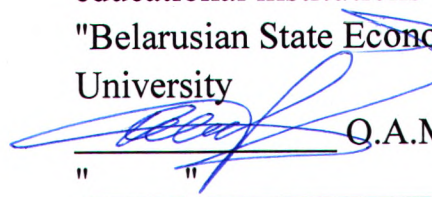


EDUCATIONAL INSTITUTION
"BELARUSIAN STATE ECONOMIC UNIVERSITY"

APPROVE

Vice-Rector for Academic Activities
educational institutions

"Belarusian State Economic
University

 Q.A. Morozevich.
" " 2024

Registration number 244-24

RESEARCH PRACTICE PROGRAM
for the specialty 7-06-0311-01 "Economics"
profiling "Economic psychology"

2024

COMPILERS:


Lashuk I.V., Head of the Department of Economic Sociology and Psychology of Entrepreneurship Institution of Education "Belarusian State Economic University", Candidate of Sociological Sciences, Associate Professor

RECOMMENDED FOR APPROVAL:

Department of Economic Sociology and Psychology of Entrepreneurship of the Educational Institution "Belarusian State Economic University" (protocol No. 5 of 27.12. 2023)

Head department  I.V. Lashuk

Council of the Institute of Social and Humanitarian Education
(Minutes No. 6 of 31.01.2024)

Director of ISGO  D.G. Dobrorodny

AGREED:

Head of practice  A.M. Slyunkin

EXPLANATORY NOTE

The program was developed in accordance with the educational standard of the specialty 7-06-0311-01 "Economics", profiling "Economic psychology". Practice in the learning process is the most important part of the educational process in the preparation of highly qualified specialists in the field of economics psychology and is a systematic and purposeful activity for the development of the chosen specialty, in-depth consolidation of theoretical knowledge, professional skills psychologist in the economic sphere.

The purpose of the practice is to consolidate and deepen the knowledge and skills acquired by undergraduates in the process of studying in their chosen specialty, mastering the skills to solve social and professional problems, preparing undergraduates for independent professional activities in the specialty "Economics" through a deep and thorough study of the theoretical foundations of economic psychological activities, mastering practical skills and abilities of research work.

Practice objectives:

- to consolidate and deepen the professional knowledge acquired at the university in special disciplines;
- master the skills of analytical work, methods for solving specific research problems in the context of innovative development of higher education;
- to check the possibilities of the level of independent work in the field of conducting specific economic psychological research.

As a result of the internship, the undergraduate should be able to:

- apply in practice the principles of scientific organization of labor;
- to accumulate and systematize material on the research topic;
- assess the scale of the problem field and systematically argue the results of the study with the rationale for scientific novelty and practical significance;

In accordance with the requirements of the educational standard, methodological, instructive and regulatory materials should be studied during the practice; systematized and summarized the material on the issues developed in the course of the master's thesis.

The practice begins with the acquaintance of undergraduates with the head of the practice from the organization, with the conditions and mode of operation of the practice object. The undergraduate studies the main regulatory, legislative acts and materials, instructions, regulations and other documents that guide the organization in its activities.

The period of the practice is determined by the curricula and the schedule of the educational process for the academic year of the specialty 7-06-0311-01 "Economics", profiling "Economic psychology» appropriate forms of education.

The duration of the practice is 4 weeks.

ORGANIZATION OF PRACTICE

The practice of undergraduates is organized on the basis of agreements concluded with institutions and organizations of the Republic of Belarus, regardless of their form of ownership and subordination, corresponding to the profile of training.

As organizations for internships, the Department of Economic Sociology and Psychology of Entrepreneurship, together with the dean's office of the Institute of Social and Humanitarian Education, as a rule, selects scientific institutions, organizations and government bodies that correspond to the profile of training in the specialty 7-06-0311-01 "Economics", profiling "Economic psychology". With the permission of the department, the place of practice can be chosen independently, provided that the organization meets the requirements that ensure the implementation of the practice program in full. In this case, the undergraduate submits to the department a letter of guarantee from the organization about the consent to accept him for practice. Subsequently, an agreement is concluded with this organization.

Enterprises, organizations, institutions used as practice bases must meet the following requirements:

- the presence of structural units or specialists in the field of specialty and specialization;
- the possibility of qualified practice guidance;
- the possibility of providing the trainee with the right to use the available documentation necessary for the implementation of the practice program.

The duties of the trainee and the head of the organization are determined by the department in accordance with the Regulations on the organization, conduct, summing up and material support of the practice of undergraduates at the Belarusian State Economic University.

Prior to the start of the internship, the undergraduate is obliged to fully fulfill thread the curriculum for the corresponding course, coordinate with the head of practice from the university all organizational issues. The undergraduate must appear at the place of internship during the internship. Valid reasons for being late must be confirmed by an appropriate document. Interns are subject to the working hours of the organization. Based on the characteristics of the organization, the mode of work for interns can be set by order of the head of the organization. When undergraduates are enrolled in full-time positions during the period of practice, they are subject to labor legislation and the internal labor regulations of the organization. The dean or head of practice from the university and organization has the right to release interns from practice for good reasons.

During the practice, undergraduates perform specific tasks stipulated by the job responsibilities of the qualification characteristics of the Unified Qualification Directory of the positions of employees in the relevant position that requires a given level of education. Registration for practice and the appointment of the head is

carried out by the personnel department (HR specialists) of the organization in the presented direction. Management of practice in the organization by order of the head is assigned to highly qualified specialists of structural units with higher specialized education.

The graduate student must familiarize the head of the organization with the internship program, coordinate with him the calendar schedule for the entire period, which is reflected in the diary. On the first day, the undergraduate is instructed in safety and labor protection, gets acquainted with the rules of the labor schedule, the procedure for obtaining documents and materials.

The undergraduate is obliged to keep a diary, in which entries are made daily on individual issues in accordance with the practice program. The diary should always be with the trainee and presented to the head of the organization upon request.

The management of the practice of undergraduates is carried out by teachers of the Department of Economic Sociology and Psychology of Entrepreneurial Activity together with the head of the organization.

Practice leader from the organization:

- organizes safety briefing for undergraduates and familiarization with the internal labor regulations and the organization itself;
- draws up an individual calendar plan for the undergraduate internship,
- provides the necessary conditions for internship in accordance with the content of its program;
- advises on the selection of necessary materials for writing a master's thesis, the implementation of an internship program;
- monitors compliance with labor discipline, keeping a diary, etc.

After the end of the practice, the head of the organization certifies the entries in the diary, issues a testimonial certified by a seal, checks the practice report, certifies it with a signature and a seal.

Head of practice from the department:

- provides educational and methodological assistance in mastering the practice program;
- conducts consultations on the study of individual issues of the program and writing reports on the practice, as well as on identifying the degree of assimilation of the issues of the practice program, controls its implementation;
- maintains constant communication with the head of practice from the organization, coordinates with him the placement of trainees at workplaces (departments, departments) and resolves other organizational issues;
- checks the report on the practice, prepares a review and takes part in the commission for the protection of reports.

PRACTICE CONTENT

During the internship, depending on the place of internship, form of study and other factors, the head of the internship from the university determines for the undergraduate a priority section, direction or problem for in-depth study and study. The remaining elements may be informative.

During the research practice, the undergraduate must complete tasks, the purpose of which is to demonstrate the acquired knowledge, skills and abilities of working with academic texts and other information of a research nature.

The main stages of work during the passage of research practice:

1. Preparation of a plan-prospect of research work.

When completing this section, you must:

- to substantiate the relevance of the selected aspects of the topic of the master's thesis, which involves their detailed argumentation;
- determine the purpose of the work;
- to formulate the objectives of the study, consistently revealing the steps that will be taken to achieve the goal of the study;
- highlight the problem field, in accordance with the research interest;
- indicate the subject of the study (localization and clarification of the problem field of the study);
- describe research methods;
- present the structure of the work;
- outline briefly the expected content of the results in sections (chapters, paragraphs) of the research work.

2. Preparation of materials based on the results of analytical work on the topic of the master's thesis.

In the process of fulfilling this aspect of the educational practice, the undergraduate must:

- supplement, in accordance with the requirements of the Higher Attestation Commission (HAC) of the Republic of Belarus, the list of sources used for the problematic field of the master's thesis (at least 15);
- prepare a detailed abstract review (Appendix 2) of the latest domestic and foreign literature, including works of a fundamental nature related to the topic of the master's thesis;
- prepare a certificate of work on the addition and correction of the text of the master's thesis.

INFORMATIONAL AND METHODOLOGICAL PART

Upon completion of the internship, the undergraduate draws up a written report on the results of its passage in the amount of up to 40 pages of text and submits it to the Department of Economic Sociology and Psychology of Entrepreneurial Activity within the prescribed period.

The report should contain information about the specific work performed during the period of practice and all the material reflecting the content of the sections of the practice program, calendar plan. Educational material is not reflected in the report.

The report should include:

- a title page indicating the name of the practice, the place of its passage, the surname, name, patronymic of the undergraduate, indicating the course, specialty, period of practice, as well as the leaders of the practice from university and from the organization (APPENDIX 3);
- content with a list of all sections, subsections with indication of pages;
- the main part with descriptive, graphic and illustrative material;
- individual task (if any);
- conclusion;
- Appendices to the report.

In the report on each of the areas included in the program, it is necessary to draw reasoned conclusions and reflect your own opinion.

At the end of the practice, the direct supervisor of the practice from the organization draws up in the diary a written review of the internship by the undergraduate, and the feedback of the undergraduate and the head of the practice from the university on the compliance of the practice base with the requirements must also be reflected in the diary.

The practice report must be signed by the undergraduate, the direct supervisor of the practice from the organization and approved by the head (deputy head) of the organization.

To complete the report, the undergraduate is given 2-3 days at the end of the practice. The report must be drawn up in accordance with the requirements of the standard STP 20-05-2008 "Quality Management System. Rules for the design of student work.

SUMMING UP THE PRACTICE

The practice diary and report are submitted to the department within three days after arrival from practice. The report is checked by the head of practice from the university, who gives an opinion on the quality of the report and admission to the test.

During the first two weeks after the end of the practice, in accordance with the schedule of the educational process, the undergraduate passes a differentiated test to the head of the practice from the department. By decision of the department, the credit can be accepted by commissions formed from among the teachers of the department and representatives of organizations - bases of practice. If possible, the credit for the practice can be taken at the place of its passage.

The mark for practice is entered in the examination sheet and the record book, equated to the grades in theoretical training and taken into account when summing up the overall performance.

A master student who has not completed the internship program, as well as received a negative review of the work or an unsatisfactory mark when passing a differentiated test, is re-sent to practice in his free time from study. At the same time, the duration of the practice provided for by the curriculum is maintained. If, in addition, there was an academic debt in two disciplines following the results of the previous examination session, he is subject to expulsion from the university.

A graduate student who received an unsatisfactory grade when passing the practice test is not allowed to take state exams and is expelled from the university. Based on the results of the practice, scientific and practical conferences, seminars, round tables with the participation of students, university teachers, leaders from institutions and leading practitioners can be held.

CALENDAR AND THEMATIC PLAN OF PRACTICE

p/n	The content of the work	duration, days*
1.	Preparation of documentation for the practice and general familiarization with the institution (organization)	1
2.	Preparation of a research plan	1
3.	Selection of literature on the problematic field of the master's thesis	2
4.	Preparation of detailed abstract reviews of the latest domestic and foreign literature on the problematic field of the master's thesis	6
5.	Work to supplement and correct the text of the master's thesis (preparation of a certificate of work done)	6
6.	Preparation of a report on research practice	four
TOTAL:		20

* The duration of individual stages of practice in the recommended calendar-thematic plan is based on a 5-day working week. In the case of a different duration of the working week, the calendar-thematic plan should be adjusted.

Practice diary
(example)

Full name Ivanov Petr Sergeevich

Practice leader: Lashuk Irina Valerievna

Department: Economic Sociology and Psychology of Entrepreneurship

Start of practice: " __ " " __ " 20__

Completion of practice: " __ " " __ " 20__

(Order No. __ of __ 20__)

date of	Planned work	Completed work
	Kick-off conference on practice	Acquaintance with the purpose and objectives of the internship
	Search for literature on the topic in the library and electronic resources	Analysis of literature on the topic
	Performing an abstract review	Done
	Execution of the structural-logical scheme	Done
	Bibliographic list preparation	
	Plan development	
	Preparation of a report on the topic	Done
	Making a final report on the topic	Done

Suggestions and comments aimed at improving the organization and forms
of practice:

Scientific adviser Lashuk I.V.

Master's student Ivanov P.S.

An abstract review is a secondary text that highlights an issue based on a certain number of articles in journals, collections, monographs, and other publications. The review is systematized according to the aspects of the problem, the time of publication of the source, the similarity of the assessments of different authors, and other features.

An abstract review aims to orient the reader in information flows, i.e. in the totality of facts and concepts, regardless of which documents they are extracted from. As a result of the analysis, only those facts and concepts are selected from the reviewed documents that can serve as “building material” for revealing the topic of the review. Information contained in the sources, perhaps very valuable in itself, but not relevant to the topic, is ignored.

In the process of creating an abstract review, sometimes the semantic processing of the reviewed sources reaches such a level (this is especially typical for the introduction and conclusion) that it is not possible to refer to a specific document, however, the absolute requirement for abstract reviews is the necessary completeness and objectivity of the presentation of facts and concepts reflected in literature. The compiler of an abstract review traditionally does not give a critical assessment of the material being reviewed, i.e., does not introduce his personal concepts.

This type of work contributes to the formation of the undergraduate's skills in analytical work with texts, the ability to systematize material on a given topic or problem, to concisely, consistently and logically express the concepts of other authors and their thoughts about them.

To write an abstract review, you must select one problem that is directly related to the topic of the master's thesis, select several different sources on this problem (monographs, articles, etc.) and combine the review of these sources into a coherent, logically coherent text.

MINISTRY OF EDUCATION OF THE REPUBLIC OF BELARUS EE "BELARUSIAN
STATE ECONOMIC UNIVERSITY"

Department of Economic Sociology
and psychology of entrepreneurial activity

APPROVE

*The head of the organization
where the practice took place*

_____ X.X. XXXXX.
" ____ " _____ 2024

REPORT

on research practice
from ____ 20 ____ to ____ 20 ____
in _____
(name of organization, enterprise)

Master student ____ course, gr. ____ _____ forms of education	signature date of	Full name
Head of the practice in organization (position)	signature date of	Full name
Head of the practice from Department (position, academic degree)	signature date of	Full name

MINSK 2024