

**MINISTRY OF SCIENCE AND HIGHER EDUCATION OF THE RUSSIAN
FEDERATION FEDERAL STATE AUTONOMOUS EDUCATIONAL
INSTITUTION OF HIGHER EDUCATION
"KUTAFIN MOSCOW STATE LAW UNIVERSITY (MSAL)"**

Legal Practice Department

ASSESSMENT MATERIALS

*for ongoing monitoring of academic performance and midterm assessment of
students*

BY DISCIPLINE (MODULE)

PRACTICAL TRAINING (TRAINING IN APPLYING THE LAW)

B2.O.02(Y)

year of recruitment –2025

Code and name of the training area: 40.03.01 Jurisprudence

**Higher level
Education:** bachelor's degree

Focus (profile) of the OPOPE VO: International Business Law

Form(s) of training: full-time

Qualification: lawyer

Moscow-2025

Assessment materials for ongoing monitoring of academic performance and midterm assessment of students in the discipline (module) "Practical training (training in applying the law)" updated April 18, 2025, Protocol No. 10.

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Assessment materials for current monitoring of academic performance and midterm assessment of students in the discipline (module) Practical training (training in applying the law)/D.V. Ponomareva - M.: Publishing center of the Kutafin University, 2025.

Explanatory note

Assessment materials, in accordance with paragraph 9 of Article 2 of the Federal Law of December 29, 2012 No. 273-FZ “On Education in the Russian Federation”, are part of the main professional educational program of higher education.

The modern system of knowledge control and competence assessment is built as a complex process of planning, organizing and conducting control and assessment procedures according to a given set of indicators and criteria. Quality control of mastering the educational program of higher education includes current monitoring of academic performance, midterm assessment and state final assessment of students. Forms, assessment system, procedure, frequency of current monitoring of academic performance, midterm and state final assessment of students, the timing of their implementation are regulated at the Kutafin Moscow State Law University (MSAL) by local regulations.

Assessment materials are a set of control and measuring materials (standard assignments, tests, tests, etc.) and methods of their use, intended to measure the level of mastery of a discipline and assess the development of competencies in students in a discipline (module), practice, research work (hereinafter referred to as R&D) and during the state final certification.

The assessment materials have been developed as a separate document and are attached to the work program of the practice in accordance with which they have been prepared, formed taking into account the competence-oriented model of the implemented educational program of HE and comply with the Federal State Educational Standard of HE in the field of training 40.03.01 Jurisprudence; the curriculum, the work program of the discipline (module); the technologies of the educational process used in teaching the discipline (module).

1. Passport of assessment materials

Assessment materials for the discipline (module) "Practical trainig (training in applying the law" include:

1. Tasks for current monitoring of students' academic performance in educational practice, allowing to determine the quality of knowledge, skills, and abilities and to assess the level of mastery of the discipline (module) in the form of questions and individual tasks for practice, etc.

2. Tasks for midterm assessment of students (hereinafter referred to as midterm assessment), allowing to determine, upon completion of the educational practice, the quality of knowledge, skills, proficiency and the level of formation of competencies defined in the Federal State Educational Standard of Higher Education in the form of a test, an interview with the practice supervisor in accordance with the curriculum for the Basic Educational Standard of Higher Education. Assessment materials for conducting midterm assessment are presented in the form of a test, questions, individual tasks for practice.

The process of mastering the discipline (module) “Educational practice: introductory practice” is aimed at developing the following competencies in students: UC-1, UC-3, UC-6, GPC-1, PC-4.

1.3. Stages of formation of competencies in the process of mastering a discipline (module)

The main stages of the formation of the specified competencies during students' educational practice are the consistent mastery of the substantively interconnected stages of educational practice.

[illegible]

3. The final stage	-	+	-	+	-	-	-	-	-	-	-
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1.4. The place of the discipline (module) in the structure of the OEP HE

Educational practice: law enforcement practice is a mandatory part of Block 2. Practice of the main professional educational program of higher education.

Completing the educational internship provides an opportunity to expand and deepen the knowledge obtained at the previous stage of training, to acquire the skills and abilities determined by the content of the program. The competencies that are formed during the educational internship are necessary for successful professional activity. Students acquire the ability to independently find and use the necessary substantive and logical connections with other disciplines of the program, such as: Philosophy; History of the state and law of Russia; Theory of state and law; Introduction to the profession and professional ethics; Constitutional law; Information technology in legal activity; Logic.

2. Indicators and means of assessing the development of competencies at the stage of ongoing monitoring

The following types of control are provided at the Kutafin Moscow State Law University (MSAL):

current control – implementation of all types of classroom (contact) and extracurricular activities (independent work) of the student in order to obtain information about primary professional skills and abilities, acquired during the period of educational practice, about the stages of educational practice;

midterm assessment – assessment of the results of completing the educational internship through interviews with the internship supervisor(s) in the form of a test.

№ №	Stage of competence formation	Competencies	Indicator of achievement of competencies (planned result of mastering a discipline (module))	Name of the educational process technology	Brief description of the assessment material	Methods of checking the formation of competence	Type of certification of students
1	Preparatory stage	UC-2 GPC-1	IUC 2.1. IUC 2.2. IUC 2.3. IUC 2.4. IGPC 1.1. IGPC 1.2 IGPC 1.3.	Interview with the University internship supervisor, consultations with the internship	The interview is a discussion with the student of the information he/she has collected	Discussion, checking of the work schedule (plan) of the	Current control

				supervisor, work schedule (plan) of the internship	about the future place of practice, the level of the student's training and the possibility of completing the practice program and the supervisor's assignment. Discussion of the work schedule (plan) for completing the practice drawn up by the student. Consultations with the internship supervisor are conducted on questions that arise for students during this stage.	internship prepared by the student, approval of the internship location chosen by the student, signing of the internship application by the internship supervisor.	
2	Main stage	UC-2, UC-3, UC-4, UC-6, UC-10, GPC-1, GPC-5, GPC-7, GPC-8, PC-1, PC-2.	IUC 2.1. IUC 2.2. IUC 2.3. IUC 2.4. IUC 3.1. IUC 3.2. IUC 3.3. IUC 3.4. IUC 3.5. IUC 4.1. IUC 4.2. IUC 4.3. IUC 4.4. IUC 4.5. IUC 6.1. IUC 6.2. IUC 6.3. IUC 6.4. IUC 6.5. IUC 10.1. IUC 10.2,	Individual assignment from the internship supervisor from the University, work schedule (plan) for completing the internship	An individual assignment is issued by the University's internship supervisor, taking into account the specifics of the internship location, is formed taking into account the educational results planned in the internship program, and provides the student with	Consultations with the University's internship supervisor on issues that arise during the internship.	Current control

			<p>IGPC 1.1. IGPC 1.2. IGPC 1.3. IGPC 5.1. IGPC 5.2. IGPC 7.1. IGPC 7.2. IGPC 7.3. IGPC 8.1. IGPC 8.2. IGPC 8.3.</p> <p>IPC 1.1. IPC 1.2. IPC 1.3. IPC 1.4. IPK 1.5. IPC 2.1. IPC 2.2. IPC 2.3. IPC 2.4. IPC 2.5.</p>		<p>familiarization with the organization and activities of the specialized organization, the rules of document flow in it, and the main areas of activity of the legal department of the specialized organization. The individual assignment also contains a task for the student to prepare an essay based on the results of the internship. The work schedule (plan) for completing the internship contains an indication of the types of work with the deadlines planned by the student and agreed upon with the internship supervisors from the University and the specialized organization.</p>		
3	The final stage	UC-3; UC-6	IUC 3.1. IUC 3.2.	Individual assignment	An individual assignment	Certification in the	Interim control

			<p>IUC 3.3. IUC 3.4. IUC 3.5. IUC 6.1. IUC 6.2. IUC 6.3. IUC 6.4 IUC 6.5.</p>	<p>t from the internship supervisor ; work schedule (plan) for conducting the internship; reference from the place of practice; practice reports; interview and consultation with the internship supervisor ; Feedback from the University's internship supervisor.</p>	<p>issued by the internship supervisor for the internship; a work schedule (plan) for completing the internship, containing an indication of the types of work and the deadlines for their completion; a reference from the internship supervisor from the relevant organization, containing a description of the work and tasks completed by the student during the internship, as well as an assessment of the level of knowledge, skills and abilities; reporting materials on practice, containing a practice diary, a report on the completion of an individual assignment; The feedback from the</p>	<p>form of an interview based on the internship reporting materials , taking into account the questions and comments contained in the feedback from the internship supervisor or from the University.</p>	
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					University's internship supervisor contains information about the place and timing of the student's internship, an assessment of the quality of the individual internship assignment, the content of the essay based on the results of the internship, the preparation of reporting materials, a general conclusion about the level of achievement of the planned educational results in the internship and admission to the midterm assessment.		
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3. Assessment scale of the level of acquired knowledge, skills, and acquired knowledge at the stage of current control

Grading system	Level of mastery	Criteria for assessing the level of acquired knowledge, skills, and acquired competencies
Not accepted	Minimum level not reached	<p>The student has not studied the requirements for completing the educational practice, established in the work program of the educational practice, local acts of the University;</p> <p>The student has not chosen a place of practice and has not studied the main areas of activity of the specialized organization;</p>

		The student did not prepare a draft work schedule (plan) for discussion with the internship supervisor from the University; the student did not attend consultations and interviews with the internship supervisor from the University.
Passed	Minimum level, average, maximum	The student has studied the requirements for completing the educational practice, established in the work program of the educational practice, local acts of the University; The student chose a place of practice, studied the main areas of activity of the specialized organization; The student prepared a draft work schedule (plan) for discussion with the internship supervisor from the University; the student attended consultations and interviews with the internship supervisor from the University.

4. Indicators and means of assessing the development of competencies at the stage of interim certification

Intermediate certification of students takes place after completing the educational practice, registration and submission of practice reports for verification by the practice supervisor from the University. The form and timing of certification tests are established by the curriculum of the educational program, the academic calendar for the academic year.

For interim assessment, scales, criteria and procedures for assessing parts and components (know, be able to, possess) of competencies are developed.

№ №	Name of the evaluation material	Brief description of the assessment material	Methods of checking the formation of competence
1	Credit	Checking the degree of formation of competencies allows to evaluate the knowledge, skills and proficiency of the student, obtained during the course of the educational practice	Interview on the report materials of the educational practice

5. Assessment scale for the level of acquired knowledge, skills, and acquired competencies at the stage of intermediate certification

5.1. Credit

The procedure for conducting the test is determined by the work program of the educational practice. The midterm assessment of practice is carried out by the practice supervisor(s) from the University within the timeframes specified in the schedule of the educational process.

Certification for practice takes place in the form of an interview between the student and the practice supervisor (defense of the results of practice).

Interim certification for practice may be conducted individually or collectively with the participation of students from one or several study groups in the form of a collective discussion of the results obtained in practice, demonstration of presentations prepared by students individually or in small groups. Specific forms of certification are determined by the practice supervisor and communicated to students in advance.

Interim assessment of practical training may be attended by practice supervisors from the bodies (organizations) where the students completed their practical training, and representatives of other employer organizations.

Level of assimilation	Criteria for assessing the level of acquired knowledge, skills, and acquired competencies	Grading system
Minimum level not reached	Failure to complete or completion with significant deficiencies of an individual practical assignment; The characteristics of the manager from the specialized organization are negative; During the certification of practice, the student was unable or refused to answer the questions of the practice supervisor.	not credited
minimum, average, maximum	The student has demonstrated complete and correct completion of the individual assignment, proper preparation of the reporting materials in accordance with the requirements specified in the internship program and the individual assignment of the internship supervisor from the University, or the deficiencies found in the reporting materials are insignificant and can be corrected; The characteristics of the manager from the specialized organization are positive; During the certification of practice, the student fully and correctly answered the questions of the practice supervisor from the University, showed possession of skills in applying acquired knowledge and abilities in solving professional problems, demonstrated knowledge of educational and regulatory material.	passed

II. SAMPLE TEST TASKS, METHODOLOGICAL MATERIALS AND ASSESSMENT CRITERIA REQUIRED TO DETERMINE THE LEVEL OF DEVELOPMENT OF COMPETENCIES

The following are used as assessment materials during the interim assessment:

- individual assignment from the internship supervisor;
- work schedule (plan) for conducting the internship;
- reference from the place of practice;
- reporting materials on practice;
- consultations and interviews with the internship supervisor from the University;
- feedback from the internship supervisor from the University.

2.1. Individual assignment of the internship supervisor

The individual assignment is compiled by the internship supervisor based on the specifics of the internship location, is formed taking into account the educational outcomes planned in the internship program, and provides the student with familiarization with the organization and activities of the specialized organization, the rules of document flow in it, and the main areas of activity of the legal department of the specialized organization. The individual assignment also contains a task for the student to prepare an essay based on the results of the internship.

The individual assignment is completed during the internship period and is presented in the form of internship reporting materials.

Criteria for assessing the completion of an individual assignment:

1. Independence;
2. Completeness;
3. Reasonableness;
4. Involvement of diverse sources;
5. Design.
6. .

Examples of individual assignments.

**Ministry of Science and Higher Education of the Russian Federation
Federal State Autonomous Educational Institution of Higher Education
"Kutafin Moscow State Law University (MSAL)"
Legal Practice Department**

**Individual assignment for completing practice
studying in court**

(indicate the full name of the student)

Place of internship: _____

Internship period: _____

During the period of educational practice, students are faced with the task of studying questions in the following blocks:

1. The main functions of the court and its structure (section 1 of the questionnaire)
2. Organization of office work in court (section 2 of the questionnaire)
3. Information support for the court's activities, the procedure for filing applications and petitions to the court (section 3 of the questionnaire)
4. Familiarization with the progress of the court hearing (section 4 of the questionnaire)
5. Familiarization with the case materials (section 5 of the questionnaire)
6. Monitoring the application of ethical rules by professional participants in legal proceedings (section 6 of the questionnaire).

The result of studying the questions on the specified blocks should be filling out an internship questionnaire on the questions set out in the questionnaire.

To successfully complete the internship and fill out the relevant questionnaire, students must complete the following types of work:

1. Daily attendance at the court (except weekends and holidays) during the established period at the designated time;
2. Study of information about the court posted on the website and stands;
3. Obtaining the necessary information from court staff (judges, assistant judges, secretaries, office workers);
4. Study of regulatory legal and local legal acts governing the organization and activities of the court;
5. Study of materials of cases considered by the court (various categories of cases)
6. Attendance at court hearings on various categories of cases.
7. Carrying out other assignments of court employees.

When performing the above-mentioned work, it is necessary to focus, first of all, on obtaining the information required to answer the questions of the internship questionnaire. Therefore, before completing the internship, you should carefully study the presented questionnaire so that the completion of each internship task is purposeful.

When filling out the questionnaire, the student must follow the following recommendations:

7. The questionnaire is filled out by each student independently; group work on the questionnaire is not allowed.
8. The questionnaire is completed electronically.
9. The questionnaire is filled out as the necessary information is received; if a question includes several sub-questions, then an answer must be given to each sub-question separately.
10. Answers to the questionnaire questions should not be monosyllabic and formal; it is necessary to provide detailed explanations for each question;
11. If this follows from the meaning of the question, then the answer must be accompanied by references to the provisions of the law or other legal act (clause, part of the article), on the basis of which this answer is given.

Questions and tasks for practical implementation

1. Describe your immediate work performed during the internship (study of regulatory legal acts, study/preparation of draft local acts, materials of law enforcement practice, participation in court hearings).
2. Prepare answers to the following questions:

I. The place of the court _____ in the judicial system of the Russian Federation

(Please indicate the exact name of the court where the internship is taking place)

1. What link in the judicial system is the actual court?
2. What functions of the court are performed by the court where you are doing your internship?
3. Which court is superior? Which court is inferior?
4. What is the structure of the court apparatus? (indicate the structural divisions)
5. Formulate the 3 most important, in your opinion, functions of each structural division of the court apparatus.
6. What local legal acts regulating the activities of the court (its structural divisions) apply to participants in the process, court employees, and trainees themselves?
7. What organizational powers does the chairman of the court have?
8. What functions of the court secretary did you observe being implemented?
9. What are the functions of an assistant referee?
10. Find out how the secretary, assistant and judge interact in the court where you are doing your internship?

II. Office work

1. What methods of filing documents to the court have you observed from citizens and organizations?
2. Which division of the court carries out the activity of receiving and registering documents received by the court? Describe the operating mode of this division?
3. Does the person accepting the application have the right to refuse to accept the received applications? For what reasons?
4. Where are received claims (applications), criminal case materials, appeals and other correspondence registered?
5. How are claims (applications) and criminal case materials distributed among judges?
6. Which of the court employees is responsible for processing criminal, civil, and administrative cases, and where are they stored during the consideration of the case and after its consideration on the merits?
7. Who has the right to become familiar with the decision made, the ruling on the case of an administrative offence, the court sentence?
8. In what order does one become familiar with a decision, ruling on an administrative offence case, or court sentence?
9. Who has the right to review the case materials?
10. Where can the case materials be reviewed? Can the parties make copies of the case materials?
12. When and by whom is a case submitted to the archive? In what act are the requirements for preparing and submitting a case to the archive established? What are the storage periods for a case in the archive?
13. Who and how ensures the safety of evidence (material, written and other) in criminal, civil and administrative cases?
14. Who issues and where can I get a writ of execution?

III. Information support on the activities of the court

1. How do citizens receive information about the work of the court (on the court website, on the information board, from court staff, from judges, etc.)?

2. What methods of communicating information about the activities of the court, as provided for by Federal Law No. 262-FZ of 22.12.2008 "On Ensuring Access to Information about the Activities of Courts in the Russian Federation", are used in the court where you are hearing the decision?

3. How can citizens obtain information about the progress of their case?

Imagine that you are interested in receiving the following information:

- how to file a statement of claim (application), appeal and other correspondence with the court?

- How can I get acquainted with the case materials?

- Which judge received the case?

- time and place of the court hearing on the case

Find out the information you are interested in and evaluate its completeness, accessibility and convenience the information provided to you on a 5-point scale (check the box next to the selected item) and justify your assessment:

- How to file a claim (application), appeal or other correspondence?

ss	Completeness	Availability	Convenience	Comment
	1	1	1	
	2	2	2	
	3	3	3	
	4	4	4	
	5	5	5	

- How can I get acquainted with the case materials?

ss	Completeness	Availability	Convenience	Comment
	1	1	1	
	2	2	2	
	3	3	3	
	4	4	4	
	5	5	5	

- How to get a copy of the full court decision or order?

s	Completeness	Availability	Convenience	Comment
	1	1	1	
	2	2	2	
	3	3	3	
	4	4	4	
	5	5	5	

- Which judge did the case come before?

ss	Completeness	Availability	Convenience	Comment
	1	1	1	
	2	2	2	
	3	3	3	
	4	4	4	

5	5	5	
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- time and place of the court hearing on the case

Completeness	Availability	Convenience	Comment
1	1	1	
2	2	2	
3	3	3	
4	4	4	
5	5	5	

Assess the relevance, completeness and accessibility of the information posted on the court's website.

Completeness	Availability	Relevance	Comment
1	1	1	
2	2	2	
3	3	3	
4	4	4	
5	5	5	

Please rate the availability of amenities for court visitors (transport or walking distance to the court building from the metro, public transport stop, are there benches in the court corridors, a buffet, a changing room, a toilet, air conditioning, etc.) on a 5-point scale and justify your rating:

Criteria	Rating (1 to 5)	Comments
1. Transport accessibility		
2. Facilities in the courthouse		

IV. Participation in legal proceedings

Prepare a separate sheet of paper for any court hearing that you attended and describe the hearing on the following points (be sure to attach the sheet with your minutes to the report):

- Specify the date of the court hearing, a brief summary of the case.
- How did the court hearing begin?
- Who was present in the courtroom?
- Did the judge explain the rights and obligations of the participants in the court hearing?
- Were any motions filed during the court hearing? Was this motion submitted for discussion between the parties to the case?
- How is the court's response to the submitted petition drawn up?
- What evidence was examined in the courtroom?
- How was evidence examined in the courtroom?
- Was a protocol drawn up during the court hearing? Were technical means used?
- Who kept the minutes of the court hearing?
- Are the courtrooms equipped with technical means for videoconferencing?

V. Familiarization with case materials

During the internship, with the permission of the court staff, it is necessary to familiarize yourself with the materials of the criminal, civil, administrative case and answer the following questions:

1. What documents did you find in the case confirming that the participants in the proceedings were notified of the time and place of the court hearing?
2. If a representative is involved in the case, what documents are presented to them to confirm their authority, how are they drawn up? (Who certifies them?)
3. Look at the text of the final act on the case (decision, ruling, resolution). Is the date of production recorded in the final form?
4. Is the date of receipt or sending to the parties of the decision or ruling on the administrative offence case recorded?
5. If possible, review the minutes of the court hearing you attended, compare them with your own notes and evaluate the completeness of the reflection of the course of the trial and the speeches of the participants (express your opinion)

VI. Monitoring the application and observance of ethical rules by professional participants in legal proceedings Answers to questions are prepared during each court hearing at which the trainee is present

Court date:

Type of legal proceedings (criminal, civil, administrative): Brief summary of the case:

1. Was the case started on time? If there was a delay, what was the reason?
2. Did the judge explain the rights and obligations of the parties to the proceedings?
3. Were they understandable to the participants and to you personally?
4. Did the judge maintain order in the courtroom? Was there any interaction between the judge and the bailiff?
5. Did the judge reprimand the participants or remove them from the courtroom? For what reasons?
6. Did the judge speak loudly and clearly to the participants in the proceedings?
7. Were the comments and statements of the participants in the process (the judge, prosecutor, lawyer) correct and understandable?
8. Was the judge's communication with the participants in the process impartial? Explain your impressions.
9. Did the parties, the lawyer (attorney), and the prosecutor appear in the trial on time? If they were delayed, was the reason for the delay explained?
10. Did you get the impression that the prosecutor and the lawyer (the representative of the party - the lawyer) were prepared for the trial (were they familiar with the case materials)?
11. How were the prosecutor and the lawyer (the representative of the party - the lawyer) dressed? Did they wear business (uniform) clothing?
12. Did the prosecutor and the lawyer (the representative of the party - the lawyer) show respect for the court and other participants in the process?
13. Were the statements of the prosecutor and the lawyer (the lawyer representing the party during the trial) clear to you and other participants in the process?
14. Did the lawyers address the court in accordance with the terminology of the Criminal Procedure Code of the Russian Federation, the Civil Procedure Code of the Russian Federation, and the Arbitration Procedure Code of the Russian Federation ("Your Honor", "Your Honor")?

VII. Use of information technologies in court activities

1. Study and describe the situation with the use of modern information technologies in the court (electronic document management, acceptance of applications and documents in electronic form, use of digital signature, posting of judicial acts on the court website, use of videoconferencing, etc.). Interview court employees, do they experience difficulties in using these technologies? What are they? How do they evaluate the effectiveness of their implementation?
2. Does the court use the opportunity to examine information posted on the Internet online during a court hearing?

3. Is interdepartmental electronic interaction carried out in preparation for the case? What does it consist of? What information does the court request? With what information systems and what government agencies is interaction carried out (for example, Rosreestr, Pension Fund, etc.)?

4. Does the court check the defendant's residential address specified in the statement of claim/application? How?

5. Are information technologies used to notify participants in the process (e.g. SMS notification, email, court website, personal account, etc.)? Which ones? Ask court staff what difficulties are associated with the use of these technologies? How do they assess the effectiveness of their implementation?

6. Is the letter of the Ministry of Finance of Russia dated 10.01.2017 No. 03-05-06-03/80139 applicable in the court's activities? Do the parties have the opportunity to use these clarifications?

7. Does the legal framework for the use of information technology in legal proceedings need improvement? Formulate proposals based on a survey of court employees and your own.

Summary of the results of practice

The student must prepare an essay in which he/she should reflect his/her own opinion on the following aspects:

1. What new things did I learn in practice?

2. What useful things did I learn in practice?

3. As a result of the internship, did I understand what knowledge I need to acquire during my further studies at the University to successfully work as a lawyer? Explain in detail, describe why this conclusion was made.

4. As a result of the internship, did I understand what skills and abilities I need to acquire during further education at the University to successfully work as a lawyer? Explain in detail, describe why this conclusion was made.

5. What non-legal knowledge, skills, abilities, in your opinion, are necessary for you for future successful professional activity. Explain in detail, describe in connection with what such a conclusion was made.

Practice Supervisor from the University _____ / _____

Agreed:

Head of practice from a specialized organization _____ / _____
(indicate full name, position, contacts: telephone, email address)

2.2. Work schedule (plan) for conducting the internship

The work schedule (plan) for completing the educational practice contains an indication of the types of work and the deadlines for their completion. The work schedule (plan) is developed by the student, discussed and agreed upon with the practice supervisor from the University, as well as with the practice supervisor from the specialized organization. It is signed by the student and the practice supervisors.

The design layout is contained in the work program of the educational practice.

Evaluation criteria:

1. Completeness;

2. Proper execution.

2.3. Characteristics from the place of practice

The characteristics of the internship supervisor from the specialized organization contain brief information about what the student did during the internship, as well as an assessment of his/her activities in general and the level of mastery of general cultural and professional competencies provided for in the main professional educational program of higher education.

The reference is drawn up on the official (company) letterhead of the specialized organization, signed by the practice manager from the specialized organization, indicating his position, contact information and the date of signing. The signature of the practice manager is certified by the organization's seal (if any).

The design layout is contained in the work program of the educational practice.

Evaluation criteria:

1. Indication of the place and period of internship;
2. Reflection of the work completed by the student in practice;
2. Availability of an assessment of the work performed, demonstrated knowledge, skills, abilities, and qualities of the student;
3. Proper design.

2.4. Reporting materials on practice

The reporting materials include:

- diary of internship;
- a written report with an attached assignment from the internship supervisor from the University.

The diary reflects the work performed by the student on certain dates of the educational practice. Entries in the diary must contain a brief description of the work performed. The diary is checked and signed by the practice supervisors from the specialized organization, certified with a seal (if available in the organization).

The written report is completed in accordance with the individual assignment of the internship supervisor.

The content of the report (at least 10 pages of printed text without appendices) should provide coverage of all work performed by the student during the internship. The report, which summarizes and analyzes the entire course of the internship, the completion of assignments and other planned activities, should be formatted on a computer using the Word text editor, Times New Roman font, font height 12-14, line spacing 1.0 - 1.5. Paragraph indentation 1.25 cm. Margins: top 2 cm, bottom 2 cm, left 3 cm, right 1 cm. Page numbers are in the lower right corner. If necessary, footnotes are placed page by page; footnote numbering is continuous. Footnotes are typed in Times New Roman font, font height 10, line spacing single. Compliance with the specified requirements for the design of reporting materials is one of the assessment criteria during certification.

The internship report must contain:

- title page;

- content;
- a signed individual assignment from the internship supervisor from the University;
- assignment for the internship of the internship supervisor from the specialized organization (if any);
- a report on the implementation of an individual assignment of the internship supervisor from the University and other assignments and instructions of the internship supervisor from the specialized organization. The report shall indicate the organization in which the internship was conducted (name, address of the organization); name of the structural unit; the duration of the internship; the last name, first name, patronymic, position of the internship supervisor from the organization, his/her contacts (phone, email address); a brief description of the types of work and assignments that were performed during the internship; legal documents with which the student became familiar in the organization and other answers to the questions of the individual assignment of the internship supervisor from the University shall be indicated;
- appendices that include samples of documents that the student worked with directly during the internship;
- a list of sources - regulatory legal acts, materials of legal practice and specialized literature studied during the practice.

The report is signed by the student. The reporting materials of the educational practice must be filed in a folder and numbered.

The design layout is contained in the work program of the educational practice.

Criteria for assessing the completion of internship reports:

1. Independence;
2. Completeness;
3. Reasonableness;
4. Logicality;
5. Involvement of diverse sources;
6. Language of presentation;
7. Design.

2.5. Interview and consultation with the internship supervisor

Consultations with the University's internship supervisor are held both before students begin their internship and during the internship. During the consultations, students' questions regarding the internship procedure and requirements for internship and internship reporting materials are discussed, as well as questions related to completing an individual assignment and the internship itself. They allow assessing the "input" knowledge, skills, and abilities defined for the preparatory and main stages of the internship.

An interview with the University's internship supervisor, as a form of ongoing monitoring and midterm assessment, is a type of assessment material and at the same time a form of individual work with the student, conducted during the internship (the student's prepared work schedule (plan) for conducting the internship is discussed, an application for internship is signed, and certification for the internship is conducted). Allows you to assess the knowledge, skills and abilities defined for the preparatory and final stages of the internship.

Evaluation criteria:

1. Preparedness;
2. Timeliness;
3. Proficiency in the language of communication;
4. Communication with other students.

2.6. Feedback from the University's internship supervisor

The feedback from the University's internship supervisor includes information about the place and timing of the student's internship, assesses the quality of the individual internship assignment, other work completed by the student, collected and developed materials, essays and other conclusions made by the student based on the results of the internship, preparation of reporting materials, a general conclusion is made about the level of achievement of planned educational results in practice.

The feedback from the University's practice supervisor may ask questions and indicate comments that must be addressed before the midterm assessment of practice. In the feedback, the University's practice supervisor concludes whether the student is admitted to the midterm assessment of practice.

The design layout is contained in the work program of the educational practice.

Evaluation criteria:

1. Indication of the place and period of internship;
2. Reflection of the work completed by the student in practice;
3. Availability of an assessment of the completed individual assignment from the internship supervisor at the University, and other materials collected by the student.
4. Proper execution;
5. Availability of a final conclusion on the admission/non-admission of a student to the midterm assessment.