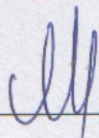


THE MINISTRY OF EDUCATION AND SCIENCE
OF THE RUSSIAN FEDERATION

PSKOV STATE UNIVERSITY

FACULTY OF FINANCE AND ECONOMICS

Agreed
Dean of the Faculty




M.A. Nikolaev

« » 2016 г.

APPROVED

Vice-rector for Academic and
International Affairs



M.Yu. Makhotaeva



« » 2016 г.

The Syllabus of Educational Internship

Б2.В.01(У)

INTERNSHIP TO OBTAIN PRIMARY PROFESSIONAL SKILLS

Master Degree Program in
International Business - Business in the Baltic Sea Countries (in English)
(Economics 38.04.01)

The Graduate's qualification: Master

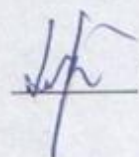
PSKOV

2016

Программа рассмотрена и рекомендована к утверждению на заседании кафедры мировой экономики и международного бизнеса, протокол № 18 от 14 мая 2015г.

Зав. кафедрой мировой экономики
и международного бизнеса

«14» мая 2015г.


М.Ю. Махотаева

Обновление рабочей программы дисциплины

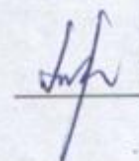
В связи с переименованием Псковского государственного университета.
Основание: приказ ректора от 28.04.2016 № 135:

на 2016 / 2017 учебный год:

рабочая программа практики обновлена в соответствии с решением кафедры мировой экономики и международного бизнеса, протокол № 9 от 16 мая 2016г.

Зав. кафедрой мировой экономики
и международного бизнеса

«16» мая 2016г.


М.Ю. Махотаева

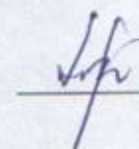
В связи с вступлением в силу с 01.09.2017 Порядка организации и осуществления образовательной деятельности по образовательным программам высшего образования - программам бакалавриата, программам специалитета, программам магистратуры, утвержденного приказом Минобрнауки России от 05.04.2017 № 301:

на 2017 / 2018 учебный год:

рабочая программа практики обновлена в соответствии с решением кафедры мировой экономики и международного бизнеса, протокол № 2 от 11 сентября 2017г.

Зав. кафедрой мировой экономики
и международного бизнеса

«11» сентября 2017г.


М.Ю. Махотаева

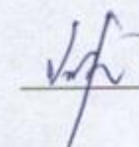
В связи с внесением изменений в локальные нормативные акты, утвержденных приказом ректора от 30.11.2017 №392, в соответствии с Порядком организации и осуществления образовательной деятельности по образовательным программам высшего образования - программам бакалавриата, программам специалитета, программам магистратуры, утвержденным приказом Минобрнауки России от 05.04.2017 № 301:

на 2017 / 2018 учебный год:

рабочая программа практики обновлена в соответствии с решением кафедры мировой экономики и международного бизнеса, протокол № 8 от 04 декабря 2017г.

Зав. кафедрой мировой экономики
и международного бизнеса

«04» декабря 2017г.


М.Ю. Махотаева

Primary professional skills obtaining internship

1. Goals of internship

One of the educational process elements in the training of international business masters is practical training (educational internship), which strengthens and deepens the theoretical knowledge received during the training, the ability to set research goals, analyze the results and draw conclusions, as well as obtaining primary professional skills.

This internship program on obtaining primary professional skills of master's degree students of the program "International business In the Baltic sea region (in the English language)" is developed in accordance with the requirements laid down in the following documents:

- The Federal State Educational Standard of higher education, field of study 38.04.01 Economics (degree "Master of Economics") approved by the order of the Ministry of education and science of the Russian Federation of March 30, 2015 No. 321;

- The curriculum of master's degree student's training, field of study 38.04.01 Economics, the program "International business – business in the Baltic sea region (in the English language)".

Research area of master's degree students must correspond to the scientific field of the Chair "Global economy and international business", as well as meet the goals that have theoretical, practical, applied significance for various sectors of the economy.

In each specific case, the internship program on obtaining primary professional skills and abilities gets changed and supplemented for every master's degree student, depending on the nature of the work performed.

The purpose of the internship on obtaining primary professional skills is to consolidate and deepen the knowledge gained by students in the process of theoretical training, the acquisition of necessary skills of professional and practical, research and analytical activities in the field of international business management and conduct.

2. Objectives of internship

The objectives of primary professional skills obtaining internship are:

- independent research activity skills development with the use of modern methods and tools of research;
- collection of the material on the topic of master's thesis;
- company's finance and economic activity matters study under the conditions of the world economy globalization;
- calculation of the economic indicators typical to a business unit activity, including foreign economic activity;
- research on a given topic, the collected information processing, analysis and understanding of the results;
- bibliographic review with the help of modern information technologies;
- skills mastering on preparing academic report on the results of the work

done, as well as the study results presentation;

- preparation of theoretical part of the master's thesis.

3. Internship place in the structure of PPEP

Primary professional skills obtaining internship is a part of the curriculum of master's degree students training and is a part of the variable part of the curriculum section "Practices, including research work (RW)."

Primary professional skills obtaining internship is based on the mastered disciplines of both the basic and the variable part of the curriculum, in particular: Microeconomics, Macroeconomics, Econometrics, Economic processes research methods, Internationalization of business, International business strategy, Financing into international companies.

Primary professional skills obtaining internship precedes the practice of professional skills and professional work experience obtaining and precedes pre-graduated internship.

4. Types (forms) and methods of internship

Primary professional skills obtaining internship is a type of educational practice of a master's degree student.

Primary professional skills obtaining internship is carried out in the form of an individual research project within the approved topic of scientific research in the field of study and the proposed theme of the master's thesis, taking into account the interests and possibilities of the company's departments in which it is conducted. The internship involves study of various aspects of international activities of different companies (e.g., environmental analysis and efficiency assessment).

The way of conducting the internship is a stationary one, that allows to conduct it in Pskov state University (at the graduate chair or in the scientific and educational center) or at other organization located in the city of Pskov, as well as in other regions according to the place of students' residence.

When performing the internship work students use such technologies as:

- abstract reviews;
- work with databases;
- archival materials analysis;
- views and information exchange in a virtual environment;
- field and desk research.

5. Place and time of internship.

Primary professional skills obtaining internship is carried out in the first year (2 semester) of master's degree training of full-time education, after completing relevant theoretical disciplines. The duration is 2 weeks (108 hours / 3 credits) in accordance with the curriculum of master's training.

Depending on the details of individual master's training, the period of primary professional skills obtaining can be changed in accordance with the established procedure.

The internship can be carried out at the graduate chair, in the foreign economic

activity research and educational center as well as in state, municipal, public, commercial and non-profit organizations, companies and institutions on a contractual basis, where it is possible to study and collect materials related to graduate qualification work. Preference is given to the organizations engaged in foreign economic activity.

The individual program of students' internship must be coordinated with the work plan of the base company team, meet "Master" qualification, field of study "Economics", and be determined by goals and objectives of primary professional skills obtaining internship.

In the units where the internship takes place, students are given work places to perform individual tasks on the internship program.

During the internship students observe all rules of internal code of conduct and safety, established in the company and on the workplace.

6. Planned learning outcomes during the internship period correlated with the planned learning outcomes of the PPEP.

6.1. The process of primary professional skills obtaining internship is aimed to develop the following competencies:

- readiness to act in non-standard situations, to bear social and ethical responsibility for the decisions made (CC-2);
- readiness for self-development, self-realization, use of creative potential (CC-3);
- the ability to generalize and critically evaluate the results obtained by domestic and foreign researchers, identify promising areas, make a research program (PC-1);
- ability to analyze and use various sources of information for economic calculations (PC-9).

6.2. Planned learning outcomes during the internship period correlated with the planned learning outcomes of the PPEP.

For competence "CC-2-readiness to act in non-standard situations, have social and ethical responsibility for the decisions made »:

As a result of passing the state exam at the competence development, student must:
Know:
- System relations in the sphere of international business, external and internal environment factors, that affect the changes in the parameters of the international business system.
Be able to:
- analyze the state and changes in the parameters of the international business system, measure the consequences of these changes, and make organizational and managerial decisions aimed to ensure sustainable and effective work of international business subjects ;
- measure the consequences of the decisions made and take responsibility for the decisions made.

Master:
- skills to manage systems under uncertainty, skills to find and make decisions in non-standard situations.

For competence "CC-3 - readiness for self-development, self-realization, use of creative potential":

As a result of passing the state exam at the competence development, student must:
Know:
- the content of professional and personal development goals formation process, ways of its implementation when solving professional problems in the field of international business
Be able to:
- improve and develop an individual's intellectual and cultural level, organize and do independent educational, research and professional work, aimed to achieve goals of professional and personal development.
Master:
- techniques and technologies to form goals for self-development and self-realization, to critically assess the results of the independent work, search for new non-standard ways of work and personal and professional results.

For competence "PC-1 the ability to generalize and critically evaluate the results obtained by domestic and foreign researchers, identify promising areas, make a research program":

As a result of passing the state exam at the competence development, student must:
Know:
- modern economic science topical issues, evolution and modern state of theories in international business sphere, modern state of international business system, methodology of research implementation
Be able to:
- critically analyze the existing international business theories, define promising areas of further research in international business, work out a plan of independent research on the current questions of international business development
Master:
- scientific analysis and synthesis methods and skills of their application when developing research program on a selected topic; methodology of research implementation

For competence " PC-9-ability to analyze and use various sources of information to make business calculations»:

As a result of passing the state exam at the competence development, student must:
--

Know:
- main sources of information that provide access to initial information in the field of international business
Be able to:
- independently search for new sources of information for analytical and research activities in the field of international business; collect and analyze primary information in the field of international business and interpret the results of the analysis
Master:
- methods of search, selection and analysis of information in the field of international business

7. Structure and content of internship

The total amount of primary professional skills obtaining internship is 3 credits , 108 hours.

When performing the internship, an individual educational path, master's thesis subject, as well as the type of professional activity chosen by a master's degree student is considered.

The internship is done in the form of an individual independent work supervised by the research advisor and involves doing a number of tasks aimed to form the required competencies, and the task to prepare the theoretical part of master's thesis.

The following options of the internship are possible:

- direct involvement in company's activity;
- traineeship when doing analytical and / or managerial functions on the instruction of the person responsible for the practical training in the organization (curator);
- participation in research performed by the Chair "Global economy and international business" and/or by foreign economic activity research and educational center;
- other variants necessary and sufficient to achieve the objectives according to the internship goal.

The research project topic can be defined as an independent part of the research performed within the scientific field of the graduate chair "Global economy and international business".

The internship is accompanied by thematic tutorials conducted by research advisor individually with students. Tutorials are put in the order of the content, and their time limits are stipulated, as well as the materials to be submitted for verification within every tutorial.

Hours distribution of primary professional skills obtaining internship by type of academic work

Academic work type	Hours total	2 nd semester
student-teacher face-to-face work including:	11	11

Academic work type	Hours total	2 nd semester
advice on the internship	9	9
orientation lectures	2	2
independent work (total)	97	97
including:		
report on the internship	72	72
midterm assessment (total)	0,25	0,25
including student-teacher face-to-face work - graded test	0,25	0,25
Internship total amount (hours) credits	108	108
including student-teacher face-to-face work when doing the internship	11,25	11,25

Stages of internship and their content

№	stages	Types of academic work during internship (hours)			current control forms
		total hours	face-to-face work	Independent work	
1	Preparatory stage: -development of thematic time-table - organizational issues	18		18	Completed thematic time-table
2	Main stage	81		81	Report section: Preparation for research workshop, conference
2.1	Stage 1 – Theoretical – theoretical problem study within master’s training program				
2.2	Stage 2 – Empirical - Study of practical activity of companies and institutions according to the master’s thesis subject				
3	Final stage: - description of the research done and the received outcomes; - preparation and drawing up the internship report - public defence of the report	9	0,25	8,75	Report on internship
	Total:	108	0,25	107,75	

The internship subject matter is determined by the master's program advisor on the basis of FSES HE and reflected in the work plan of the primary professional skills obtaining internship, which is made as a research structure, and has the following form (appendix 1), and consists of a list of logically connected focus areas within the planned research. The research flow chart determines the completion schedule. (appendix2).

A master’s degree student makes the work plan approved by the research advisor.

The internship is organized in accordance with the logic of the master's thesis:

- thesis subject matter;
- research problem, object and subject;

- research goals and objectives;
- theoretical analysis of literature and research on the problem, selection of the necessary sources on the topic;
- reference list;
- research outcomes.

Master's degree students work with primary literature, monographs, author's abstracts and thesis research, consult their research advisors and teachers.

During the internship, students must formulate master's thesis subject in its final form on their field of study from among relevant research problems and coordinate it with the research advisor.

An important part of the internship content is the collection and processing of factual material and statistical data, analysis of relevant characteristics of the organization, where master's degree student does his practical training and intends to introduce or test the master's thesis outcomes.

Student's work when doing the internship covers several stages:

Stage 1 – Theoretical - theoretical problems study within master's training program:

- selection and justification of the research topic;
- description of the research object subject;
- scientific literature review on the research topic with the use of different methods of the access to the information: visiting libraries, Internet;
- making a list of reference on the research topic;
- research of theoretical concepts on the topic.

Stage 2 – Empirical - Study of practical activity of companies and institutions according to the master's thesis subject:

- study of the organization – place of internship (regulatory and legal, industry related, market, administrative, functional and structural, financial and business aspects of the company's activity as a whole, as well as from the point of view of international activity);

- collection and analysis of the information on the research subject in the company;

- study of individual aspects of the research subject in the company;
- statistical and mathematical processing of the information;
- research outcomes and their approval by master's thesis advisor.

Empirical research outcomes and the problems identified must be presented at a research workshop.

Stage - 3 – Final stage.

This stage is the final stage of the internship. A master student summarizes the collected materials in accordance with the internship program, identifies its sufficiency and fairness; gives forth the outcomes by writing scientific articles, organizing final workshop on the internship.

8. Internship reporting forms

The obtaining primary professional skills internship reporting document is a report and a presentation of the main outcomes of the research at the graduate chair

research workshop.

The head of the internship studies the report and makes a decision on the defence of the internship outcomes at the scientific final workshop. If any serious criticism on the internship report, students must eliminate all shortcomings and submit the report for a check-over. Students prepare the presentation independently and are solely responsible for any shortcomings both in the report and in the electronic illustration.

Also at this stage, the topic of the research thesis is specified for its further development within the practical training in the second academic year.

The report on the internship, the presentation (report and electronic illustration) of the internship outcomes, as well as the topic of the final qualification work (master's thesis) are formulated entirely in English.

The report on the internship, signed by the research advisor, is submitted to the master's program advisor (Appendix 3).

9. Midterm assessment forms (based on the internship outcomes)

The assessment of the outcomes of primary professional skills obtaining internship is carried out on the basis of public defence of the research major outcomes at the final research workshop at the graduate chair. The internship outcomes defence involves:

- a report with e-presentation on the internship main outcomes;
- internship report signed by the head of the internship;
- comments by the head of the internship and the internship mentor from the company- place of the internship (if any);
- answers to the workshop participants' questions.

Internship reports are submitted in writing to be checked by the master's thesis research advisor. To obtain a positive assessment, students must fully complete the internship program, timely draw up all kinds of necessary documents and pass through public defence.

Following the results of the positive assessment, students are given a graded mark (excellent, good, satisfactory).

An internship grade is equal to grades in theoretical disciplines and is taken into account when making the results of a midterm assessment.

According to the results of primary professional skills obtaining internship, students finalize their articles to be published, make up their speeches at scientific and practical conferences and workshops.

Failure to submit a report, as well as obtaining an unsatisfactory mark on the internship outcomes defence means a failure of the training program completing, it is considered an academic failure that must be liquidated to get admission to the master's thesis defense.

10. Bank of students' midterm assessment tools

10.1. List of competences and their development stages

The final outcomes of the internship mastering are as follows:

Competences stages

№	Competence code	Competences stages		
		First stage	Main stage	Final stage
1	CC-2	Macroeconomics (advanced course)	Primary professional skills obtaining internship	State final examination
2	CC-3	Microeconomics (advanced course) International business strategy	Primary professional skills obtaining internship	State final examination
3	PC-1	Econometrics Research methods Of economic processes	Primary professional skills obtaining internship	Research activity Professional skills and experience internship Pre-graduation internship State final examination
2	PC-9	Econometrics International standards of financial statements	Primary professional skills obtaining internship	Investment strategy Professional skills and experience internship State final examination

10.2. Description of indicators, criteria and the scale to assess the level of competence mastering

Description of indicators, criteria to assess competences mastering, assessment scale

Competence	Learning outcomes	Competence indicator	Assessment scale, criteria to assess competences				Assessment tools/assessment procedures
			Not mastered (unsatisfactory)	Partly mastered (satisfactory)	Basically mastered (good)	Mastered (excellent)	
CC-2 – readiness to act in non-standard situations, bear social and ethical responsibility for the decisions made	Know: -System links in the sphere of international business, factors of internal and external environment that affect changes in the framework of international business system	Knows system links in the sphere of international business, factors of internal and external environment that affect changes in the framework of international business system	Doesn't know system links in the sphere of international business, factors of internal and external environment that affect changes in the framework of international business system	Partly knows system links in the sphere of international business, factors of internal and external environment that affect changes in the framework of international business system	Knows in the main system links in the sphere of international business, factors of internal and external environment that affect changes in the framework of international business system	Knows system links in the sphere of international business, factors of internal and external environment that affect changes in the framework of international business system	Internship report. Presentation of major internship outcomes at research workshop. Answers to questions at research workshop.
	Be able to: - Analyze conditions and changes in the framework of international business system, assess consequences of these changes and take organizational and managerial decisions aimed to ensure sustainability and efficiency of international business subjects	Is able to analyze conditions and changes in the framework of international business system, assess consequences of these changes and take organizational and managerial decisions aimed to ensure sustainability and efficiency of	Can't show the ability to analyze conditions and changes in the framework of international business system, assess consequences of these changes and take organizational and managerial decisions aimed to ensure sustainability and efficiency of international business	Shows a partial ability to analyze conditions and changes in the framework of international business system, assess consequences of these changes and take organizational and managerial decisions aimed to ensure sustainability and efficiency of international business	Is able in the main to analyze conditions and changes in the framework of international business system, assess consequences of these changes and take organizational and managerial decisions aimed to ensure sustainability and efficiency of international business subjects performance	Is able to analyze conditions and changes in the framework of international business system, assess consequences of these changes and take organizational and managerial decisions aimed to ensure sustainability and efficiency of international business subjects performance.	Internship report. Presentation of major internship outcomes at research workshop. Answers to questions at research workshop.

Competence	Learning outcomes	Competence indicator	Assessment scale, criteria to assess competences				Assessment tools/assessment procedures
			Not mastered (unsatisfactory)	Partly mastered (satisfactory)	Basically mastered (good)	Mastered (excellent)	
	performancec.	international business subjects performance	subjects performance.	subjects performance			
	Be able to: - assess consequences of the decisions made and accept responsibility for the decision made	Is able to assess consequences of the decisions made and accept responsibility for the decision made	Can't show the ability to assess consequences of the decisions made and accept responsibility for the decision made.	Shows partial ability to assess consequences of the decisions made and accept responsibility for the decision made.	Is able in the main to assess consequences of the decisions made and accept responsibility for the decision made.	Is able to assess consequences of the decisions made and accept responsibility for the decision made.	Answers to questions at research workshop.
	Master: - skills to manage systems under uncertainty, skills to find and make decisions in non-standard situations	Masters the skills to manage systems under uncertainty, skills to find and make decisions in non-standard situations.	Can't show mastering the skills to manage systems under uncertainty, skills to find and make decisions in non-standard situations.	Shows partial mastering the skills to manage systems under uncertainty, skills to find and make decisions in non-standard situations.	Masters in the main the skills to manage systems under uncertainty, skills to find and make decisions in non-standard situations.	Masters the skills to manage systems under uncertainty, skills to find and make decisions in non-standard situations.	Internship report. Presentation of major internship outcomes at research workshop. Answers to questions at research workshop.
CC-3 – readiness for self-development, self-realization, use of creative potential	Know: - the content of the process of objectives formation for professional and personal development, ways of its implementation when solving professional problems in the field of international business	Knows the content of the process of objectives formation for professional and personal development, ways of its implementation when solving professional problems in the field of	Doesn't know the content of the process of objectives formation for professional and personal development, ways of its implementation when solving professional problems in the field of international business	Partly knows the content of the process of objectives formation for professional and personal development, ways of its implementation when solving professional problems in the field of international business	Knows in the main the content of the process of objectives formation for professional and personal development, ways of its implementation when solving professional problems in the field of international business	Knows the content of the process of objectives formation for professional and personal development, ways of its implementation when solving professional problems in the field of international business	Internship report. Presentation of major internship outcomes at research workshop. Answers to questions at research workshop.

Competence	Learning outcomes	Competence indicator	Assessment scale, criteria to assess competences				Assessment tools/assessment procedures
			Not mastered (unsatisfactory)	Partly mastered (satisfactory)	Basically mastered (good)	Mastered (excellent)	
		international business					
	Be able to: - improve and develop their own intellectual and cultural level, organize and do independent academic, research and professional work aimed to achieve goals of professional and personal development.	Is able to improve and develop their own intellectual and cultural level, organize and do independent academic, research and professional work aimed to achieve goals of professional and personal development.	Can't show the ability to improve and develop their own intellectual and cultural level, organize and do independent academic, research and professional work aimed to achieve goals of professional and personal development.	Shows partial ability to improve and develop their own intellectual and cultural level, organize and do independent academic, research and professional work aimed to achieve goals of professional and personal development.	Is able in the main to improve and develop their own intellectual and cultural level, organize and do independent academic, research and professional work aimed to achieve goals of professional and personal development.	Is able to improve and develop their own intellectual and cultural level, organize and do independent academic, research and professional work aimed to achieve goals of professional and personal development.	Internship report. Presentation of major internship outcomes at research workshop. Answers to questions at research workshop.
	Master: - ways and technologies to form goals for self-development and self-realization, critically evaluate the results of independent work, search for new non-standard working practices and obtaining personal and professional results.	Masters ways and technologies to form goals for self-development and self-realization, critically evaluate the results of independent work, search for new non-standard working practices and obtaining personal and professional results.	Can't show mastering the ways and technologies to form goals for self-development and self-realization, critically evaluate the results of independent work, search for new non-standard working practices and obtaining personal and professional results..	Shows partial mastering the ways and technologies to form goals for self-development and self-realization, critically evaluate the results of independent work, search for new non-standard working practices and obtaining personal and professional results.	Masters in the main the ways and technologies to form goals for self-development and self-realization, critically evaluate the results of independent work, search for new non-standard working practices and obtaining personal and professional results.	Masters the ways and technologies to form goals for self-development and self-realization, critically evaluate the results of independent work, search for new non-standard working practices and obtaining personal and professional results.	Internship report. Presentation of major internship outcomes at research workshop. Answers to questions at research workshop.
PC-1 – the ability to	Know: -Topical issues of modern economic	Knows topical issues of modern economic science,	Doesn't know topical issues of modern economic	Partly knows topical issues of modern economic science,	Knows in the main topical issues of modern economic	Knows topical issues of modern economic science, evolution and	Internship report. Presentation

Competence	Learning outcomes	Competence indicator	Assessment scale, criteria to assess competences				Assessment tools/assessment procedures
			Not mastered (unsatisfactory)	Partly mastered (satisfactory)	Basically mastered (good)	Mastered (excellent)	
generalize and critically evaluate the results obtained by domestic and foreign researchers, identify promising areas, make a research program	science, evolution and modern state of theories in the field of international business; modern conditions of international business system; methodology of research implementation	evolution and modern state of theories in the field of international business; modern conditions of international business system; methodology of research implementation	science, evolution and modern state of theories in the field of international business; modern conditions of international business system; methodology of research implementation	evolution and modern state of theories in the field of international business; modern conditions of international business system; methodology of research implementation	science, evolution and modern state of theories in the field of international business; modern conditions of international business system; methodology of research implementation	modern state of theories in the field of international business; modern conditions of international business system; methodology of research implementation	of major internship outcomes at research workshop. Answers to questions at research workshop.
	Be able to: Critically analyze the existing international business theories, identify promising areas for further research in the field of international business; work out plan of independent research on topical issues of international business development	Is able to critically analyze the existing international business theories, identify promising areas for further research in the field of international business; work out plan of independent research on topical issues of international business development	Can't show the ability to critically analyze the existing international business theories, identify promising areas for further research in the field of international business; work out plan of independent research on topical issues of international business development вопросам развития международного бизнеса	Shows partial ability to critically analyze the existing international business theories, identify promising areas for further research in the field of international business; work out plan of independent research on topical issues of international business development	Is able in the main to critically analyze the existing international business theories, identify promising areas for further research in the field of international business; work out plan of independent research on topical issues of international business development	Is able to critically analyze the existing international business theories, identify promising areas for further research in the field of international business; work out plan of independent research on topical issues of international business development	Internship report. Presentation of major internship outcomes at research workshop. Answers to questions at research workshop.
	Master: - methods of analysis and synthesis to work out research program on the problem chosen; methodology	Masters methods of analysis and synthesis to work out research program on the problem chosen;	Can't show mastering the methods of analysis and synthesis to work out research program on the problem	Shows partial mastering the methods of analysis and synthesis to work out research program on the problem	Masters in the main the methods of analysis and synthesis to work out research program on the problem chosen;	Masters the methods of analysis and synthesis to work out research program on the problem chosen; methodology to	Internship report. Presentation of major internship outcomes at

Competence	Learning outcomes	Competence indicator	Assessment scale, criteria to assess competences				Assessment tools/assessment procedures
			Not mastered (unsatisfactory)	Partly mastered (satisfactory)	Basically mastered (good)	Mastered (excellent)	
	to implement the research. -	methodology to implement the research.	chosen; methodology to implement the research.	chosen; methodology to implement the research.	methodology to implement the research.	implement the research.	research workshop. Answers to questions at research workshop.
PC-9 – the ability to analyze and use various sources of information for business calculations	Know: -major sources of information that enable access to primary information in the field of international business	Knows major sources of information that enable access to primary information in the field of international business	Does not know major sources of information that enable access to primary information in the field of international business	Partly knows major sources of information that enable access to primary information in the field of international business	Knows in the main major sources of information that enable access to primary information in the field of international business	Knows major sources of information that enable access to primary information in the field of international business	Internship report. Presentation of major internship outcomes at research workshop. Answers to questions at research workshop.
	Be able to: - independently search for new sources of information to implement analytical and research activity in the field of international business; collect and analyze primary information in the field of international business and interpret the analysis outcomes.	Is able to independently search for new sources of information to implement analytical and research activity in the field of international business; collect and analyze primary information in the field of international business and interpret the	Can't show the ability to independently search for new sources of information to implement analytical and research activity in the field of international business; collect and analyze primary information in the field of international business and interpret the analysis outcomes.	Shows partial ability to independently search for new sources of information to implement analytical and research activity in the field of international business; collect and analyze primary information in the field of international business and interpret the analysis outcomes	Is able in the main to independently search for new sources of information to implement analytical and research activity in the field of international business; collect and analyze primary information in the field of international business and interpret the analysis outcomes	Is able to independently search for new sources of information to implement analytical and research activity in the field of international business; collect and analyze primary information in the field of international business and interpret the analysis outcomes	Internship report. Presentation of major internship outcomes at research workshop. Answers to questions at research workshop.

Competence	Learning outcomes	Competence indicator	Assessment scale, criteria to assess competences				Assessment tools/assessment procedures
			Not mastered (unsatisfactory)	Partly mastered (satisfactory)	Basically mastered (good)	Mastered (excellent)	
		analysis outcomes.					
	Master: -methods to search, select and analyze the information in the field of international business	Masters methods to search, select and analyze the information in the field of international business	Can't show mastering the methods to search, select and analyze the information in the field of international business	Shows partial mastering the methods to search, select and analyze the information in the field of international business	Masters in the main methods to search, select and analyze the information in the field of international business	Masters methods to search, select and analyze the information in the field of international business	Internship report. Presentation of major internship outcomes at research workshop..

10.3. Assessment tools to conduct the midterm assessment

When presenting the internship outcomes at the research workshop the following indicators are assessed:

1. Relevance specification, the internship goals and objectives setting, the research plan making.
2. Characteristics of the organization (the research object – the place of internship) as a subject of international business: regulatory, legal, industry, market aspects of the activity.
3. Characteristics of the organization as a subject of economic relations: organizational and managerial, functional and structural, financial and economic aspects of the activity.
4. Relevance specification, setting goals and objectives of the master's thesis.
5. Characteristics of the theoretical basis of the study on the master's thesis.
6. Description of current and planned research methods on the topic of master's thesis
7. Characteristics of the knowledge level of the master's thesis.
8. Characteristics of key terms on the topic of the master's thesis.
9. Characteristics of the empirical base of the research on the topic of the master's thesis in the organization - the place of internship.
10. Characteristics of the main hypothesis of the research on the master's thesis.

Internship outcomes assessment criteria

Assessment scale	Assessment criteria
Excellent	A student clearly understands the relevance of solving the problems set within the internship, understands its place in the mastering of PPEP, knows well the objective of the internship, has set at least 3 problems, made a research plan. A full and detailed description of the organization (the internship place) as a subject of international business and a subject of economic relations is given. A wide system of indicators that are calculated without errors is used when making the analysis. A student independently collected the material necessary to carry out the research on the thesis, fully independently processed it, on this basis, made well-founded conclusions, proposals that have a new and original approach. The relevance of the thesis research topic, goals and objectives, as well as the conclusions on the research outcomes are correctly formulated. All elements of the report on the internship follow one another in the correct order, in accordance with the requirements. A well-structured report, made (mostly) "in their own words", with observing the regulations of drawing up the paper, a good professional language of science that meets the content of the internship, is presented. Herewith a student gives full, well-reasoned answers to the questions, gives practice-oriented examples.
Good	A student does not fully understand the relevance of solving the

	<p>problems set within the internship, the internship relevance, goals and objectives are not clearly formulated. A fairly complete description of the organization (the place of internship) as a subject of international business and a subject of economic relations is given. The analysis uses a fairly broad system of indicators, which are calculated with errors. A student independently collected the material necessary to carry out the research on the thesis, fully independently processed it, on this basis made well-founded conclusions. Herewith, the main part of the calculations (procedures) (71-90%) is correct. The relevance of the thesis research topic, goals and objectives, as well as the conclusions on the research outcomes are formulated with some inaccuracy. There are shortcomings in the arrangement of some elements of the report on the internship. A well-structured report, mainly read from the notes, is made with minor deviations from the regulations on the arrangement of the work, but in a good professional language of science that generally meets the content of the internship, is presented. At the same time a student gives well-reasoned answers to the questions, practice-oriented examples.</p>
<p>Satisfactory (Passing grade)</p>	<p>A student can frame the relevance of solving the problems set within the framework of the internship, but the appropriate material in the report and/or in the presentation is not given. The description of the organization (the internship place) as a subject of international business and a subject of economic relations is not complete. When making the analysis, not enough indicators that are calculated with errors are used. A student independently collected a part of the material necessary to carry out the research on the thesis, processed it with the help of his research advisor, and on this basis made conclusions. Herewith, the necessary part of the calculations (procedures) (51 - 70%) is correct. The relevance of the thesis research topic, goals and objectives, as well as the conclusions on the research outcomes are not precise, incorrect. Report arrangements requirements are mainly observed, but there is a significant number of shortcomings. The report is not structured enough, the regulations on the arrangement of the work are not met, the report is read from the notes. Herewith, a student gives brief answers to questions that are essentially correct, but does not provide practice-oriented, references to literature.</p>
<p>Unsatisfactory (Failure)</p>	<p>A student can't frame the relevance, goals and objectives of the internship. A surface characteristics of the organization (the place of the internship) as a subject of international business and subject of economic relations is given. When making the analysis, few indicators do not reveal the current situation in the company. A student did not collect enough material necessary to carry out the research on the thesis, took a minimum part to collect it and did it only with the help of the research advisor. The relevance of the thesis research topic, goals and objectives, as well as the conclusions on the research outcomes are not correctly formulated. Only some elements of the internship report are done in the right way. The report is not structured enough, the regulations on the arrangement of the work are not met, the report is read from the</p>

	notes. The answers to the questions are either partly correct or incorrect at all.
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11. Academic support for students' independent work during the internship.

Supervision and control over the internship are imposed on the research advisors of master's degree students in the corresponding field of study.

The general academic internship supervision is carried out at the graduate chair "World economy and international business".

Research advisor renders organizational and methodological assistance to the master student to solve the research problems.

Research adviser:

- coordinates the internship program and the research project topic with the master student;
- organizes necessary arrangements to carry out the internship program;
- outlines the overall scheme of the research, the schedule of the internship, the student's working time hours and takes charge of the internship progress and the students' work;
- sets tasks and goals for independent students' work during the internship giving an individual task to collect necessary materials for the master's thesis, consults students;
- gives recommendations on professional literature and research methods;
- participates at the final workshop.

When doing the internship on obtaining primary professional skills on a contractual basis in the state, municipal, public, commercial and non-commercial organizations, companies and institutions performing foreign economic activity, a **base internship mentor** is appointed in this organization.

Base internship mentor:

- informs his master student about the internal rules and regulations, safety measures,
- provides a workplace to the master student;
- organizes access to the basic data of the object, the subject of the research;
- coordinates the individual student's working program with the work plan of the internship base team.

At the end of the internship, the mentor makes a report (appendix 4).

During the internship, a master student gets instructions, recommendations and explanations from his internship advisor on all matters related to the internship, reports on the work performed in accordance with the schedule of the internship..

Master's degree student:

- carries out the research on the approved topic in accordance with the schedule of the

internship and the operating schedule of the company - the internship place ;
- gets instructions, recommendations and explanations on all matters related to the internship from his advisor;
- reports on the work performed in accordance with the established schedule.

During the internship , students must do all the tasks written in their individual internship plans and submit a report. The internship outcomes are reflected in the internship report on primary professional skills obtaining. The report must have the outcomes of the work as written in the individual work plan.

Requirements for the report:

-title page must be arranged in accordance with the requirements in Russian and English;
- the text of the report (in English) must be structured, the names of sections and subsections must be numbered and have numbers of the pages they begin with;
- numbering of pages , tables and appendixes must be consecutive.

The internship report consists of :

- 1) Title page (Appendix 3).
- 2) Individual work plan of the internship (Appendix 1).
- 3) Report content with numbering of sections and subsections, pages.
- 4) Introduction – goals and objectives the author sets and solves during the internship and presents them in the report.
- 5) Chapter 1 - applied research in the following areas:
 - familiarization with the activity of the enterprise (organization), product nomenclature , including exports and imports, specifics of foreign economic activity of the enterprise;
 - study of the organizational and functional structure of the enterprise, the specialization of the units and the conditions for their interaction on the matters of foreign economic activity;
 - study of the business administration of the enterprise and the unit responsible for foreign economic activity;
 - study of the specifics of foreign trade contract prices and the practice of drawing up foreign trade contracts;
 - study of the content and methods of planning the work of the enterprise as a whole and structural units that carry out foreign economic activity;
 - calculation and analysis of financial and economic indicators of the enterprise, proposals drafting aimed to improve the efficiency of the enterprise, including that in the foreign market.
- 6)Chapter 2 - description of the research carried out on the proposed topic of the master's thesis, the outcomes obtained, the problems identified. The data must be structured, presented in the form of tables, figures with necessary explanations.
- 7)Conclusion - it is necessary to give major conclusions obtained during the research, describe the limitations and prospects to continue the research topic;
- 8) List of used literature sources (made in accordance with GOST).
- 9)Appendixes.

Presentation of the research major outcomes at the research workshop at the graduate chair must meet the following requirements:

- presentation language - English;
- report - 7 minutes at most;
- electronic pictures and graphics of the presentation must be done using: Microsoft Power Point, Google Presentation or others.

12. Academic and information support of the internship

(a) basic literature, including from ELS:

1. Recommendations on writing and layout of the course work, graduate qualification work and master's thesis [Electronic resource]: teaching aid/ E.V. Zudina [etc.].— Electron. text data.- Volgograd: Volgograd state socio-pedagogical University, 2016.— p.57 — Mode of access: <http://www.iprbookshop.ru/57785.html>.— ELS "IPRbooks".
2. Master thesis: methods and organization of the research, preparation and defence: study guide / edited by V. I. Belyaev. 2nd ed., revised. — Moscow: KNORUS, 2014.— p.262 — (Master's degree).— Training (classified by UMO).
3. I.N.Kuznetsov . Thesis papers: Methods of preparation and arrangement: study guide. 4th ed., revised and corrected -Moscow: Ed. House "Dashkov and C", 2008.- p.488
4. L.M.Skvortsova Methodology of research [Electronic resource]: study guide / L.M.Skvortsova — Electron. text data.- Moscow: Moscow state University of civil engineering, IPR Media, ELS DIA, 2014.— p.79.— Mode of access: <http://www.iprbookshop.ru/27036.html>.— ELS "IPRbooks".
5. T.V.Ivanova Methodology of Scientific Research (Methodology of scientific research) [Electronic resource]: study guide/ T.V.Ivanova , A.A.Kozlov , E.A.Zhuravleva .— Electron. text data.- Moscow: Peoples ' friendship University of Russia, 2012.— p.80.— Mode of access: <http://www.iprbookshop.ru/11580.html>.— ELS "IPRbooks".
6. Vallejo, Hernan, Essentials for the Development of a Working Paper as a Thesis in Economics (July 24, 2003). Available at SSRN: <https://ssrn.com/abstract=752584> or <http://dx.doi.org/10.2139/ssrn.752584> Oh.
7. Karanja, John G., a Guide to Research Proposal and Thesis Writing (March 11, 2016). Available at SSRN: <https://ssrn.com/abstract=2746361> or <http://dx.doi.org/10.2139/ssrn.2746361>

b) supplementary books, including from ELS:

1. Y.G.Volkov . Thesis: preparation, defence, arrangement -M: Infra-M, 2009.— p. 171.: ill.— Учебное (non classified).
2. Y.N.Novikov . Preparation and defence of master theses and bachelor's papers: study guide / Y.N Novikov.— S-Petersburg: Lan', 2014.— p.29 — (Textbooks for universities. Special literature). — Study guide (non- classified).
3. A.A. Lyubkin. Quantity methods in economic research [E-resource]: textbook for university students of economics and management/ A.A. Lyubkin, M.V. Gracheva., Y.N. Cheremnykh.— El. text data.— M.: Yuniti-Dana, 2015.— p.687 — Mode of access: <http://www.iprbookshop.ru/52068.html>.— ELS «IPRbooks».

4. M.N. Dmitriev. Methodology and methods of El. text data.— Nizhny Novgorod: Nizhny Novgorod state university of architecture and construction , ELS ACB, 2014.—p 93 — Mode of access: <http://www.iprbookshop.ru/30814.html>.— ELS «IPRbooks».
5. O.M. Roy. Methodology of research in economics and management [El. resource]: Study guide/ O.M. Roy.— El. text data.— Omsk: Omsk state university named after F.M. Dostoevsky, 2010.— p.224 — Mode of access: <http://www.iprbookshop.ru/24902.html>.— ELS «IPRbooks».
6. Ramadhana, Muhammad Affan, Plagiarism Prevention Software for Thesis Writing: Its Advantages and the Students' Attitudes (September 14, 2015). The 62nd TEFLIN International Conference, 2015. Available at SSRN: <https://ssrn.com/abstract=2746315>.

c) IT list:

1) Soft ware:

- e.l tables and soft ware attributes «OpenOffice», Internet means.

2) inquiry systems:

- <http://www.consultant.ru/> - ConsultantPlus – legal inquiry system.

- <http://www.garant.ru/> - GarantServis – legal inquiry portal.

- <http://www.kodeks.ru/> - Legal code – legislation, comments, advice

- www.spark-interfax.ru/ - «Information resource SPARK» –check of the contractors, credit and taxes risks management, investment analysis, search for affiliation.

- <http://www.edu.ru/> - Federal portal «Russian education».

- <http://www.edu.rin.ru/> - portal «Science and education».

d) information and telecommunication network resources «Internet»:

1. <http://www.ecsocman.ru/> – Federal educational portal «Economics. Sociology. Management».

2. <http://www.biblioclub.ru> – ELS «University library on-line» - gives access to more relevant materials – primary sources, educational, science and fiction literature of major publishing houses, has reference materials, dictionaries, encyclopaedias.

3. <http://www.grebennikon.ru/> – E-library of Publishing house “Grebennikov” – has full article texts on the main economic, management, marketing, finance and other disciplines issues.

4. <http://www.krugosvet.ru/> – On-line encyclopaedia “Krugosvet” – 215 000 articles on: Economics and Law, Psychology and Pedagogics, Sociology, Philosophy, Religion, Sate and politics and etc.

5. <http://www.elibrary.ru/> – Science e-library –over 12 millions of research letters, 1594 Russian magazines are presented, 744 out of them -in the open

6. <http://www.ebiblioteka.ru/> Universal database of Russia and CIS countries,– has full article texts from economic and finance magazines, publications on social and humane studies, official government journals of RF, Moscow state university bulletin etc.

7. <http://www.rbc.ru>– RosBusinessConsulting.

8. <http://www.aup.ru/> – Administrative management portal.

9. <http://eup.ru/> – Library of Economics and management literature
10. <http://sci-lib.com/> - Big science library.
11. <http://www.rusrev.org/> - «Russian expert survey».
12. <http://stat.hse.ru/> - Economics statistics and demography of RF database - Analysis centre of Higher School of Economics.
12. <http://www.ptpu.ru> –«Management theory and practice problems», e-magazine.
13. <http://www.ecsoc.msses.ru> –«Economic sociology», e-magazine. Archive of domestic and foreign economic, sociologic, management magazines.
14. www.dis.ru – publishing house site “Business and service”, has full text versions of articles on management, marketing, economics, tourism.
15. www.rjm.ru – site of «Russian management magazine», a lead Russian peer-reviewed edition. Access to full text articles is available.
16. www.rsl.ru – site of Russian state library. Via the site it is possible to get the links to the text books, theses, monographies and articles on demand.
17. www.lib.umich.edu – Library of Michigan state;
18. www.iprbooks.ru - ELS «Yurite»;
19. www.iprbookshop.ru - ELS «IPRbooks».

13. Internship material and technical support

To carry out training on the program "International Business - Business in the Baltic Sea Region (in English)" necessary computers with internet access, on-line help systems ("Garant", "Consultant Plus"), textbooks, educational and methodical books, scientific papers and periodicals on economics and business; local normative legal acts of the organization are available.

To do the internship and prepare for a complete report, master students are provided with the access to electronic databases (remote access resources of the PskovSU library).

14. Special aspects of the organization of the internship for the disabled and persons with disabilities

PPEP provides a possibility to teach the disabled and persons with disabilities.

The internship assignment for the disabled and persons with disabilities is developed individually, coordinated with the students, the PPEP director and a representative of a possible employer.

When choosing the internship base, recommendations of medical and social expertise on the possible conditions and types of work for students are taken into account. Based on the student's personal application, the internship (individual stages of the internship) can be carried out according to the established procedure.

For the disabled and persons with disabilities, the selection of the internship place is coordinated with the requirement of their accessibility for the student, and the possibility to receive, transfer and exchange information in an intelligible form is foreseen.

E-agreement with the internship base, followed by the original agreements in the midterm assessment period is assumed.

Internship conditions for the disabled and persons with disabilities with due regard to

professional activity type and the nature of the job functions of students must be provided at the company (organization) – the internship base.

The internship assignment is developed individually with the participation of a representative from the internship base and the student taking into account the peculiarities of the internship base and the student’s health conditions.

The internship assignment scope and content, the internship report are determined individually.

The internship midterm assessment of the disabled and persons with disabilities is carried out in the established form, on the basis of the written report and the comments by the internship advisor, in the intelligible form for students.

Developers:

PskovSU D. Sc (economics) GEIB Chair head

M.Yu. Makhotaeva

PskovSU Cand. Sc. (economics), ass. prof., GEIB Chair

E.N. Naumova

Experts:

Chamber of Commerce and Industry

Pskov Region

president

V.A. Zubov

Tour operators and tour industry

Association of the North-West,

Pskov and Pskov Region

president

G.G. Samokhvalova

(compulsory)

Report title page

Internship on primary professional skills obtaining
(in the Russian language)

**Example of the report title page layout
Internship on primary professional skills obtaining
(in the Russian language)**

Ministry of education and science

the Russian Federation

Federal state-funded educational institution of higher education

“Pskov State University”

Faculty of finance and economics

Chair “Global economy and international business”

REPORT (16 pt)

Internship on primary professional skills obtaining

In _____
(name of the organization)

Master’s program head
professor

(signature, date)

M.Yu. Makhotaeva

Research advisor
candidate of science(economics)
associate professor

(signature, date)

Master student
Group number. _____

(signature, date) _____

Pskov, 2017

(compulsory)

Example of the report title page layout
Internship on primary professional skills obtaining
(in the English language)
The Ministry of Education and Science of The Russian Federation

PSKOV STATE UNIVERSITY

Faculty of Finance and Economics

Chair of Global Economy and International Business

REPORT

on Internship to obtain primary professional skills
in _____
(the title of the organization)

Head of the Master's Program
Professor

(signature, data)

M. Yu. Makhotaeva

Supervisor

(signature, data)

Master student

Group number _____

(signature, data)

Pskov, 2017

(compulsory)

Reference
Internship on primary professional skills obtaining

Master student:

(Full name, year, group)

Internship advisor

(degree, title, post)

1. Time: _____

2. Place: _____

Result of work: _____

Personal and business qualities (competences): _____

Report quality: _____

Recommendations:

Internship grade - _____.

Internship advisor

_____ (Full name)