MINISTRY OF EDUCATION OF RUSSIA

Federal State Budgetary Educational Institution of Higher Education

«Russian State University for the Humanities»
(RSUH)

FACULTY OF ORIENTAL STUDIES AND SOCIAL AND COMMUNICATION SCIENCES
Department of Public Relations, Tourism and Hospitality

PRE-GRADUATE INTERNSHIP

43.04.02 «Tourism»
Code and name of the training area/specialty

«Cultural Heritage Management and Sustainable Tourism»
The name of the orientation (profile)

The degree of higher education: *Master's degree*

Form of study: *Full-Time*

Moscow 2024

Pre-graduate Internship

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CONTENTS

1.   COURSE DESCRIPTION

1.1.   The purpose and objectives of the course

«Pre-graduate practical training» is implemented at the Faculty of Oriental Studies and Social and Communicative Sciences by the Department of Public Relations, Tourism and Hospitality.

The purpose of the discipline: systematization of research tools existing within the framework of analytical activities in the professional field of international tourism: "open tourism", obtained in the process of mastering the educational program and using it for collecting and analyzing on the topic of master's final qualifying work, as well as mastering the basic techniques of conducting independent research work in the direction of their educational training to ensure tourist practices, formation of students' professional knowledge in the field of research activities at the level of master's professional training.

Tasks:

1) formation of a comprehensive understanding of the specifics of the graduate-master's activity in the direction of educational training "Tourism";

2) mastering the methods of research on the chosen topic of the master's qualification work (hereinafter - MD);

3) improving the skills and abilities of independent research activities;

4) development of the competence of the future master specializing in international tourism: legal support of tourist practices;

5) collection and systematization of materials for writing MD;

6) writing and submitting an internship report to the head of the internship from the Russian State University for the Humanities.

The discipline (practice) is implemented in English.

1.2. Type and type of practice

Pre-graduate practical training / production practice

1.3. Methods and places of practice

Methods of practice: stationary, field.

Stationary practice is carried out in the structural divisions of the RSUH intended for practical training or in specialized organizations located on the territory of Moscow, on the basis of an agreement concluded between the RSUH and the profile organization.

Field practice is conducted in specialized organizations of various states, on the basis of an agreement concluded between the RSUH and the profile organization.

1.4. Type (types) of professional activity

During the introductory internship, orientation is carried out on the following types of professional activities, for which graduates are preparing according to the profile of their educational training of the master's level in the direction (profile) – "International tourism: legal support of tourist practices": organizational and managerial.

2.   LEARNING OUTCOMES

Competence	Competence indicators	Learning Outcomes
УК-1 - The ability to carry out a critical analysis of problem situations based on a systematic approach, to develop a strategy of action	УК-1.1 - Analyzes the task, highlighting its basic components, performs the decomposition of the task	Know: the basics of setting work tasks Be able to: analyze the tasks necessary for the implementation of the functioning of the process Possess: skills of task

		decomposition for its effective execution
	УК-1.2 - Finds and critically analyzes the information necessary to solve the task	Know: the basics of search resources with professional information. Be able to: find key information necessary for professional activity Possess: the skills of using search resources of critical information to solve tasks.
	УК-1.3 - Considers and suggests possible solutions to the problem, assessing their advantages and disadvantages	To know: technologies of consideration and development of solutions to the tasks of professional activity Be able to: develop directions for solving professional tasks Possess: the skills of a comprehensive assessment of options for solving tasks
	УК-1.4 - Competently, logically, argumentatively forms his own judgments and assessments	To know: the basics of argumentation and judgment in professional activity Be able to: apply build logical reasoning and judgments Possess: assessment and judgment skills
	УК-1.5 - When processing information, it distinguishes facts from opinions, interpretations, assessments, forms its own opinions and judgments, argues its conclusions and point of view	Know: the basics of information processing in the company's activities Be able to: interpret and evaluate your own opinions and judgments Possess: the skills of forming their own reasoned judgments with the allocation of their own reasoned point of view.
	УК-1.6 - Determines and evaluates the consequences of possible solutions to the problem	To know: the basics of evaluation activity in solving professional tasks Be able to: identify and evaluate the consequences of decisions based on the proposed tools Possess: skills of establishing the consequences of possible solutions to professional problems.
УК-2 - Ability to manage a project at all stages of its life cycle	УК-2.1 - Defines the range of tasks within the set goal, defines the links between them	To know: the basics of goal-setting in professional activity Be able to: define goals and objectives for the assigned work Possess: the skills of establishing links between set goals and objectives.
	УК-2.2 - Suggests ways to	To know: methods of solving

	solve the tasks and expected results; evaluates the proposed methods in terms of compliance with the project goal	professional tasks based on generalizing principles Be able to: set tasks and plan expected results Possess: skills of evaluating ways to solve professional tasks in full compliance with the goals of projects.
	УК-2.3 - Plans the implementation of tasks in its area of responsibility, taking into account available resources and restrictions, existing legal norms	Know: the basics of planning when solving work tasks Be able to: use the available resources necessary to solve the tasks Possess: skills of applying resources and restrictions, legal norms for professional activity
	УК-2.4 - Performs tasks in its area of responsibility in accordance with the planned results and control points, if necessary, adjusts the ways of solving problems	To know: the basics of the risk management implementation model in solving current professional tourism tasks and how to implement them when performing tasks provided for by this type of practice. Be able to: act promptly in the format of risk management and crisis situations with the use of creative technologies in the framework of the creation and promotion of tourist products during the performance of tasks provided for by this type of practice. Own: the ability to coordinate a risk management plan with key stakeholders of the project, including looking for creative ways out of crisis negotiation situations during the performance of tasks for this type of practice.
	УК-2.5 - Presents the results of the project, offers opportunities for their use and/or improvement	Know: the basics of project management; Key results in project management; Be able to: highlight the key results of project management Possess decision-making skills based on the resulting indicators in project management
УК-3 - The ability to organize and manage the work of the team, developing a team strategy	УК-3.1 - Defines its role in social interaction and teamwork, based on the strategy of cooperation to	To know: the indicators necessary for measurement, analysis and characteristic of the methods of team building; to find and analyze

to achieve the goal	achieve the goal	information about internal and external corporate relations; to analyze the effectiveness of internal and external corporate relations in the field of production and promotion of tourist products; to use the theory of conflictology to solve internal and external corporate issues in the field of production and promotion of tourist products when performing tasks own professional activity as an intern. Be able to: formulate the observed indicators of the effectiveness of building collective relationships; find and analyze data on the effectiveness of the work of team members in the process of creating and promoting a travel product as part of their own professional activities as an intern. Possess: strategic planning skills of organizing effective work on the creation and promotion of tourist products by internal and external corporate actors (in the project in which he is engaged during the passage of this type of practice) when carrying out professional activities as an intern.
	УК-3.2 - When implementing its role in social interaction and teamwork, it takes into account the peculiarities of behavior and interests of other participants	To know: important professional, personal characteristics and patterns of perception of information in the process of interaction in the collective (team) of the organization, as well as, based on the information received, to develop an understanding of what is required of him when performing a collective project in the segment for which he is responsible in the labor collective in which the student is practicing. Be able to: find effective communication technologies for interaction with team members, participate in the exchange of information, knowledge and experience; actively participate in the preparation and presentation of

		the results of the team's work on a separate segment for which he is responsible; comply with ethical standards of interaction in the project team, within the organization where the student is interning. Possess: the skills of social interaction and the realization of their own role in the project team, within the organization where the student is practicing
	УК-3.3 - Analyzes the possible consequences of personal actions in social interaction and teamwork, and builds productive interaction with this in mind	Be aware of the consequences of personal decisions when working in a team; techniques of interpersonal and intra-group interaction; the basics of building productive interaction to achieve goals Be able to build productive interaction when working on a goal Master the techniques of interaction and self-organization in teamwork
	УК-3.4 - Exchanges information, knowledge and experience with team members; evaluates the ideas of other team members to achieve the goal	Know the basics of information exchange within the group, the basics of evaluating the ideas of team members Be able to formulate information in order to transmit it to the target groups of the team; evaluate ideas to achieve the goal Possess the skills of interpersonal information exchange, as well as work on the ideas of group members
	УК-3.5 - Complies with the norms and established rules of teamwork; is personally responsible for the result	Know the basics of the formation of norms and rules of teamwork; the technique of taking personal responsibility for the results Be able to work within the framework of group norms and rules; be responsible for the results Master the techniques of developing norms, rules and procedures for the work of group members on set goals, the basics of internal self-regulation in order to comply with personal responsibility
УК-4 - Ability to apply	УК-4.1 - Selects the style of	To know: current trends in the use

| modern communication technologies, including in a foreign language(s), for academic and professional interaction | communication in a foreign language depending on the purpose and conditions of the partnership; adapts speech, communication style and sign language to interaction situations | and development of linguistic means of communication for the effective implementation of professional activities; for building competent internal and external corporate communication; methods of using linguistic means to create and promote tourist products; basic language norms and stylistic turns in Russian and foreign languages and how to apply them when performing tasks for this type of practice. Russian Russian and foreign languages should be able to: use the language tools of Russian and foreign languages to build business professional communication inside and outside the corporation; build a competent negotiation strategy during the creation and promotion of tourist products; use the language tools of Russian and foreign languages in verbal and non-verbal versions for the organization of documentation and other support of the processes of creation and promotion of tourist products in the implementation of professional activities as the intern. Possess: the skills of using language norms and stylistic turns within the framework of their own professional activity as an intern; the skills of conducting business correspondence in Russian and foreign languages; the ability to compose grammatically literate texts in the process of creating and promoting travel products in the exercise of professional activity as an intern. |
| | УК-4.2 - Conducts business correspondence in English, taking into account the peculiarities of the style of official and unofficial letters | To know: professional, cultural, regional peculiarities of English and any other foreign languages in professional rhetoric in the field of tourism; basic and variable formats of non-verbal types of communication in English and any other foreign languages, depending on the goals of |

		communicative interaction in the course of professional activity as a trainee.
		Be able to: read, translate and compose documents in English and any other foreign languages to accompany professional activities in the field of tourism as an intern, including taking into account the peculiarities of the norms and rules of the legal language; to carry out oral public mass communication in English and any other foreign languages using non-verbal forms of communication for the purposes of communicative interaction with different types of audiences in the course of performing professional activities as an intern.
		Possess: the skills of drafting documents in English and any other foreign languages, including in the framework of business correspondence and negotiations, including the use of techniques of professional rhetoric and non-verbal forms of communication adapted to the goals of communicative interaction to ensure professional activity in the field of tourism as an intern.
	УК-4.3 - Conducts business correspondence in a foreign language, taking into account the peculiarities of the style of official letters and socio-cultural differences	To know: the basics of business communication in oral and written forms in the state language of the Russian Federation and any other foreign language, their types; the rules of linguistic speech etiquette and dialogue, the laws of composition and style, persuasion techniques for self-organization when performing tasks provided for by this type of practice.
		Be able to: use basic information and communication technologies when searching for the necessary information in the process of solving standard communicative tasks formed by the head of the practice from the organization to achieve professional goals in the state language of the Russian

		Federation and any other foreign language. Possess: communication skills in oral and written forms in the state language of the Russian Federation and foreign languages to solve problems of interpersonal and intercultural interaction within the framework of practical tasks of the head of the practice from the organization for the preparation and conduct of a communication campaign and event
	УК-4.4 - Performs translation of official and professional texts into foreign languages for personal purposes	To know: professional jargonisms and features of linguistic communication in the field of tourism in Russian and foreign languages, including in the context of drafting a legally and legally competent language in professional activity as an intern. Be able to: critically analyze and interpret oral and written professionally oriented information in Russian and translate such information from other foreign languages when performing tasks provided for by this type of practice. Own: ability to critically analyze and synthesize oral and written professionally oriented information in Russian and foreign language(s) when performing professional activities as a trainee.
	УК-4.5 - He speaks publicly in English, builds his speech taking into account the audience and the purpose of communication	To know: methodological features of translating texts from English (state) language into a foreign language and from a foreign language into English (state) language and how to apply them when performing tasks provided for by this type of practice. Be able to: translate documents into English (state) and foreign languages for successful support of professional activities in the field of tourism as an intern. Possess: the skills of professional translation necessary to perform the tasks provided for by this type

		of practice, an array of text from English (state) language into a foreign language and from a foreign language into English (state) language.
	УК-4.6 - Orally presents the results of his activities in a foreign language, can support a conversation during their discussion	Know the basics of presenting work results; techniques for maintaining conversation Be able to use the norms and rules of a foreign language to present the results of work Possess the skills of interlanguage communication on professional topics.
УК-5 - The ability to analyze and take into account the diversity of cultures in the process of intercultural interaction	УК-5.1 - Notes and analyzes the features of intercultural interaction (advantages and possible problem situations) due to the difference in ethical, religious and value systems	To know: sociocultural specifics of tolerant perception of social and cultural differences in the format and content of information in the process of interaction in the collective of the organization in which the student is practicing. Be able to: perceive the intercultural diversity of society in socio-historical, ethical and philosophical contexts within the framework of planning and organizing current practices of mass communication within the framework of ongoing projects and assignments during the passage of this type of practice. Possess: the skills of respectful and careful attitude to the historical heritage and cultural traditions of our country and take into account this socio-cultural feature of the implementation of current mass communication practices in our country within the framework of ongoing projects and assignments during the passage of this type of practice.
	УК-5.2 - Offers ways to overcome communication barriers in cross-cultural interaction	To know: specific features, first of all, cultural and religious of the target audience of interaction; methods of creating and promoting a tourist product taking into account regional peculiarities in the cultural context of a particular social group and, in accordance with this specificity, to carry out tasks of professional activity as an

		intern.
		Be able to: build a strategy for creating and promoting a tourist product taking into account the traditions and culture of a particular social group and take it into account when performing tasks during this type of practice. Own: the ability to search and analyze information about the cultural and religious specifics of the target audience of interaction; the skills to build internal and external corporate communications, taking into account the traditions and culture of the region and / or social group within the tasks that are performed during the passage of this type of practice.
	УК-5.3 - Adheres to the principles of non-discriminatory interaction based on a tolerant perception of the cultural characteristics of representatives of various ethnic groups and faiths, in personal and mass communication	To know: the history, culture of the regions, taking into account the social, economic and political context; the history, culture of the regions of the world, taking into account the regional peculiarities of the economic and political situation. Be able to: search for and analyze relevant information about the history, culture, political and economic situation of the region and/or social group and, accordingly, prepare their own educational projects during the passage of this type of practice. Possess: the skills of creating and /or adapting the information and communication strategy of educational projects, taking into account the traditions and culture of the region and/ or social group to which this project is directed when performing tasks for this type of practice.
УК-6 - The ability to determine and implement the priorities of their own activities and ways to improve it based on self-assessment	УК-6.1 - Uses time management tools and methods when performing specific tasks, projects, and achieving goals	To know: the goals of one's own activity, within the framework of passing this type of practice, in order to rationally allocate one's own personal resources to maintain the existing self-esteem, based on the planned results of

| | | completing all tasks in this practice. Be able to: manage your own personal resource potential as a basis for self-organization and self-education during the passage of all stages of this type of practice. Possess: skills of self-organization and setting priorities in their own activities in this type of practice of professional activity of a tourism specialist, taking into account the available personal resource potential to confirm their own self-esteem. |
| | УК-6.2 - Determines the priorities of his own activities, personal development and professional growth | To know: typical goals within the framework of performing professional activities in the field of tourism as an intern; the resource intensity of production and promotion of tourist products, taking into account the economic situation of the region; the methodology for constructing time constraints during the production and promotion of tourist products. Be able to: develop a time table and schedule for the production and promotion of tourist products; develop a strategy for the production of tourist products; planning the cost of resources for the production and promotion of tourist products; analyze the state of the company's funds for further work planning; analyze the prospects for the sale of tourist products at the beginning of a communication campaign or event during the execution of a task for this type of practice. Possess: the skills of planning the costs of the company's resources for the implementation of professional activities in the field of tourism; the ability to plan time costs for the development and promotion of tourist products; the ability to analyze and plan strategies to achieve goals for the implementation of professional |

		activities, time management technologies ways to achieve the goals of this type of practice, taking into account resources, conditions, means, time perspective development of activities and planned results based on the results of this type of practice.
	УК-6.3 - Assesses the requirements of the labor market and the offers of educational services to build the trajectory of their own professional growth	Know the techniques of assessing the labor market; features of building your own development trajectory Be able to evaluate the offers of educational services, the labor market, and apply labor supply tools to potential employers and partners Have the skills to form their own development trajectory in a professional environment based on market situations and educational services.
	УК-6.4 - Builds a professional career and defines a professional development strategy	Know the basics of professional career development, professional development strategies Be able to apply the tools of strategic development of your own professional career Have the skills to build a career and use the most relevant tools for professional development
	УК-6.5 - Selects health-saving technologies to maintain a healthy lifestyle, taking into account the physiological characteristics of the body	Know the basics of health saving and maintaining a healthy lifestyle Be able to choose health-saving technologies taking into account the physiological characteristics of the body Possess the skills of applying the selected techniques of maintaining health at the proper level
	УК-6.6 - Plans his working and free time for an optimal combination of physical and mental load and ensuring working capacity	Know the basics of time planning to balance work and rest Be able to choose time management techniques, as well as work and rest time to ensure efficiency Possess the skills of the most effective application of the selected techniques of planning your own work and rest to ensure the necessary level of efficiency

	УК-6.7 - Observes and promotes the norms of a healthy lifestyle in various life situations and in professional activities	Know the conditions of compliance with the norms of healthy lifestyle, situations in professional activity that can lead to an imbalance Be able to determine the conditions for compliance with the norms of a healthy lifestyle Possess the skills of applying the norms of compliance with the conditions of healthy lifestyle, as well as its promotion in various situations of professional activity
ОПК-1 - The ability to form a technological concept of a tourist organization, to organize the introduction of technological innovations and software in the field of tourism	ОПК–1.1 - Forms the technological concept of a tourist enterprise	To know: basic technologies for creating basic forms of future tourist products, forms of building partnerships with representatives of the tourism industry, structural relations within a tourist organization in their own professional activities in this type of practice. Be able to: carry out, under the supervision of the head of the practice from the organization, the preparation of proposals for tourists in accordance with the profile of the company's activities, the market situation, forms of relations with business partners. Possess: primary skills of analysis and, based on it, the creation of tourism projects in demand by society and industry, their successful application during the passage of this type of practice.
	ОПК–1.2 - Manages the process of introducing technological innovations into the activities of tourism enterprises	Know: professional standards for the introduction of innovative technologies Be able to: during the internship, independently and collectively plan and prepare effective tourist solutions, primarily reflecting current trends in tourism development. Possess: the skills of managing the processes of innovation implementation that accompany professional activity in the field of tourism during the performance of tasks for this type of practice.
	ОПК–1.3 - Able to organize	Know the basics of organizing the

	the process of implementing software in the field of tourism	process of implementing professional software Be able to determine the necessary levels and settings of the software for the implementation of professional activities Possess the skills of organizing the process of optimal software implementation in professional tourism activities
ОПК-2 - Ability to carry out strategic management of tourism activities at various levels of management	ОПК-2.1 - Carries out strategic management of tourism activities at various levels of management	To know: the basics of strategic management, as well as current legislation regulating tourism activities; methods of analyzing the situation in the country depending on the level of development and interaction of state institutions in the region and the influence of state structures on the implementation of professional activities in the field of tourism as an intern. Be able to: reflect the results of a study on the impact of institutions on the tourism industry; conduct a strategic analysis of the mutual impact of professional activities in the field of tourism and government agencies during the performance of tasks within the framework of this type of practice. Possess: the skills of conducting a strategic analysis of the political potential and interaction of state institutions with the tourism industry; the ability to establish mutually beneficial relations between actors of state institutions in the region and representatives of tourism in the framework of this type of practice.
	ОПК-2.2 - Uses the basic methods and techniques of analysis, modeling and strategic planning of tourism activities at various levels of management	To know: current tools and methods of modeling strategic decisions in tourism. Be able to: apply, depending on the situation, the goals of modeling, the level of access to the final relevant information, specific applied tools (both mathematical and socio-humanitarian block tools). Possess: skills of analysis based on

		the results of modeling plans and projects of tourist activity.
	ОПК-2.3 - Manages the process of organizational diagnostics and organizational design of the activities of tourism enterprises	Know the basics of managing the process of organizational diagnostics, organizational design in tourism Be able to choose the rules for building an organization, diagnose organizational interaction Possess the skills of building optimal organizational structures with effective inter-component relationships, project management in the field of tourism
ОПК-3 - Ability to develop and implement quality management systems for tourism services	ОПК-3.1 - Develops and implements quality management systems in accordance with national and international quality standards	Know: quality management systems in tourism Be able to: analyze the systems of building standards in tourism activities. Possess: the skills of developing and implementing standards in the activities of a travel company.
	ОПК-3.2 - Evaluates the quality of services in the field of tourism in accordance with the standards of tourist enterprises, hotels and other accommodation facilities, taking into account the opinions of consumers and other interested parties	Know: the rules of the evaluation procedures of the quality of tourist services Be able to: conduct a system for evaluating the quality of procedures Possess: skills of drawing up checklists for checking the development and control of the implementation of quality standards in tourism.
	ОПК-3.3 - Implements quality management systems at tourism enterprises	Know the basics of the quality management system in the tourism sector Be able to formulate quality management techniques and implement them under the influence of external and internal factors Have the skills to develop operational procedures in tourism
ОПК-4 - Ability to develop and implement marketing strategies and programs in the field of tourism	ОПК-4.1 - Applies marketing research technologies in professional activities	To know: the algorithm for identifying the requests and needs of society and the audience in professional activity as a trainee in tourism. Be able to: conduct sociological research to develop the content of standard tasks and determine the optimal ways to solve them in

		their own professional activities as a tourism intern Possess: the skill of comparing sociological data with the requests and needs of society and individual classroom groups when solving professional tasks in tourism during the passage of this type of practice.
	ОПК-4.2 - Develops marketing strategies and programs in the field of tourism	To know: features of the search and data collection for the preparation of a strategy for the formation and distribution of tourist products; methods of working with target audiences; methods of analyzing the data obtained for use in the field of tourism; ways of using the data obtained to develop a strategy for conducting tourism and other companies during the performance of professional activities in the field of tourism as an intern. Be able: during the internship to demonstrate their professional actions in the field of tourism in building communication with target groups to develop a strategy for the creation and further distribution of tourist products.. Possess: analytical skills to conduct research on a potential market with the participation of target groups.
	ОПК-4.3 - Implements marketing strategies and programs in the activities of tourism enterprises, including using the Internet	Know the basics of strategic and marketing design in the program management of tourism Be able to use Internet resources for marketing and strategic tourism analysis Have the skills to identify strategic tools for further use
ОПК-5 - The ability to provide justification, development and implementation of the economic strategy of the enterprise, priority areas of its activities and be able to assess the effectiveness of management decisions	ОПК-5.1 - Applies technologies and methods of strategic analysis of the activities of tourism industry enterprises	To know: the main methods and techniques of strategic analysis for the implementation of tourism projects Be able to: conduct a strategic analysis of the activities of tourist enterprises Possess: the skills of applying specific technologies and methods to conduct analytical work within

		the framework of strategic perspectives
	ОПК-5.2 - Provides justification, development and implementation of economic strategies and priority areas of activity of tourism enterprises	To know: the main trends in the development of tourism projects in the region, the country and the world, based on available resources. Be able to: carry out their professional actions in the field of tourism during the passage of this type of practice, taking into account the specifics of the implementation of strategic priorities of tourism companies. Possess: professional skills in creating economic strategic and priority areas of the company's activities
	ОПК-5.3 - Evaluates the effectiveness of management decisions at various levels of tourism management	Know the conditions for the effectiveness of management decisions in tourism Be able to set performance criteria based on internal and external factors to make an optimal decision Possess decision-making skills in the conditions of formulated performance parameters
ОПК-6 - Ability to plan and apply approaches, methods and technologies of scientific and applied research in the chosen field of professional activity	ОПК-6.1 - Plans scientific and applied research in the field of professional activity	Find out: current technical and technological needs of providing professional activities in the field of tourism in order to use them to perform tasks for this type of practice. Be able to: use modern technical and technological means of providing activities in the field of tourism; use professional support for the creation and promotion of tourist products during the passage of this type of practice. Possess: skills of selection and planning of research activities in the professional field.
	ОПК-6.2 - Applies approaches, methods and technologies of scientific and applied research in the field of professional activity	To know: methods of conducting scientific research in the tourism industry Be able to: apply approaches and methods of research in tourism Possess: skills in developing methods and approaches of research and applied work in the

		field of tourism
	ОПК-6.3 - Presents the results of scientific and applied research in the field of professional activity in the form of scientific articles, reports at scientific conferences	Know the possibilities of presenting the results of scientific and research activities Be able to determine the source of publication of the results of their research Have the skills to prepare, conduct and publish scientific and applied research in the field of tourism
ОПК-7 - The ability to carry out pedagogical activities in the main professional educational programs and additional professional programs	ОПК-7.1 - Carries out pedagogical activities in the main educational programs of the bachelor's degree and additional professional programs focused on training personnel for the tourism industry	To know: the material necessary for conducting pedagogical activities for students of tourism programs Be able to: conduct seminar-type classes with undergraduate and additional education students Possess: the skills of building classes with students in order to teach specific applied knowledge.
	ОПК-7.2 - Selects the forms and methods of preparation for conducting classes in the main professional educational programs and additional professional programs	To know: formation of the structure of an additional educational program for the tourism sector Be able to: make a work program, structure, measuring materials, etc. Possess: the skills of conducting classes with students of additional education courses.
	ОПК-7.3 - Plans learning outcomes, conducts ongoing knowledge control and intermediate certification in disciplines	Know the basics of results planning, the basics of knowledge assessment and control, the conditions for certification in disciplines Be able to plan learning outcomes, identify knowledge control tools, as well as their application Possess the skills of conducting training, conducting certification
Type of tasks of professional activity (type) of activity: organizational and managerial		
ПК-1 - Knowledge of techniques and methods of working with personnel, methods of assessing the quality and effectiveness of the personnel of the enterprise of the tourism industry	ПК-1.1 - Manages the human resources of the tourism industry enterprise	Know: fundamentals of human resource management in the travel industry Be able to: apply human resource management tools Possess: skills of organizing personnel planning in tourism
	ПК-1.2 - Carries out interaction with consumers and interested parties	Know: rules of communication with key stakeholders in tourism Be able to: build processes of interaction with stakeholders Possess: skills in planning and

		organizing procedures for effective interaction with stakeholders of a travel company
	ПК-1.3 - Monitors and evaluates the quality and performance of the personnel of the enterprise of the tourism industry	To know: the basics of monitoring and evaluating the quality of staff work Be able to: form target indicators of the quality of the assessment of the work of the workforce Possess: skills of improving procedures for assessing the quality and effectiveness of people's work, as well as improving the evaluation procedures of a tourist enterprise.
Type of tasks of professional activity (type) of activity: project		
ПК-2 - Possession of the ability to formulate the concept of a tourist enterprise, develop an effective strategy and form an active risk assessment policy of a tourist industry enterprise	ПК-2.1 - Applies modern methods and technologies for designing the activities of a tourist enterprise	To know: the basics of designing the activities of a tourist enterprise Be able to: apply methods and technologies of project activity Possess: skills of determining the effectiveness of tourism projects based on the tools and methods involved
	ПК-2.2 - Applies modern technologies of rendering services in organizations of the tourism sector that meet the requirements of consumers in terms of terms, price and quality of service, as well as safety requirements	Know: modern technologies of tourist services Be able to: make up the structure of tourist services in accordance with price, time and other factors Possess: the skills of taking into account the security issues of the tourist services provided in accordance with the required level of quality
	ПК-2.3 - Forms the idea of the project, organizes project activities	To know: the basics of the ideological content of a tourist project in accordance with the goals of the trip Be able to: design a value proposition around the main goal of a tourist project based on the tools provided by partners Possess: the skills of organizing project activities when forming the idea of a tourist project.
Type of tasks of professional activity (type) of activity: technological		
ПК-3 - Possession of the ability to evaluate and carry out feasibility studies of innovative projects in the tourism industry at different levels (federal, regional,	ПК-3.1 - Carries out the process of developing a tourist product using innovative technologies	To know: the basics of structuring scientific research in the field of tourism; the algorithm for preparing scientific research in the field of tourism; the main subject areas of research in the field of

municipal (local) level)		advertising and public relations and how they can be studied with the help of research activities of students specializing in this type of practice in the field of tourism. Be able to: isolate the main and secondary research directions in the chosen field of studying problematic issues of modern professional activity in advertising and public relations in the process of its structuring; develop an effective algorithm for preparing scientific research in the field of tourism; search for directions for studying the main subject areas of tourism research and successfully conduct it in this type of practice. Possess: methods of structuring scientific research in the field of tourism; skills of implementing an algorithm for preparing scientific research in the field of tourism; skills of structuring scientific research in the main subject areas of studying the modern professional sphere of tourism and successfully implement them in this type of practice.
	ПК-3.2 - Carries out a feasibility study of tourist products	To know: the main methods of theoretical research analysis of the modern professional sphere of tourism; the main methods of empirical research analysis of the modern professional sphere of tourism; the main methods of marketing and sociological research in the professional sphere of public relations of the modern professional sphere of tourism. Be able to: use the basic methods of theoretical research analysis of the modern professional sphere of tourism in the framework of their research activities in this type of practice; use the basic methods of empirical research analysis of the modern professional sphere of tourism in the framework of their research activities in this type of practice; use the basic methods of marketing and sociological

		research
		research analysis of the modern professional sphere of tourism in the framework of its research activities in this type of practice. Possess: the skills of using modern methodological apparatus necessary for conducting scientific research in the professional field of tourism in this type of practice.
Type of tasks of professional activity (type) of activity: research		
ПК-4 - The ability to carry out scientific and analytical substantiation of the choice of organizational and managerial innovations for their application at tourism enterprises	ПК-4.1 - Carries out scientific and analytical substantiation of the choice of organizational and managerial innovations for their application at tourism enterprises	To know: features of the implementation of organizational and managerial innovations for the tourism sector Be able to: carry out scientific and analytical justification for innovations Possess: skills of evaluating the effectiveness of decisions made
	ПК-4.2 - Умеет применять научные методы исследования при проведении экспертизы организационно-управленческих инноваций, планируемых к применению на предприятиях сферы туризма	Know: methods of conducting scientific research for tourism purposes Be able to: apply the methods of scientific research in the expert activities of enterprises and projects in the tourism sector Possess: selection skills in order to apply methods of research and expertise of tourism projects.
Type of tasks of professional activity (type) of activity: pedagogical		
ПК-5 - The ability to apply remote technologies for advanced training of personnel of tourism enterprises in the regions and/or tourist clusters	ПК-5.1 - Demonstrates skills of conducting analysis of remote technologies for staff development	Know: remote technologies for staff development Be able to: apply programs for the development of necessary competencies among employees of a tourist enterprise Possess: the skills of searching for companies and structures that provide the necessary education for the staff of a tourist enterprise
	ПК-5.2 - Demonstrates the ability to analyze the material and technical resources necessary for the organization of advanced training of personnel of tourism enterprises in the regions and/or tourist clusters through the use of remote technologies	To know: fundamentals of the analysis of material and technical resources for staff development Be able to: conduct classes with employees of the tourism sector while improving the skills of staff Possess: skills of using distance learning technologies in the implementation of advanced training of personnel of a tourist enterprise.

3.   COURSE SYLLABUS

The total labor intensity of the practice is 6 credits – 216 hours within the calendar training schedule.

The volume of contact work is 8 hours each, the volume of independent work is 208 hours each.

№	Name of the discipline section	Content
1.	Safety instruction	Interview with clarification of nuances in accordance with the place of internship, as well as the assigned responsibilities: - instructing students on familiarization with the requirements of labor protection, safety, fire safety, as well as internal labor regulations; - familiarization with the functional responsibilities of the intern in the places of practice.
2.	Research	Summary of the collected material on the development of strategies for the development of tourism / tourism project / activities in the field of tourism within the management of cultural heritage, sustainable development goals and the concept of open tourism. Conducting pre-project theoretical and applied research, developing a basis for making informed organizational and managerial decisions. Analysis and evaluation of the effectiveness of tourism development / tourism project / activity in the field of tourism within the framework of cultural heritage management, sustainable development goals and the concept of open tourism. Analysis of strategic priorities of tourism development. The choice of tools for strategic design of tourism development.
3.	Project (within the framework of the organizational and managerial type of tasks of professional activity)	Identification in practice of priority areas in design and management in accordance with the subject of the study, development of design directions for tourism activities taking into account sustainable development. Development of recommendations for the creation of new tourism projects that meet the requirements of the tourism industry and sustainable development goals.
4.	Preparation and present of the practice report	Collection of missing information, analysis and processing of the collected scientific and technical information for their use in the preparation and protection of reports on the conducted familiarization activities; - writing, registration and submission of the report and accounting documents on practice according to the individual task and requirements of applications; - protection of the practice report.

4.   COURSE POLICIES
4.1 Grading system

The forms of reporting on the practice are: the student's report, characteristics from the place of internship.

The characteristics from the place of internship of the trainee should include an indication of the type of practice completed, the terms of passage, which should coincide with the terms specified in the order on the passage of this type of practice by students, also the characteristics indicate the duties of the student-trainee performed by him during the internship, the degree of success and the existing shortcomings (comments) on achieved results in completing tasks, received by the intern in this type of practice (in the preparation and defense of his own project at the final lesson on summing up the practice in the organization, as well as in the completeness of collecting empirical research materials to prepare for writing the MD).

In addition, a brief general description of the personal and professional qualities demonstrated by the intern during the internship is given.

The head of the introductory practice from the organization characterizes the degree of readiness of the student-intern to perform the professional tasks assigned to him and further prospects for his growth in the chosen direction (profile) of the educational program.

In conclusion, the head of the practice from the organization issues a recommended assessment based on the results of the introductory internship to the student-intern. This assessment should be confirmed by timely provision of reporting documentation on the results of the internship by the student-intern to the head of the introductory practice from the RSUH and successful defense at a meeting of students-interns on the results of their organizational practice at the RSUH, where the student-intern characterizes the specifics of their passage of this type of practice.

The content and sections of the report of the master student on the progress and results achieved by him on the organizational practice should correspond to the content of the tasks set and the production and professional tasks defined for this practice for the period of this type of practice.

The first section of the student-intern's report includes an analysis of documentation in the field of tourism activities, which is engaged in the basic institution in which the student had an internship.

The second section reflects the intern's personal contribution to solving the tasks assigned to him and presents them with algorithms for solving the production and professional tasks he has received for this type of practice he has completed.

4.2. Evaluation criteria for practice

Points/ ECTS Scale	Course score	Criteria for evaluating learning outcomes in the course
100-83/ A,B	Excellent / passed	It is presented to the student if the characteristic from the place of internship contains a high positive assessment, the report is made in full compliance with the requirements, the analytical part of the report is characterized by a comprehensive approach, creativity and non-standard thinking of the student, the conclusions are justified and supported by a significant amount of factual material. The student exhaustively and logically presents the educational material in a coherent manner, is able to link theory with practice, copes with solving professional tasks of a high level of complexity, correctly justifies the decisions made. The competencies assigned to the practice are formed at the "high" level.

Points/ ECTS Scale	Course score	Criteria for evaluating learning outcomes in the course
82-68/ C	Good / passed	It is issued to the student if the characteristic from the place of internship contains a positive assessment, the report is made in general in accordance with the requirements without significant inaccuracies, includes factual material collected during the internship. The student correctly applies theoretical provisions in solving practical tasks of a professional orientation of different levels of complexity, possesses the necessary skills and techniques for this. The competencies assigned to the discipline are formed at the "good" level.
67-50/ D,E	Acceptable / passed	It is issued to the student if the characteristic from the place of internship contains a positive assessment, the report on the design and content partially meets the existing requirements, but contains inaccuracies and individual factual errors, there is no illustrative material. The student has certain difficulties in applying theoretical provisions in solving practical tasks of a professional orientation of a standard level of complexity, possesses the basic skills and techniques necessary for this. The competencies assigned to the discipline are formed at the "sufficient" level.
49-0/ F,FX	Unpublishable / unpassed	It is issued to the student if the characteristic from the place of practice does not contain a positive assessment. The report is not submitted on time and does not meet the existing requirements. The student has serious difficulties in applying theoretical provisions in solving practical tasks of a professional orientation of a standard level of complexity, does not possess the necessary skills and techniques for this. Competencies at the "sufficient" level assigned to the discipline have not been formed.

5.   ASSESSMENT STRATEGIES AND METHODS

Within the framework of the studied material of the Master's program courses, apply theoretical information and practical tools for writing a report on practice:

List of control questions and practice assignments:

- to present a concept and an updated research plan based on the collected material;

- to collect and summarize information on the subject of research in the course of theoretical research and analysis of data from secondary sources in accordance with the base of practice and the subject of the study;

- to search and analyze primary information about the state of the tourism sector to assess the effectiveness of its development and subsequent modeling and making constructive decisions in the tourism industry in accordance with the research topic and practice base;

- to determine strategic priorities for tourism development within the framework of sustainable development goals, taking into account the preservation of cultural and historical heritage in accordance with the base of practice and the subject of the study,

- to develop tools for the strategic design of the development of tourism activities;

- to determine, based on the results of the assessment of the development and efficiency of the functioning of the tourism sector, as well as the identified strategic priorities of priority areas of design in accordance with the practice base and research topics; development of design directions within the framework of sustainable development goals;

- to present material on the prospective development of new tourism projects that meet the requirements of the tourism industry and in accordance with the base of practice and research topics in the form of a publication in a scientific publication.

When conducting organizational and managerial practice, it is provided for:

- interview (based on the materials of the introductory lecture, safety briefing, acquaintance of students with the specifics of the professional activity of the organization in which they are practicing),

- completion of the practice plan (schedule) (instructional lesson on practice assignments, study of organizational documents of the enterprise, instructional lesson with interns of the head of the practice from the organization),

- preparation and protection of the report (classes of the head of the practice from the organization on the specifics of processing and systematization of information received by students during their internship, classes of the head of the practice on the preparation of students' own project in the field of legal support of tourist practices, the final lesson on summing up the results of practice in the organization in which the student had an internship, protection by students of their own project, interim control (differentiated credit with assessment);

- presentation of a copy of the student's published article based on the results of the conducted research within the framework of pre-graduate practice.

Such activity of a master's student is provided within the framework of his independent work during the passage of this type of practice in the structural divisions of the organization under the supervision of the teacher and the head of the organization.

The rules of writing a report are being taught.

Recommendations for the collection, processing and analysis of materials accumulated during the practice and included in the reporting documentation: The practice report is the main document of the student, reflecting the work done, knowledge gained and practical skills. The materials of the report can be used by the student in the future in his own research preparation of empirical research for his master's final qualifying work.

The report should cover in detail and fully the issues of the methodology of tasks, meetings, organization of events and provide sources of information (documents, photos, forms, etc.). Conclusions should be drawn and recommendations proposed for each task.

The student prepares the report on the practice independently and submits it for verification and evaluation to the head of the practice from the enterprise on the last day of work. All accounting documents are submitted to the head of the practice from the faculty / department within 10 days after its completion.

The head of the practice holds a final meeting, evaluates the quality and efficiency of the work and gives ratings according to the rating system (differentiated credit).

A student who has not completed organizational and managerial practice without valid reasons is considered to have academic failure and is submitted for expulsion.

6. COURSE MATERIALS
6.1 List of sources and literature
Sources
Main
The Sustainable Development Goals - https://www.un.org/sustainabledevelopment/
ESG Risk Guard - https://esgriskguard.com/all-about-esg-risks/
Organisation for Economic Co-operation and Development -
https://www.oecd.org/finance/esg-investing.htm
Sustaining tourism - https://sustainabletourism.net/
Department of Economic and Social Affairs. Sustainable development. Sustainable tourism -
https://sdgs.un.org/ru/topics/sustainable-tourism
Additional
Federal Agency for Tourism - https://tourism.gov.ru /
National Tourism Portal - https://russia.travel/

Literature
Main

Basalaeva, O. G. Fundamentals of the state cultural policy of the Russian Federation: an educational and methodological guide for students studying in all areas of bachelor's degree and specialty / O. G. Basalaeva, T. A. Volkova, E. V. Panichkina. - - Kemerovo: Kemguki, 2019. - 170 p. - Text: electronic. - URL: https://znanium.com/catalog/product/1154327

Gorfinkel, V. Ya. Innovative management: textbook / edited by V.Ya. Gorfinkel, T.G. Popadyuk. — 4th ed., reprint. and add. — Moscow : University textbook : INFRA-M, 2021. — 380 p. Text: electronic. - URL: https://znanium.com/catalog/product/1247039

Kulagin, V. Digital @ Scale: a desktop book on digitalization of business / V. Kulagin, A. Sukharevsky, Yu. Meffert. - Moscow : Intellectual Literature, 2019. - 293 p. - Text : electronic. - URL: https://znanium.com/catalog/product/1077951.

Raisberg, B. A. State management of economic and social processes: a textbook / B.A. Raisberg. — Moscow: INFRA-M, 2021. - 384 p. -- Text: electronic. - URL: https://znanium.com/catalog/product/1150323

Additional

Art management: Textbook / Zhukovskaya L.N., Kostylev S.V., Luzan V.S. - Krasnoyar.:SFU, 2016. - 188 p. Text: electronic. - URL: https://znanium.com/catalog/product/966649

Belgorodskaya, L. V. Meanings and hidden subtexts of visual historical sources : monograph / L. V. Belgorodskaya. - Krasnoyarsk: Sib. feder. un-t, 2019. - 168 p. Text : electronic. - URL: https://znanium.com/catalog/product/1818928.

Levchenko, T. P. Management of investment attractiveness in the tourist and recreational sphere: monograph / T. P. Levchenko, V. A. Yanushkin, A. A. Ryabtsev. — Moscow : INFRA-M, 2021. - 162 p. — (Scientific thought). - Text: electronic. - URL: https://znanium.com/catalog/product/1140478

Development of entrepreneurship and business in modern conditions: methodology and organization: monograph / under the general editorship of the Rector of the Financial University under the Government of the Russian Federation. Doctor of Economics, Professor M. A. Eskindarov. - Moscow: Publishing and Trading Corporation "Dashkov and Co.", 2017. - 466 p. - Text: electronic. - URL: https://znanium.com/catalog/product/1449619.

Sherstobitova, T. I. Marketing management of interaction of subjects of the innovation sphere: monograph / T.I. Sherstobitova, L.N. Semerkova. — Moscow : INFRA-M, 2019. - 282 p. — (Scientific thought). — www.dx.doi.org/10.12737/monography_5c6e4bc7f3e1c1.77794347 .- Text : electronic. - URL: https://znanium.com/catalog/product/971769

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

Electronic library system BOOK.RU http://www.book.ru
Electronic library system "University Library ONLINE" http://biblioclub.ru/
Electronic library system Znanium http://www.znanium.com
Electronic library system of the publishing house "YURAYT" https://urait.ru /
Alpina Digital Business Online Library http://lib.alpinadigital.ru/
Electronic library of the Publishing House "Grebennikov" https://grebennikon.ru/
Scientific Electronic Library eLibrary.ru http://elibrary.ru
National Electronic Library http://нэб.рф/
The database package of EBSCO Publishing, the largest aggregator of scientific resources of the world's leading publishers http://search.ebscohost.com
Electronic products of Elsevier publishing house http://www.sciencedirect.comEmerald: Management eJournal Portfolio https://www.emerald.com/insight/
Request: Database Subscription to business books on the E-book Center platform https://search.proquest.com/
ProQuest Dissertations and Theses A and I https://search.proquest.com/
RUSLAN's database of the Van Dijk Bureau company https://ruslana .bvdep.com/
Scopus https://www.scopus.com

7.   The material and technical base necessary for the practice

1. Places for students at the practice bases should be equipped with a computer with licensed software necessary for the successful completion of organizational practice, including the necessary multimedia tools that would contribute to the successful completion of professional tasks received by them from the institution in which they are practicing and production tasks for practice, the performance of which is set the head of the practice from the RSUH.

2. In the organization where the student is interning, he must be provided with access to a computer connected to the Internet communication system.

The composition of the software:
1.   Windows
2.   Microsoft Office

Appendix 1. Summary of the work program of the practice

ABSTRACT OF THE WORK PROGRAM OF THE INTERNSHIP
(Pre-graduate Internship)

The practice is implemented by the Department of Public Relations, Tourism and Hospitality on the basis of these organizations and structural divisions.

Pre-graduate practical training is implemented at the Faculty of Oriental Studies and Social and Communicative Sciences by the Department of Public Relations, Tourism and Hospitality.

The purpose of the discipline: systematization of research tools existing within the framework of analytical activities in the professional field of international tourism: "open tourism", obtained in the process of mastering the educational program and using it for collecting and analyzing on the topic of master's final qualifying work, as well as mastering the basic techniques of conducting independent research work in the direction of their educational training to ensure tourist practices, formation of students' professional knowledge in the field of research activities at the level of master's professional training.

Tasks:

1) formation of a comprehensive understanding of the specifics of the graduate-master's activity in the direction of educational training "Tourism";

2) mastering the methods of research on the chosen topic of the master's qualification work (hereinafter - MD);

3) improving the skills and abilities of independent research activities;

4) development of the competence of the future master specializing in international tourism: legal support of tourist practices;

5) collection and systematization of materials for writing MKR;

6) writing and submitting an internship report to the head of the internship from the Russian State University for the Humanities.

The cource (practice) is implemented in English.

The practice is aimed at the formation of general cultural / universal, general professional, as well as professional competencies corresponding to the orientation (profile) of "Cultural Heritage Management and Sustainable Tourism":

CC-1 is able to carry out a critical analysis of problem situations based on a systematic approach, to develop a strategy of actions

UK-2 - Is able to manage the project at all stages of its life cycle

UK-3 is able to organize and manage the work of the team, developing a team strategy to achieve the goal

UK-4 - Is able to apply modern communication technologies, including in a foreign language(s), for academic and professional interaction

UK-5 is able to analyze and take into account the diversity of cultures in the process of intercultural interaction

CC-6 is able to determine and implement the priorities of its own activities and ways to improve it on the basis of self-assessment

OPK-1 is able to form the technological concept of a tourist organization, organize the introduction of technological innovations and software in the field of tourism

OPK-2 - Is able to carry out strategic management of tourism activities at various levels of management

OPK-3 is able to develop and implement quality management systems for tourism services

OPK-4 is able to develop and implement marketing strategies and programs in the field of tourism

OPK-5 is able to provide justification, development and implementation of the economic strategy of the enterprise, priority areas of its activities and be able to evaluate the effectiveness of management decisions

OPK-6 is able to plan and apply approaches, methods and technologies of scientific and applied research in the chosen field of professional activity

OPK-7 - Is able to carry out pedagogical activities in the main professional educational programs and additional professional programs

PC-1 - Knowledge of techniques and methods of working with personnel, methods of assessing the quality and effectiveness of the personnel of the enterprise of the tourism industry

PC-2 - Possession of the ability to formulate the concept of a tourist enterprise, develop an effective strategy and form an active risk assessment policy of a tourist industry enterprise

PC-3 - Possession of the ability to evaluate and carry out feasibility studies of innovative projects in the tourism industry at different levels (federal, regional, municipal (local) level)

PC-4 - Is able to carry out scientific and analytical justification of the choice of organizational and managerial innovations for their application at tourism enterprises

PC-5 - Is able to apply remote technologies for advanced training of personnel of tourism enterprises in the regions and/or tourist clusters.

In practice, intermediate certification is provided in the form of a credit with an assessment.

The total labor intensity of the practice is 6 credits.

INTERNSHIP SCHEDULE

APPROVE

Head of the Department _____

«____»_____ 20__

Date(s)	Internship Section	Mark of completion
	Safety instruction	
	Research	
	Project (within the framework of the organizational and managerial type of tasks of professional activity)	
	Preparation and present of the practice report	

Individual task for practice
(compiled by the head of the practice from the department)

_____

_____

_____

_____

_____

_____

_____

Head of practice from the
department

_____	_____
signature	Full name

The head of the practice from the
organization

_____	_____
signature	Full name

FORM OF THE TITLE PAGE OF THE INTERNSHIP REPORT

MINISTRY OF EDUCATION OF RUSSIA

Federal State Budgetary Educational Institution of Higher Education

«Russian State University for the Humanities»
(RSUH)

FACULTY OF ORIENTAL STUDIES AND SOCIAL AND COMMUNICATION SCIENCES
Department of Public Relations, Tourism and Hospitality

Internship Report
Type of practice: Production
Type of practice: Pre-graduate practical training

43.04.02 «Tourism»
Code and name of the training area

«Cultural Heritage Management and Sustainable Tourism»
The name of the orientation (profile)

Higher education level: *Master's degree*

Form of study: *Full-Time*

Student __
of the full-time/part-time course of study
_____(FULL NAME)
Head of the practice
_____(FULL NAME)

Moscow 20

The content of the internship
Introduction

Student __ of the group _____course _____ by the "Russian State University for the Humanities" _____ had an introductory training from _____ to _____ in the _____.

The   main   purpose   of   the   training   - _____
_____

The objectives of the training are the following:

1. _____;
2. _____;
3._____.

1. Report on the organizational part.
2. Report on the introductory part.
3. Report on an individual task.

Conclusion

Based on the results of the student's (Full name) training in the _____, a report was compiled, which describes the scope of activity, powers, functions, tasks and organization of the practice base.

The report is accompanied by the characteristics of the student(s) - intern(s).

During the internship, the experience and practice of the organization's activities were studied, as well as the information base regulating the activities _____. Have been studied _____.

During the internship, the following skills were acquired::

1. _____;
2. _____;
3. _____;
4. _____.

List of sources used
Applications

SAMPLE DESIGN CHARACTERISTICS FROM THE PLACE OF INTERNSHIP

Reference letter

for a ___st year student of the Faculty of Oriental Studies and Social and Communicative Sciences
Russian State University for the Humanities
[Student's full name]

[Full name of the student] passed a training, Pre-graduate practical training in [name of the organization] at the position [title of the position].

During the training, the student/student got acquainted with the [list], performed the [list], participated in the [list].

During the training, [Student's full name] has proven himself as [clarification].
Assessment for passing the internship – [assessment]

The head of the practice from the
organization

signature	Full name

Date