

MINISTRY OF EDUCATION AND SCIENCE OF THE RUSSIAN  
FEDERATION

FSBEI of Higher Education "M. Akmullah Bashkir State Pedagogical University"

Institute of Vocational Education and Information Technologies

**M2.P.3 PROFESSIONAL WORK EXPERIENCE INTERNSHIP  
PROGRAM**

is recommended for the training program

**44.04.01 Teacher education**

Specialty (major) "Education science and psychology of tertiary education"

graduate degree: master

**1. The aims** of the internship on obtaining occupational skills and professional work (teaching) experience are as follows:

a) to develop the following soft skills (general cultural competencies):

– the willingness to act in unusual situations, bear social and ethical responsibility for the decisions made (GCC-2);

b) to develop the following general professional competencies:

– the willingness to communicate in oral and written forms in Russian and foreign languages to solve the problems of professional activity (GPC-1);

– the willingness to interact with the participants of the educational process and social partners, to lead the team, tolerantly perceiving social, ethnic, confessional and cultural differences (GPC-3);

c) to develop professional competencies corresponding to the following types of professional activities:

*teaching activities:*

– the ability to apply modern teaching methods and technologies for organizing educational activities, diagnosing and evaluating the quality of the educational process according to various educational programs (PC-1);

– the ability to create an educational environment and use professional knowledge and skills meeting the objectives of innovative educational policies (PC-2);

– the ability to superintend the research work of students (PC-3);

– the willingness to develop and implement teaching methods, techniques and technologies, analyze the results of the process of their use in educational institutions involved into educational activities (PC-4);

*scientific and research activities:*

– the ability to analyze the results of scientific research, apply them in solving specific research problems in the field of science and education, carry out independent scientific research (PC-5);

– the willingness to use personal creative skills to solve research tasks independently (PC-6);

*methodological activities:*

– the willingness to develop and implement methodological models, methods, technologies and training techniques, to analyze the results of the process of their implementation in educational institutions (PC-11);

– the willingness to organize, categorize, generalize and propagate domestic and foreign professional methodological experience (PC-12).

**The tasks** of the internship on obtaining professional work (teaching) experience. The following tasks should be solved with the reference to the aims set above:

– to study the opportunities, needs and achievements of students depending on the level of the educational program they are mastering and to develop individual training, education and development routes based on the results obtained (this part should be transferred to the project activity);

- to organize the process of training and education using technologies which reflect the specific features of the subject area and the students' age and psychophysical peculiarities, including their specific educational needs;
- to organize interaction with colleagues, parents, social partners including foreign ones;
- to extend professional knowledge and skills implementing self-education;
- to analyze, categorize and generalize the outcomes of scientific research in the field of science and education by using the variety of research methods while solving particular research tasks;
- to conduct a research in the field of science and education and to analyze its results implementing modern scientific methods and technologies;
- to study and analyze teachers' professional and educational needs and opportunities and to develop personal routes of methodological support based on the obtained results;
- to research, organize and evaluate the process and results of implementation of teachers' methodological support.

**2. The labour-intensiveness of the internship.** The labour-intensiveness of internship is 9 credit points (324 hours). The form of midterm attestation is a credit.

**3. The time frame of the internship and its place within the structure of the main educational program.**

The internship on obtaining professional work experience belongs to M2.P. cycle, which is called “On-the-job training” and takes place in the 4<sup>th</sup> term.

To complete the internship successfully, a master student needs knowledge and skills acquired in the process of studying such subjects as “Innovative Processes in Education”, “Education Science (higher school)”, “Psychology (higher school)”, “Methods of Teaching of Education Science at University”, “Methods of Teaching of Psychology at University”, “Media Education Science and Media Technologies”.

The knowledge, skills and abilities acquired by the students during the internship help them to prepare for the next stage of internship, which is called pre-graduation internship.

**4. The requirements to the results of the internship**

After completing the internship on obtaining professional work experience a master student should:

***know:***

- the main requirements, the contents of the methodology for organizing and conducting vocational training of employees and experts;
- didactic opportunities, principles, technology of use and methods of using didactic means;
- the essence, contents and integrity of the educational process;
- forms, means and methods of professional and educational activities;
- basics of developing the contents of vocational education;

– modern educational and psychological technologies;

***be able to:***

– to choose the appropriate means and methods of training, to develop an individual personally oriented technology of education;

– to develop training contents, plan and conduct various types and kinds of lessons in secondary, high and higher vocational educational institutions;

– to develop various types of educational documents, curricular and methodological documentation for the preparation of working industries;

– to develop a system of didactic teaching aids and adapt them to the real conditions of educational process in educational institutions;

– to analyze and interpret educational and training literature;

– to model, implement and evaluate elements of the educational process;

***master:***

– the technology of planning and organizing lessons in educational and psychological subjects at the university;

– methods of developing educational technologies and technical and methodological support for the preparation of a modern specialist;

– skills of analyzing, designing, implementation, evaluation and correction of the educational process in a vocational school;

– modern methods of diagnosing the knowledge, skills and competencies of students;

– modern techniques and methods of training and educational activities;

– various technologies of conducting theoretical and on-the-job training lessons;

– various methods of educational work;

– method of analysis and introspection of educational activities.

**5. The contents of the internship**

Types of activities	Competencies developed	Labour-intensiveness in credit points (CP)
Discussing training and educational activities in an educational institution with the administration, teachers and curators. Acquaintance with the schedule of an educational institution and its offices, the timetable of lessons	GPC -1, GPC -3	1 CP
Acquaintance with the educational tools and facilities of an educational institution, assessment of its facilities for conducting lessons	GPC -1, GPC -3	
Acquaintance with students in the group, students' personal files, record books, class registers, etc.	GPC -1, GPC -3	2 CP

Studying of the curriculum, thematic and lesson plans of the teacher-mentor. Drawing up a schedule of training and educational work for the period of internship, timetables	GPC -1, GPC -3	
Acquaintance with the methods of work of the teacher-mentor (visiting lessons in an assigned group, visiting lessons of teachers of other subjects in an assigned group).	GPC -1, GPC -3	
Preparation and conducting lessons in an assigned group	GC-2 PC -1, PC -2, PC -3, PC -4	4 CP
Participation in the work of teachers' meetings and methodological councils	PC -11, PC -12	
Preparation and conducting of various educational activities	PC -1, PC -2, PC -3, PC -4	
Collecting and processing of research material for the empirical chapter of the master's thesis	PC -5, PC -6	2 CP
Conducting and analyzing the results of research	PC -5, PC -6	

## 6. Topic-based planning of the internship

Date	Topic of the lesson (contents of activities)	Labour-intensiveness in hours	
		In-class activities *	Independent activities *
	Acquaintance with the educational institution (schedule, internal regulations, the statute of the educational institution, the main directions and features of the educational process), teaching staff, students.		
	Analysis of regulatory documents, programs (basic, alternative), curriculum.		
	Analysis of teaching and methodical support, technical equipment for teaching various subjects (multimedia tools, computer science classrooms with visual aids, etc.).		
	Analysis of the availability of basic and alternative textbooks, educational and methodical literature.		

	Conducting personal work with students in order to collect and analyze data to perform tasks in educational science, psychology.		
	Participation in the work of methodological seminars on the subject, on educational work, methodical associations of teachers, a seminar for form teachers conducted by the teachers of educational institutions during the period of teaching internship.		
	Development of abstracts of trial and credit studies, elective classes, study groups and other extracurricular (educational) events in subjects.		
	Conducting trial and credit studies, elective classes, study groups and various educational activities.		
	Collecting and processing of research material for the empirical chapter of the master's thesis.		
	Preparation of reports for the final conference and reporting documentation.		
	Total		

## **7. Information on educational institutions where the internship can be performed**

The students have teaching internship in educational institutions of secondary vocational and additional vocational education, training and course network of enterprises, institutions, organizations as interns, teachers in general professional and special cycles of disciplines and vocational education masters.

Institutions where internship can be performed: FSBEI of Higher Education "M. Akmullah BSPU", the Department of educational science and psychology of vocational education, SBVEI "Ufa vocational college named after Sultan Bikeev, the hero of the Soviet Union", SBVEI "Ufa college of radio electronics, telecommunications and safety", FSEI SVE "Ufa Motor Transport College", FSEI SVE " Ufa Aviation Technical School ", SBVEI "Technological college", SSEI SVE "Bashkir architectural and construction engineering college", FSEI SVE "Ufa state technology and design college", FSEI SVE "Ufa state college of IT, statistics and computing technology", FSBEI HE "M. Akmullah BSPU" college, training center "Ufa engine-building industrial group" JSC.

## **8. Educational, methodical and information support of the internship:**

a) basic literature:

1. Zeer E.F. Personal development technologies of primary vocational education: study guide for students of higher education. E.F. Zeer. - M.: Publishing Center "Academy", 2011. - 176 p.

2. Kolesnikova I.A. Communicative activity of a teacher: study guide. - M.: Academy, 2012. - Access mode: <http://www.biblioclub>

3. Matyash. N.V. Innovative pedagogical technologies. Project training: a tutorial. - M.: Academy, 2011.

b) additional literature:

1. Panfilova A.P. Innovative pedagogical technologies: active learning: textbook. - M.: Academy, 2009.

2. Bordovskaya N.V. Pedagogy: a textbook for university students / N.V. Bordovskaya, A.A. Rean - SPb. [et al.]: Peter, 2011. - 304 p.

3. Bukharova G.D., Starikova L.D. General and professional pedagogy: a textbook for students. higher studies. institutions, Moscow: Publishing Center "Academy", 2009. - 336 p.

## **9. Technical equipment supply for the internship**

Computers connected to the local network with the Internet access; multimedia projectors, a scanner, a printer, Web camera.

## **10. Guidelines for the internship**

Lead-in stage:

- holding the setup conference;
- acquaintance with an educational institution (schedule, internal regulations, the statute of the educational institution, the main directions and features of the educational process), teaching staff, students, internal regulations, the charter of the educational institution, the main directions and features of the educational process), the teaching staff, students;
  - analysis of regulatory documents, programs (basic, alternative), curriculum;
  - analysis of educational and methodological support and technical equipment for educational disciplines (multimedia tools, computer science classrooms with visual aids, etc.);
  - analysis of the availability of basic and alternative textbooks, educational and methodical literature;
  - studying of the state of extracurricular work on the subject;
  - development of a schedule for conducting trial and test lessons during the period of internship and submitting it to group supervisors and methodologists;
  - development of a schedule of trial and test educational activities and submitting it to group supervisors and methodologists;
  - development of plans of trial and test lessons, elective classes and other extracurricular (educational) events in subjects;
  - collecting and processing of research material for the empirical chapter of the master's thesis, which is determined by the contents of the first theoretical part of the research work;

2. Main stage:



- preparation and conducting of trial and test lessons;
- arrangement and processing of the research outcomes is fulfilled in accordance with the topic of the research paper;
- development of new ideas for the research paper;
- performance of educational activities in accordance with the form teacher's plan;
- conducting of personal work with students in order to collect and analyze data to perform tasks in education science, psychology.
- preparation and conducting of extracurricular activities on the subject;
- participation in the work of methodological seminars on the subject, on educational work, methodical associations of teachers, a seminar for form teachers conducted by the teachers of educational institutions during the period of teaching internship;
- summarizing of the results of educational activities;

3. Final stage: preparation of reporting documentation, drawing up a program for the self-development of professional skills, preparation of reports for the final conference.

At the end of the internship, the student provides a completed internship report. The final assessment for the internship is made by the group supervisor after the student has passed all the internship reports and papers, taking into account the mark given by the manager of the company.

The results of the internship are summarized at the final conference, where the reports of group supervisors of the internship, representatives of educational institutions and representatives of students who have achieved the best results during the internship are performed.

### **11. The requirements to the midterm attestation in the internship.**

After the internship students should hand in

- the records of the internship;
- written report on teaching internship;
- printed version of a research article and a text of research report connected with the topic of the master's thesis;
- new ideas developed by the students and connected with the topic of their research;
- developed recommendations for conducting lessons in accordance with the research topic;
- the results of scientific and research experiment.

The records of the internship should contain the review of the head of the educational institution, recommendations given to a master student, a mark recommended and report of the student about the work they have performed.

The appendix to the report should contain documents reflecting the specifics of the master student's research, the records of the internship, a detailed research report on the internship, an outline of the research report compiled by a trainee, with all



study protocols attached, a report on the experimental part of the master's thesis that they conducted during the internship. After the internship, the student should prepare a newspaper, video and photo report, slides and other forms of presentation. The report should include a review of the internship head from the institution with an assessment of the work of the intern and a review of the group leader from the department.

The results of the internship are summarized at the final conference, at which reports of group supervisors of internship, representatives of educational institutions and master students are performed.

The program has been developed in accordance with the Federal State Educational Standards of Higher Professional Education for the training program on 04.04.01 Teacher education (master's degree) No. 1505 of November 21, 2014 and approved at the meeting of the Department of Education Science and Psychology of Vocational Education on August 30, 2018, Protocol No. 1

**Developers:**

The Department of Education Science and Psychology of Vocational Education, PhD in Education Science, Associate Professor V.F. Bakhtiyarova.

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## PERSONAL ACADEMIC RECORD OF A MASTER

STUDENT \_\_\_\_\_

Research advisor of the master's thesis \_\_\_\_\_

№	Activities of the intern	Report document (outcome)	Completion period	Self-assessment of completion in %	Assessment of a research advisor, %	Signature of a research advisor
1	Overview conference					
2	Acquaintance with an educational institution (schedule, internal regulations, the statute of the educational institution, the main directions and features of the educational process), teaching staff, students., internal regulations, the charter of the educational institution, the main directions and features of the educational process), the teaching staff, students.	Analysis report				
3	Analysis of regulatory documents, programs (basic, alternative), curriculum.	Analysis report				
4	Analysis of educational and methodological support and technical equipment for educational disciplines (multimedia tools, computer science classrooms with visual aids, etc.).	Analysis report				

5	Analysis of the availability of basic and alternative textbooks, educational and methodical literature.	Analysis report				
5.	Conducting of personal work with students in order to collect and analyze data to perform tasks in educational science, psychology.	Test data				
6.	Participation in the work of methodological seminars on the subject, on educational work, methodical associations of teachers, a seminar for form teachers conducted by the teachers of educational institutions during the period of teaching internship.	Plans of the seminars				
7	Development of plans of trial and test lessons, elective classes and other extracurricular (educational) events in subjects.	Plans of the lessons				
8	Performance of plans of trial and test lessons, elective classes and other extracurricular (educational) events in subjects.	Analysis of the lessons				
9	Collecting and processing of research material for the empirical chapter of the master's thesis,	Empirical chapter				

	which is determined by the contents of the first theoretical part of the research work.					
10	Preparation of reports for the final conference and reporting documentation.	report				

Final mark for the internship \_\_\_\_\_  
 (signature) (research advisor)

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**The review of a scientific advisor**  
of the work of a master student during the pre-graduation internship

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Educational institution \_\_\_\_\_

The character of the institution \_\_\_\_\_

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The list of tasks performed by the  
intern \_\_\_\_\_

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The list of professional skills obtained during the  
internship \_\_\_\_\_

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Recommendations to the intern \_\_\_\_\_

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Recommended  
mark \_\_\_\_\_

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Research advisor \_\_\_\_\_

\_\_\_\_\_

(signature, name, surname)

\_\_\_\_\_

(degree, rank, position, place of employment)