>communicatively acceptable business communication styles in the state and foreign languages; verbal and non-verbal means of interaction with partners.</b></li> </ul>
	<b>Be able to:</b> <ul style="list-style-type: none"> <li>– It is communicatively and culturally acceptable to conduct oral business conversations in the state and foreign languages;</li> </ul> conduct business correspondence, taking into account the peculiarities of the style of official and unofficial letters, socio-cultural differences in the format of correspondence in the state and foreign languages.	<b>Be able to:</b> <ul style="list-style-type: none"> <li>- - <b>communicate and conduct culturally acceptable oral business conversations in the state and foreign languages;</b></li> </ul> <b>conduct business correspondence, taking into account the peculiarities of the style of official and unofficial letters, socio-cultural differences in the format of correspondence in the state and foreign languages.</b>
	<b>Own:</b> <ul style="list-style-type: none"> <li>– the skills of using information and communication technologies in the search for the necessary information in the process of solving various communication tasks in the state and foreign languages;</li> </ul> skills in translating academic texts from a foreign language(s) into the official language.	<b>Possess:</b> <ul style="list-style-type: none"> <li>- - <b>the skills of using information and communication technologies in the search for necessary information in the process of solving various communication tasks in the state and foreign languages;</b></li> <li>- - <b>skills in translating academic texts from a foreign language(s) into the official language.</b></li> </ul>
<b>UC-6</b> He is able to manage his time, build and implement a trajectory of self-development based on the principles of lifelong education.	<b>To know:</b> <ul style="list-style-type: none"> <li>– their resources and their limits (personal, psychophysiological, situational, temporary, etc.) for the successful performance of the assigned work.</li> </ul>	<b>To know:</b> <ul style="list-style-type: none"> <li>- - <b>their resources and their limits (personal, psychophysiological, situational, temporary, etc.) for the successful performance of the assigned work.</b></li> </ul>
	<b>Be able to:</b> plan long-term business goals, taking into account conditions, means, personal capabilities, career growth prospects, time prospects for business development and labor market requirements; Critically evaluate the effectiveness of using time and other resources when solving tasks, as	<b>Be able to:</b> <ul style="list-style-type: none"> <li>- <b>plan long-term business goals, taking into account conditions, means, personal capabilities, stages of career growth, time prospects for business development and labor market requirements;</b></li> <li>- <b>critically evaluate the effectiveness of using time and other resources in solving tasks, as well as regarding the result obtained.</b></li> </ul>

	well as regarding the result obtained	
	<b>Own:</b> <ul style="list-style-type: none"> <li>– the skills to realize the intended purpose of the activity, taking into account the conditions, means, personal capabilities, stages of career growth, the time perspective of the development of the activity and the requirements of the labor market;</li> </ul> skills of using the provided opportunities to acquire new knowledge and skills.	<b>Possess:</b> <ul style="list-style-type: none"> <li>- - the skills to realize the intended purpose of the activity, taking into account the conditions, means, personal capabilities, stages of career growth, the time perspective of the development of the activity and the demands of the labor market;</li> <li>- skills in using the opportunities provided to acquire new knowledge and skills.</li> </ul>
<b>PCS -1</b> 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	<b>To know:</b> <ul style="list-style-type: none"> <li>– typical methods and methods of performing professional tasks in the field of production planning and organization;</li> <li>– fundamentals of using modern management approaches.</li> </ul>	<b>To know:</b> <ul style="list-style-type: none"> <li>- - typical methods and ways of performing professional tasks in the field of production planning and organization;</li> <li>the basics of using modern management approaches.</li> </ul>
	<b>Be able to:</b> <ul style="list-style-type: none"> <li>– to apply in practice methods and methods of solving problems in the field of planning, organization of production using modern management approaches;</li> </ul> to use modern management approaches in solving professional tasks in various fields of economic activity.	<b>Be able to:</b> - - 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.
	<b>Own:</b> <ul style="list-style-type: none"> <li>- skills in applying standard methods and methods of performing professional tasks in the field of planning, production organization, and modern management.</li> </ul>	<b>Possess:</b> <ul style="list-style-type: none"> <li>- - skills in applying standard methods and methods of performing professional tasks in the field of planning, production organization, and modern management.</li> </ul>
<b>PCS -2</b> He is able to carry out tactical and operational management of logistics processes, develop organizational, technical, organizational, economic and financial documentation of the enterprise.	<b>To know:</b> <ul style="list-style-type: none"> <li>– fundamentals of tactical and operational management of logistics processes;</li> <li>– methods of developing organizational, technical, organizational, economic and financial documentation of a modern enterprise.</li> </ul>	<b>To know:</b> <ul style="list-style-type: none"> <li>□ - fundamentals of tactical and operational management of logistic processes;</li> <li>methods of developing organizational, technical, organizational, economic and financial documentation of a modern enterprise.</li> </ul>

	<b>Be able to:</b> <ul style="list-style-type: none"> <li>– to carry out tactical and operational management of logistics processes;</li> </ul> to apply modern technologies in the process of developing organizational, technical, organizational, economic and financial documentation of the enterprise.	<b>Be able to:</b> <ul style="list-style-type: none"> <li>□ - carry out tactical and operational management of logical processes;</li> <li>- - apply modern technologies in the process of developing organizational, technical, organizational, economic and financial documentation of the enterprise</li> </ul>
	<b>Own:</b> <ul style="list-style-type: none"> <li>– skills of tactical and operational management of logistics processes;</li> </ul> ways of using modern technologies in the process of developing organizational, technical, organizational, economic and financial documentation of the enterprise.	<b>Possess:</b> <ul style="list-style-type: none"> <li>□ - skills of tactical and operational management of logical processes;</li> <li>methods of using modern technologies in the process of developing organizational, technical, organizational, economic and financial documentation of the enterprise.</li> </ul>

1.8. The place of practice in the structure of the basic educational program of higher education: it is implemented within the framework of the part formed by the participants of educational relations, block B2. Practice.

1.9. Scope and duration of practice:

The practice volume is 9 credits.

The duration of the practice is 6 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. CONTENT OF THE PRACTICE

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

The pre-graduate internship is the final stage of training and is aimed at preparing students for their final qualifying work on a pre-selected topic.

In the process of completing the internship assignment, the student must take all the information necessary to write a report corresponding to the content of the

final qualifying work, identify problematic issues in the activities of the organization, which is the practice base, and develop proposals to improve the effectiveness of the organization's activities within the framework of the chosen topic.

1. Sample topics for final qualifying papers:
2. 1. Planning and organization of production based on the formation of the organization's order portfolio
3. 2. The state and directions of improvement of the organization's logistics
4. 3. Planning and implementation of the assortment and pricing policy of the enterprise
5. 4. Cost management of the company's products
6. 5. Product quality management of an industrial enterprise as a factor of increasing its competitiveness
7. 6. The fixed capital of the organization: the features of formation and direction of increasing the efficiency of its use
8. 7. Working capital of the organization: features of formation and directions of increase of efficiency of its use
9. 8. Management of the motivation and incentive system for the company's personnel
10. 9. Development of measures to improve the efficiency of the use of the organization's workforce
11. 10. Profit and profitability planning in the organization's business management system
12. 11. Assessment and improvement of the organizational structure of the management of an industrial enterprise
13. 12. Operational and strategic management of the organization's labor potential
14. 13. Current and future management of the financial stability and solvency of the organization
15. 14. Development and implementation of an organization's financial recovery program
16. 15. Management of the organization's foreign economic activity: status and ways of improvement
17. 16. Managing the process of forming an enterprise's workforce
18. 17. Organization of information support and automation of organization management
19. 18. Logistics management at an industrial enterprise
20. 19. Organization and management of investment activities at the enterprise
21. 20. Management of the process of introducing new technologies as a factor of increasing the competitiveness of the enterprise
22. 21. Analysis and improvement of the company's logistics strategy
23. 22. Improving the company's sales management system
24. 23. Organization and management of distribution logistics in commercial activities

25. 24. Management of industrial enterprise distribution channels
26. 25. Assessment and management of an organization's competitiveness
27. 26. Organization and improvement of the personnel policy of the enterprise
28. 27. Improving the organization of logistics management at the enterprise
29. 28. Organization and improvement of procurement logistics at the enterprise
30. 29. Organization and improvement of logistics of production processes at the enterprise
31. 30. Improvement of the organization of material flows in the production of the enterprise
32. 31. Organization and improvement of the enterprise's warehouse facilities
33. 32. Assessment and improvement of the efficiency of the company's logistics activities
34. 33. Organization and improvement of the organization's transport and warehouse material flow
35. 34. Management of strategic objectives of logistics of the organization
36. 35. Strategic planning of an organization's logistics in the context of production diversification
37. 36. Assessment of the state and development of directions for improving the efficiency of the organization's logistics

### 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	The code of competence
1.	<b>UC-1</b> He is able to search, critically analyze and synthesize information, apply a systematic approach to solving tasks	Основной этап Результативно-аналитический этап
2.	<b>UC-2</b> He is able to determine the range of tasks within the framework of the set goal and choose the best ways to solve them, based on current legal norms, available resources and limitations.	Основной этап Результативно-аналитический этап
3.	<b>UC-3</b> He is able to carry out social interaction and realize his role in the team.	Основной этап Результативно-аналитический этап
4.	<b>UC-4</b>	Основной этап



	Able to carry out business communication in oral and written forms in the official language of the Russian Federation and a foreign language(s)	Результативно-аналитический этап
5.	<b>UC-6</b> He is able to manage his time, build and implement a trajectory of self-development based on the principles of lifelong education.	Основной этап Результативно-аналитический этап
6.	<b>PCS -1</b> 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	Основной этап Результативно-аналитический этап
7.	<b>PCS -2</b> He is able to carry out tactical and operational management of logistics processes, develop organizational, technical, organizational, economic and financial documentation of the enterprise.	Основной этап Результативно-аналитический этап

### **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. Which structural units are part of the economic service of the enterprise?
13. What software products are used by the economic service of the enterprise?
14. How does the company plan its production program?
15. What forms and systems of employee compensation are used in the company?
16. How is the labor rationing system organized at the enterprise?

17. How is the company's personnel bonus system organized?
18. Describe the professional structure of the company's personnel.
19. How is the company's system of professional development and retraining organized?
20. What types of income prevail in the composition of the financial results of the enterprise?
21. How is the financial stability of an enterprise assessed?
22. What areas of improvement of the company's financial and economic performance have you proposed?
23. How is the marketing service organized at the enterprise?
24. How are the prices of the company's products formed?
25. What sales promotion methods are used at the enterprise?
26. What types of transport does the company use when shipping its products to consumers?
27. What forms of work with suppliers does the company use?
28. What areas of improvement of procurement logistics can be offered to the company?
29. What areas of improvement of production logistics can be offered to the company?
30. 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 pre-graduate 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 head of practice 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 60-65 pages of printed text without appendices.

The structure of the report on industrial pre-graduate practice:

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

The structure of the report on industrial pre-graduate practice corresponds in content to the structure of the WRC, which is defined by the Regulation on the procedure for conducting state final certification of basic professional educational programs of higher education - bachelor's degree programs, specialty programs, master's degree programs of the Federal State Budgetary Educational Institution of Higher Education "Yelets State University named after I.A. Bunina".

The introduction of the report (WRC) should reflect the relevance of the topic of the work, the degree of development of the topic, the purpose of the work, the objectives of the work, the subject of the study, the object of the study, the information base of the study, the methods of research, the structure of the work.

The main part of the report (WRC) consists of three chapters.

Chapter 1 is devoted to the theoretical and methodological aspects of reviewing the chosen topic of the final qualifying work and consists of two paragraphs.

Chapter 2 reveals the organizational, economic and financial characteristics of the enterprise-the base of practice, on the example of which the thesis is written. It consists of two paragraphs: the organizational and economic characteristics of the enterprise and the financial characteristics of the enterprise.

The organizational and economic characteristics of the enterprise (organization) include:

- description of the organizational and legal form, legal address and main founders;
- description of the types of activities carried out in accordance with the constituent documents;
- description of the external environment of the enterprise (main consumers, suppliers and competitors);
- description of the organization's management structure (including in the form of a diagram);
- description of the production structure of the enterprise (a brief description of the divisions of the main and auxiliary production is given, and functional relationships are reflected);
- description of the organization's personnel management structure and system (including the structure of the personnel management unit, goals and objectives of

the personnel management system, and elements of the organization's personnel management system);

- the dynamics of changes in the main performance indicators of the enterprise under study;

- the dynamics of changes in the main indicators of enterprise resource availability, as well as the effectiveness of their use.

The financial characteristics of the enterprise (organization) include:

- analysis of the financial results of the company's activities;

- analysis of the liquidity of the company's balance sheet;

- assessment of the financial stability and solvency of the enterprise;

- analysis of the company's working capital turnover;

- assessment of the efficiency of capital use, profitability and profitability of the enterprise.

Based on the results of the study, the main ways to improve the organization's activities and improve performance indicators are proposed.

When writing Chapter 2, it is necessary to fill in and analyze the set of tables presented in Appendix 7. Adjustments can be made to the content of the tables and the characteristics of the business entity, taking into account the specifics of the activity of the enterprise (organization) that is the object of the study.

Chapter 3 is devoted to the generalization and analysis of economic, statistical, legal and other information about the company's activities-the practice base on a specific topic of the final qualifying work. Chapter 3 is divided into three paragraphs. In paragraphs 3.1. and 3.2. the topic of the work is analyzed and examined using the example of the chosen organization, and in paragraph 3.3. based on the analysis, recommendations are proposed aimed at improving the organization's activities and increasing its effectiveness within the framework of the topic of the final qualifying work. When writing Chapter 3, the collected material should be presented in the form of tables, figures (graphs or diagrams), which should be accompanied by an accurate and reasonable analysis of the obtained indicators.

The conclusion of the report (WRC) should contain in a concise form the conclusions drawn within each paragraph of the final qualification work.

The list of sources used should include at least 40 sources, most of which should be referenced in the text of the WRC. The rules for registration of the list of sources used are regulated by the Regulation on the Procedure for conducting state final certification in the main professional educational programs of higher education - bachelor's degree programs, specialty programs, master's degree programs of the Federal State Budgetary Educational Institution of Higher Education I.A. Bunin Yelets State University

Appendices may include figures, tables, auxiliary texts, as well as copies of documents received at the enterprise (in the organization), which are necessary for writing the thesis. The rules for registration of applications are regulated by the Regulation on the procedure for conducting state final certification in the main professional educational programs of higher education - bachelor's degree pro-

grams, specialty programs, master's degree programs of the Federal State Budgetary Educational Institution of Higher Education "I.A. Yelets State University. Bunin's."

The general requirements for the technical design of the final qualification work are presented in the Regulation on the procedure for the state final certification of the main professional educational programs of higher education - bachelor's degree programs, specialty programs, master's degree programs of the Federal State Budgetary Educational Institution of Higher Education "I.A. Bunin Yelets State University".

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 8.

## **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**

<b>№ III</b>	<b>Link to an information resource</b>	<b>The name of the development in electronic form</b>	<b>Availability</b>
1.	<a href="http://www.biblioclub.ru">http://www.biblioclub.ru</a>	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.	<a href="http://www.elibrary.ru">www.elibrary.ru</a>	The Russian information portal in the field of science, technology, medicine and education	Free access
3.	<a href="http://www.aup.ru/">http://www.aup.ru/</a>	Administrative and Management Portal	Free access
4.	<a href="https://urait.ru/">https://urait.ru/</a>	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.	<a href="https://e.lanbook.com/">https://e.lanbook.com/</a>	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.	<a href="http://www.garant.ru">www.garant.ru</a>	Information and legal portal	Free access
2.	<a href="http://www.consultant.ru">www.consultant.ru</a>	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.

APPENDIX 1

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 Pre-diploma practice**

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

**Orientation (profile) / specialization:** The organization's management and logistics

**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 organization/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:

- deepening the practical experience of students, developing their professional competencies and preparing final qualification work.

2. Tasks:

- development of the student's abilities for independent activity in the chosen field and profile of training;  
- 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;  
- formation and development of professionally significant qualities in students, a sustained interest in professional activity, the need for self-education, collection, generalization and analysis of materials obtained during practice for the preparation of a practice report in the form of a final qualification.

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, and industrial instruction, including instruction on labor protection, safety, and fire safety		
3	Information processing and writing of the first chapter of the WRC		
4	Information processing and writing of the second chapter of the WRC		
5	Information processing and writing of the third chapter of the WRC		
6	Final design of the practice report		
7	Receiving feedback from the head of the practice from the relevant organization and completing the certification sheet		
8	Providing the methodologist with a paper-based practice report and the full text of the thesis in electronic form		
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 Pre-diploma 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 industrial pre-graduate internship

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, and industrial instruction, including instruction on labor protection, safety, and fire safety	
	Information processing and writing of the first chapter of the WRC	
	Information processing and writing of the second chapter of the WRC	
	Information processing and writing of the third chapter of the WRC	
	Final design of the practice report	
	Receiving feedback from the head of the practice from the relevant organization and completing the certification sheet	
	Providing the methodologist with a paper-based practice report and the full text of the thesis in electronic form	
	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

(specify 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 Pre-diploma practice**

---

*(ФИО обучающегося в родительном падеже)*

student's \_\_\_\_ course, group \_\_\_\_\_

\_\_\_\_\_ 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.

---

*(specify the full name of the relevant organization / structural unit of the university)*

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)		
			достаточный	средний	высокий
1.	UC-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.	UC -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	UC -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.	UC -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.	UC -6	Performance of practice assignments, preparation of accounting documentation in accordance with established requirements, answers to questions on the protection of the practice report			
6.	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			
7.	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 COMPLETING A PRE-GRADUATE INTERNSHIP

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

Orientation (profile) / specialization: The organization's management and logistics

The form of education: \_\_\_\_\_

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

Place of internship: with " " 20 the city  
of po " " 20 G.  
Yelets State University named after I.A. Bunin,  
Department of Economics and Management named  
after N.G. Nechaev  
(specify the full name of the organization/company)

completed by the student \_\_\_\_ of the course, group \_

\_\_\_\_\_  
(Full NAME)

\_\_\_\_\_  
(student's signature)

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	1488114	1412463	1270937	-75651	94,6	-217177	85,4

производственных фондов, тыс. руб.							
---------------------------------------	--	--	--	--	--	--	--

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).

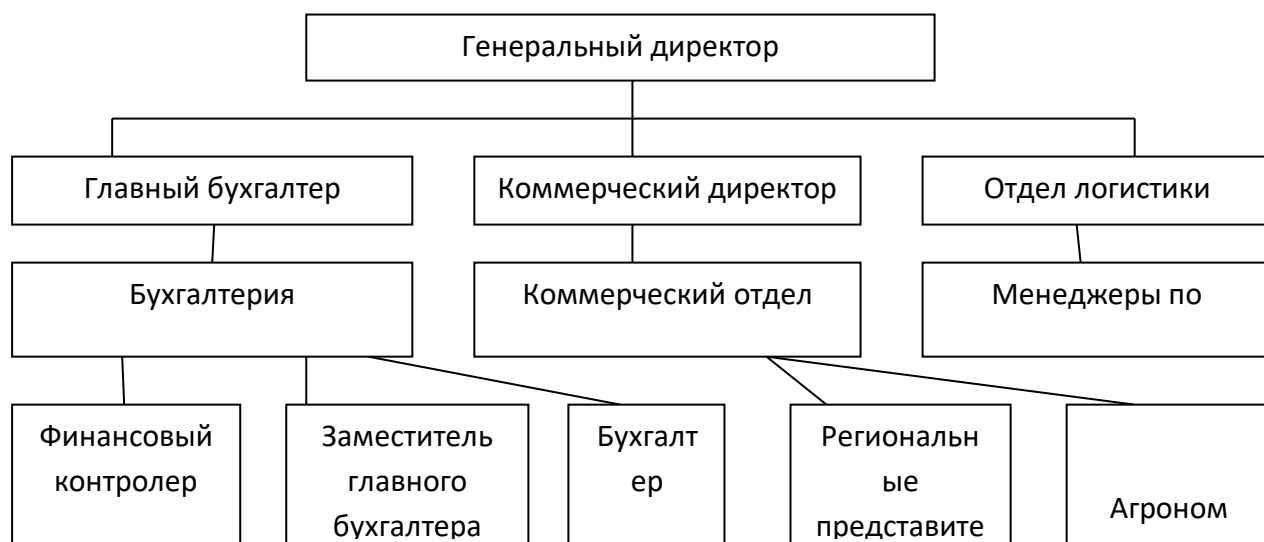


Fig. 3. Organizational structure of management  
Souffle Agro Rus LLC

### **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.