

**program**

**Familiarisation 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>3</b>		
<b>Semester / trimester</b>	<b>5</b>		
<b>Independent work</b>	<b>106,5</b>		

**Total hours: 108.**

**Labor intensity: 3 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): educational.

1.2. Type of practice: introductory.

1.3. The purpose of the practice is to consolidate and deepen the theoretical knowledge acquired during the educational process, as well as to provide students with primary professional and analytical skills, and to master modern tools for searching and interpreting information in order to use it in the process of making managerial decisions.

1.4. Objectives of the practice:

- study of the methods and functions of managing the organization as a whole and its individual divisions;
- mastering modern tools and information technologies in conducting research and developing management solutions, including in the field of logistics;
- theoretical elaboration of solutions in the field of logistics and management of the organization, aimed at improving its activities.

1.5. Methods of practice: stationary.

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>	To know: <ul style="list-style-type: none"><li>- methods of searching for information and working with it;</li><li>- the essence of a systematic approach.</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.	Be able to: <ul style="list-style-type: none"><li>- analyze the task, identify the stages of its solution, and take actions to solve it.;</li><li>- find different solutions to the problem, evaluate their advantages and risks.</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>	Own: <ul style="list-style-type: none"><li>- skills in assessing the practical consequences of possible solutions to a problem;</li></ul>

	skills of competent, logical, reasoned formulation of their own judgments and assessments.	- the skills of competent, logical, reasoned formulation of their own judgments and assessments.
<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>	To know: <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>	Be able to: <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; skills of public presentation of the results of solving research tasks, projects, and activities.</li> </ul>	Possess: <ul style="list-style-type: none"> <li>- - skills in determining the expected results of solving tasks; skills of public presentation of the results of solving research problems, projects, and activities.</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>	To know: <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>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 well as regarding the result obtained	Be able to: <ul style="list-style-type: none"> <li>- - plan long-term business goals, taking into account conditions, means, personal capabilities, stages of career growth, time perspective of business development and labor market requirements;</li> <li>- - critically evaluate the effectiveness of using time and other resources in solving tasks, as well as in relation to the result obtained.</li> </ul>
	<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</li> </ul>	Own: <ul style="list-style-type: none"> <li>- skills in realizing the intended purpose of the activity, taking into account the conditions, means, personal capabilities, stages of career growth, time prospects for the development of activities and the requirements of the labor market;</li> </ul>

	<p>of the development of the activity and the requirements of the labor market; skills of using the provided opportunities to acquire new knowledge and skills.</p>	<p>- skills in using the opportunities provided to acquire new knowledge and skills.</p>
<p><b>GPC -1</b> He is able to solve professional problems based on knowledge (at an intermediate level) of economic, organizational and managerial theory.</p>	<p><b>To know:</b></p> <ul style="list-style-type: none"> <li>- economic and socio-economic indicators characterizing the activities of business entities;</li> <li>- the basic principles of the implementation of economic, managerial and financial processes in various fields.</li> </ul>	<p>To know:</p> <ul style="list-style-type: none"> <li>- economic and socio-economic indicators characterizing the activities of business entities;</li> <li>the basic principles of the implementation of economic, managerial and financial processes in various fields.</li> </ul>
	<p><b>Be able to:</b></p> <ul style="list-style-type: none"> <li>– to collect and analyze the data necessary for the calculation of economic and socio-economic indicators characterizing the activities of business entities;</li> </ul> <p>apply economic, managerial and financial tools in solving professional tasks.</p>	<p>Be able to:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> collect and analyze data necessary for calculating economic and socio-economic indicators characterizing the activities of economic entities;</li> <li><input type="checkbox"/> apply economic, managerial and financial instruments in solving professional tasks.</li> </ul>
	<p><b>Own:</b> skills in collecting and analyzing data necessary for calculating economic and socio-economic indicators characterizing the activities of business entities</p>	<p>Possess:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> the skills of collecting and analyzing data necessary for calculating economic and socio-economic indicators characterizing the activities of economic entities.</li> </ul>
<p><b>GPC -2</b> It is capable of collecting, processing and analyzing data necessary to solve management tasks using modern tools and intelligent information and analytical systems.</p>	<p><b>To know:</b></p> <ul style="list-style-type: none"> <li>– the methodology of data processing and statistical analysis;</li> <li>– ways of processing economic information using information technologies and various financial and economic programs.</li> </ul>	<p>Know:</p> <ul style="list-style-type: none"> <li>- the methodology of data processing and statistical analysis;</li> <li>- ways of processing the collected information using information technologies and various financial and accounting programs.</li> </ul>
	<p><b>Be able to:</b></p> <ul style="list-style-type: none"> <li>– to collect and process data to solve the assigned tasks;</li> </ul> <p>correlate the collection of information at a certain date and use various statistical processing methods when analyzing the data.</p>	<p>Be able to:</p> <ul style="list-style-type: none"> <li>- collect and process data to solve assigned tasks;</li> <li>correlate the collection of information at a certain date and use various statistical processing methods when analyzing the data.</li> </ul>
	<p><b>Own:</b></p> <ul style="list-style-type: none"> <li>– he skills of statistical analysis of data necessary</li> </ul>	<p>Own:</p>

	to solve the economic tasks set; techniques for analyzing complex socio-economic indicators.	- skills of statistical analysis of the data necessary for the solution of the set economic tasks; - methods of analyzing complex socio-economic indicators
<b>GPC -3</b>  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.	<b>To know:</b> - the main methods and models of organizational and managerial decision-making and their socio-economic consequences.	To know: - - basic methods and models of organizational and managerial decision-making and their socio-economic consequences
	<b>Be able to:</b> - 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: - - 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.
	<b>Own:</b> - 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.	Possess: - - methods of evaluating 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.
<b>GPC -4</b>  Able to identify and evaluate new market opportunities, develop business plans for the creation and development of new business lines and organizations	<b>To know:</b> - the main methods of identifying opportunities and threats in the external environment of the organization.	To know: - - basic methods of identifying opportunities and threats in the external environment of the organization.
	<b>Be able to:</b> - identify and evaluate the organization's development opportunities based on available resources; Develop business plans for projects and business lines.	Be able to: - - identify and evaluate the organization's development opportunities, taking into account available resources; - - develop business plans for projects and business development directions.
	<b>Own:</b> - methods of assessing market situations, taking into account the prospects	Own:

	<p>of the organization 's activities;</p> <p>methods of developing business plans and substantiating financial and economic decisions.</p>	<p>- methods of assessing market situations, taking into account the prospects of the organization's activities;</p> <p>- methods of developing business plans and substantiating financial and economic decisions.</p>
<p><b>GPC -5</b></p> <p>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.</p>	<p><b>To know:</b></p> <ul style="list-style-type: none"> <li>– the methods of information and communication and innovative technologies used in the modern economy to solve professional problems;</li> <li>– principles of solving standard tasks of professional activity, searching for scientific and technical information on the Internet and specialized databases.</li> </ul>	<p>To know:</p> <ul style="list-style-type: none"> <li>- - the methods of information and communication and innovative technologies used in the modern economy to solve professional problems;</li> <li>principles of solving standard tasks of professional activity, searching for scientific and technical information on the Internet and specialized databases.</li> </ul>
	<p><b>Be able to:</b></p> <ul style="list-style-type: none"> <li>– choose and apply information and innovative technologies, software tools for solving professional tasks;</li> </ul> <p>to search for scientific and technical information using common and specialized databases.</p>	<p>Be able to:</p> <ul style="list-style-type: none"> <li>- - select and apply information and innovative technologies, software tools for solving professional tasks;</li> </ul> <p>to search for scientific and technical information using common and specialized databases.</p>
	<p><b>Own:</b></p> <ul style="list-style-type: none"> <li>– skills in using information systems and technologies to solve professional problems;</li> </ul> <p>innovation management skills for solving professional tasks.</p>	<p>Possess:</p> <ul style="list-style-type: none"> <li>- - the skills of using information systems and technologies to solve professional problems;</li> </ul> <p>□ innovation management skills for solving professional tasks.</p>
<p><b>GPC -6</b></p> <p>He is able to understand the principles of modern information technologies and use them to solve professional tasks.</p>	<p><b>To know:</b></p> <ul style="list-style-type: none"> <li>– – modern information technologies and principles of their work.</li> </ul>	<p>To know:</p> <p>modern information technologies and the principles of their operation.</p>
	<p><b>Be able to:</b></p> <ul style="list-style-type: none"> <li>– choose modern information technologies based on an understanding of the principles of their work to solve the tasks of professional activity.</li> </ul>	<p>Be able to:</p> <ul style="list-style-type: none"> <li>- - choose modern information technologies based on an understanding of the principles of their operation to solve the tasks of professional activity.</li> </ul>
	<p><b>Own:</b></p> <ul style="list-style-type: none"> <li>– skills in using modern information technologies to solve problems of professional activity.</li> </ul>	<p>Own:</p> <p>skills in using modern information technologies to solve professional tasks.</p>

<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>	To know: - standard methods and ways of performing professional tasks in the field of production planning and organization; - fundamentals of using modern management approaches.
	<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.	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.
	<b>Own:</b> - skills in applying standard methods and methods of performing professional tasks in the field of planning, production organization, and modern management.	Possess: - - skills in applying standard methods and methods of performing professional tasks in the field of planning, production organization, and modern management.
<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>	To know: □ - fundamentals of tactical and operational management of logistic processes; methods of developing organizational, technical, organizational, economic and financial documentation of a modern enterprise.
	<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.	Be able to: □ - 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
	<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 organiza-	Possess: □ - skills of tactical and operational management of logistics processes; - ways of using modern technologies in the process of developing

	tional, technical, organizational, economic and financial documentation of the enterprise.	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 amount of practice is 3 credits.

The duration of the practice is 2 weeks.

1.10. Scope of contact work:

Full-time education

The amount of contact work is 1.5 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 introductory internship is organized in such a way that the student has the opportunity to use the experience gained during its passage in the preparation of future final qualifying work (WRC). The content of the practice should allow the student to develop and propose ideas for writing a thesis, the subject of which should reflect current problems of professional activity.

During the introductory internship, the student studies and systematizes information on the selected topic of an individual assignment. All available sources of information are used for this purpose, including an electronic library, online resources, legal reference systems, etc.

Sample topics for individual practice assignments

1. Business planning in the management system of an industrial enterprise
2. Planning and organization of logistics at the enterprise
3. Formation of the assortment and pricing policy of the organization
4. Formation of the production cost of an industrial enterprise
5. Industrial enterprise product quality management
6. Designing the organizational structure of an industrial enterprise
7. Management of the organization's personnel development
8. Formation and implementation of the marketing policy of the organization



9. Organization and management of the company's foreign economic activity
10. Organization and management of the main production at an industrial enterprise
11. Organization and management of auxiliary production in an industrial enterprise
12. Formation of a competitive workforce of the enterprise
13. Planning and organization of sales activities at an industrial enterprise
14. Organization of the operational management system at the enterprise
15. Organization and management of innovation activities at the enterprise
16. Organization and management of investment activities at the enterprise
17. Formation and management of financial resources at the enterprise
18. Organization of the personnel motivation system at the enterprise
19. Assessment and management of an organization's competitiveness
20. Organization and improvement of the personnel policy of the enterprise
21. Improving the organization of logistics management at the enterprise
22. Organization and improvement of procurement logistics at the enterprise
23. Organization and improvement of logistics of production processes at the enterprise
24. Improvement of the organization of material flows in the production of the enterprise
25. Organization and improvement of the enterprise's warehouse facilities
26. Assessment and improvement of the efficiency of the company's logistics activities
27. Organization of the organization's transport and storage material flow
28. Management of strategic tasks of logistics of the organization
29. Strategic planning of an organization's logistics in terms of production diversification
30. Assessment of the state and development of directions for improving the effectiveness 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 and its formula- tion	The name of the stages of formation
1.	<b>UC-1</b> He is able to search, critically analyze and synthesize information, apply a systematic approach to solving tasks	The main stage The productive and analytical stage
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.	The main stage The productive and analytical stage

3	<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.	The main stage The productive and analytical stage
4	<b>GPC -1</b> 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
5	<b>GPC -2</b> 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
6	<b>GPC -3</b> 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
7	<b>GPC -4</b> 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
8	<b>GPC -5</b> 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
9	<b>GPC -6</b> 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
10	<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	The main stage The productive and analytical stage
11	<b>IHKC-2</b> <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.	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 on the chosen research topic (see 3.4 for the requirements for the content of the report).

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

1. What is the purpose of the study?
2. What are the conclusions of the study?
3. What regulatory legal acts should be guided by?
4. What knowledge, skills and abilities were acquired or developed as a result of the internship?
5. What tasks were completed during the internship?
6. What documents (draft documents) have been drawn up?
7. How are the powers distributed in the organization in the process of making managerial decisions?
8. What types of organizational management structures are there?
9. Which structural units are involved in the personnel management process at the enterprise?
10. What is the effectiveness of delegation of authority in an organization?
11. How is the pricing policy of the company formed?
12. Which structural units are involved in the organization of logistics activities at the enterprise?
13. What functions does logistics activity perform at the enterprise?
14. What does the company do in terms of production logistics?
15. What tasks are solved at the enterprise within the framework of distribution logistics?
16. What tasks are being solved at the enterprise within the framework of transport logistics?
17. Who manages logistics activities in the organization?

### **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:**

Following the results of the introductory 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); certification sheet (see Appendix 4);
- in electronic form (electronic version of the report (text in pdf format; file name: Last Name\_group Year (for example, Ivanov\_EM-31\_23.pdf)).

Requirements for the electronic version of the practice report.

The educational introductory practice is of a theoretical research nature (the report is not written using the example of an enterprise).

The volume of the practice report is 30-35 pages of printed text, excluding appendices.

The structure of the electronic version of the educational introductory practice report:

- the title page (see Appendix 5);
- Table of contents (see Appendix 6);
- Introduction;
- the main part (chapters 1-3);
- conclusion;
- list of sources used;
- applications.

The introduction should contain the purpose of practice, the objectives of practice, the object and subject of research, the theoretical and methodological basis of research.

The main part of the practice report consists of three chapters, which consider the theoretical approach to the topic under study, compare methodological approaches, draw conclusions and make recommendations for improving the problem under consideration. Each chapter begins with an introductory paragraph and ends with a conclusion, that is, a summary of the chapter. Each chapter begins with a new page.

The list of sources used should contain at least 20 sources, which should be referenced in the text of the practice report.

The conclusion consists of systematized conclusions on the topic of the conducted research.

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 7.

## **IV. ORGANIZATION OF PRACTICE**

### **4.1. Practice stages:**

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 report on the practice 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. Bases of practice:** educational introductory practice takes place on the basis of the N.G. Nechaev Department of Economics and Management of the I.A. Bunin Yelets State University.

### **4.3. Features 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 practice 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 request: 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.





**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 EDUCATIONAL INTRODUCTORY 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:**

- consolidation and deepening of theoretical knowledge acquired during the educational process, as well as acquisition by students of primary professional and analytical skills, mastering modern tools for searching and interpreting information in order to use it in the process of making managerial decisions.

**2. Tasks:**

- study of the methods and functions of managing the organization as a whole and its individual divisions;

- mastering modern tools and information technologies in conducting research, developing management solutions, including in the field of logistics;

- theoretical elaboration of solutions in the field of logistics and management of the organization, aimed at improving its activities.

**3. Practice content:**

<b>№ п/п</b>	<b>The name of the practice stages</b>	<b>he dates of the practice stages</b>	<b>he mark of completion</b>
1	Orientation Conference on practice		
2	Industrial instruction, including instruction on occupational safety, safety and fire safety		
3	Collecting and processing information for writing the first chapter of the practice report		
4	Collecting and processing information for writing the second chapter of the practice report		
5	Collecting and processing information for writing the third chapter of the practice report		
6	Preparation of the practice report		
7	Submitting a practice report to the methodologist for examination		

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 EDUCATIONAL INTRODUCTORY 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 educational introductory practice

The period of completion of the types / stages of work	The name of the types / stages of work	Mark of completion
	Industrial instruction, including instruction on occupational safety, safety and fire safety	
	Collecting and processing information for writing the first chapter of the practice report	
	Collecting and processing information for writing the second chapter of the practice report	
	Collecting and processing information for writing the third chapter of the practice report	
	Preparation of the practice report	
	Submitting a practice report to the methodologist for examination	

The Methodologist \_\_\_\_\_ / \_\_\_\_\_ /  
*(student's signature)* *((Full NAME))*

Director  
practices from the university \_\_\_\_\_ / \_\_\_\_\_ /  
*(student's signature)* *((Full NAME))*

«\_\_\_\_\_» \_\_\_\_\_ 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

**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 EDUCATIONAL INTRODUCTORY  
PRACTICE**

---

*(Full name of the student in the genitive case)*

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

\_\_\_\_\_ successfully completed the  
educational introductory  
(Full name of the student)  
practice \_\_\_\_\_

specify the type and type of practice

in the amount of 108 hours

in the period from " \_\_\_\_ " \_\_\_\_\_ 20\_\_ the city of po " \_\_\_\_ " \_\_\_\_\_ 20\_\_ G.

at the N.G. Nechaev Department of Economics and Management

\_\_\_\_\_  
(specify the full name of the relevant organization / structural unit of the uni-  
versity)

Types and quality of work performed during the period of the educational introduc-  
tory internship for students:

№ п/п	Compete nce code	Types of work	Level formed-Compe- tence news(s)		
			sufficient	average	high
1.	<b>UC-1</b>	Performance of practice assignments, preparation of accounting documentation in accordance with established requirements, answers to questions on the protection of the practice report			
2.	<b>UC-2</b>	Performance of practice assignments, preparation of accounting documentation in accordance with established requirements, answers to questions on the protection of the practice report			
3.	<b>UC-6</b>	Performance of practice assignments, preparation of accounting documentation in accordance with established requirements, answers to questions on the protection of the practice report			
4.	<b>GPC -1</b>	Performance of practice assignments, preparation of accounting documentation in accordance with established requirements, answers to questions on the protection of the practice report			
5.	<b>GPC -2</b>	Performance of practice assignments, preparation of accounting documentation in accordance with established requirements, answers to questions on the protection of the practice report			
6.	<b>GPC -3</b>	Performance of practice assignments, preparation of accounting documentation in accordance with established requirements, answers to questions on the protection of the practice report			
7.	<b>GPC -4</b>	Performance of practice assignments, preparation of accounting documentation in accordance with established requirements, answers to questions on the protection of the practice report			
8.	<b>GPC -5</b>	Performance of practice assignments, preparation of accounting documentation in accordance with established requirements, answers to questions on the protection of the practice report			
9.	<b>GPC -6</b>	Performance of practice assignments, preparation of accounting documentation in accordance with established requirements, answers to			





## 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 EDUCATIONAL INTRODUCTORY 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.  
Yelets State University named after I.A.  
Bunin,  
Department of Economics and Manage-  
ment named  
after N.G. Nechaev  
((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

**An example of the design of the table of contents of the electronic version  
of the educational introductory practice report**

**table of contents**

**Topic: "Analysis of the cost and capital structure of an organization and ways  
to optimize it"**

introduction .....	3
CHAPTER 1 THE CONCEPT AND STRUCTURE OF CAPITAL ORGANI- ZATIONS.....	4
CHAPTER 2. METHODOLOGICAL APPROACHES TO ANALYSIS THE COST OF AN ORGANIZATION'S CAPITAL .....	13
CHAPTER 3. НАПРАВЛЕНИЯ ОПТИМИЗАЦИИ СТРУКТУРЫ КАПИТАЛА ОРГАНИЗАЦИИ.....	22
conclusion .....	32
LIST OF SOURCES USED .....	33
applications .....	35

### 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).

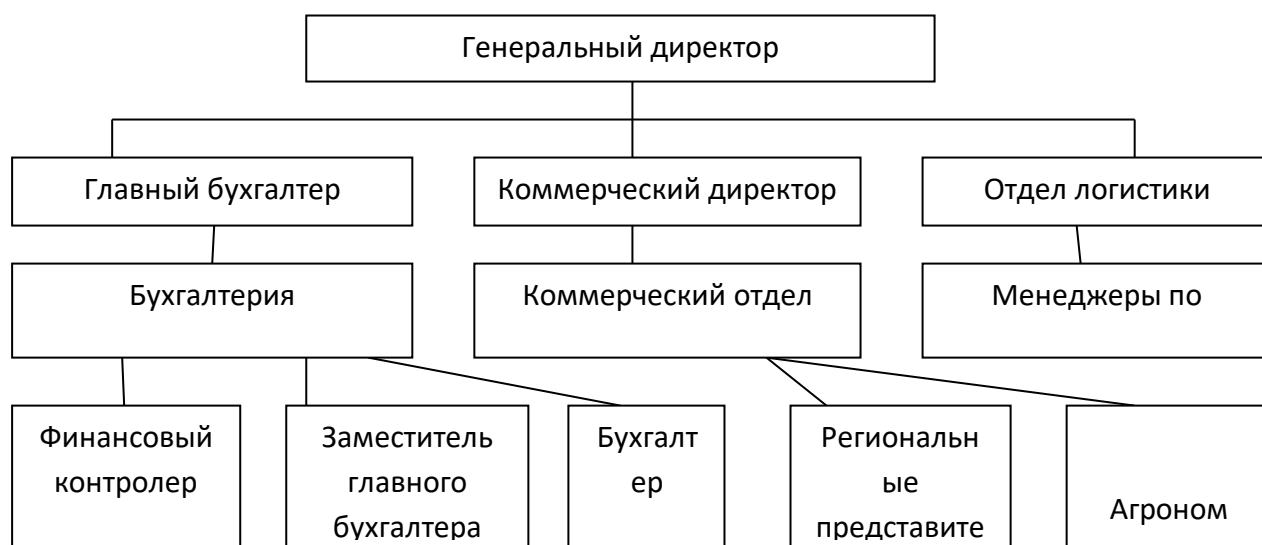


Fig. 3. Organizational structure of management Souffle Agro Rus LLC

### 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.