MINISTRY OF SCIENCE AND HIGHER EDUCATION OF THE RUSSIAN FEDERATION
Federal State Autonomous Educational Institution for Higher Education

«North-Caucasus Federal University»

METHODOLOGICAL GUIDELINES FOR THE ORGANIZATION AND CONDUCT OF EDUCATIONAL PRACTICE " INTRODUCTORY INTERNSHIP " FOR STUDENTS OF THE FIELD OF STUDY 13.04.02 ELECTRIC POWER ENGINEERING AND ELECTRICAL ENGINEERING

MODE OF STUDY FULL-TIME

Stavropol, 2026 г.

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Introduction

The internship is carried out in accordance with the academic plan and the approved internship program, and is completed by drafting and defending an internship report.

Students who fail to complete the internship or fail to fulfill the program requirements without a legitimate excuse, as well as those who receive an unsatisfactory grade for its completion, may be dismissed from the educational institution due to academic indebtedness.

1 Reference Documents

These methodological guidelines have been developed in accordance with the following regulatory and legal framework:

– Federal Law No. 273-FZ of December 29, 2012 "On Education in the Russian Federation," effective from September 1, 2013;

– Federal Law No. 304-FZ of July 31, 2020 "On Amending the Federal Law 'On Education in the Russian Federation' on Issues of Student Upbringing";

– Labor Code of the Russian Federation;

– Charter of the Federal State Autonomous Educational Institution of Higher Education "North Caucasus Federal University";

– Regulations on the Organization and Conduct of Internships for Students in Higher Education Programs (Order No. 1556-O dated July 18, 2025);

– Regulations on Practical Training of Students, approved by Order No. 885/390 of the Ministry of Science and Higher Education of the Russian Federation and the Ministry of Education of the Russian Federation dated August 5, 2020;

– other local regulatory acts of NCFU.

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2 Notations and Abbreviations

HE – Higher Education;

SES – Standards Established by the University Independently;

FSA – Final State Assessment;

SEC – State Examination Commission;

EP – Educational Program;

Teaching Staff – Professorial and Teaching Staff;

GOST – State Standard.

3 General Provisions

The practice is supervised by the teaching staff of the Department of Automated Electric Power Systems and Power Supply. Prior to the start of the practice, the program supervisor and practice supervisors conduct an orientation meeting at which the practice assignments are clarified, the forms and methods of the student's work during the practice are discussed, and the individual preferences of students are taken into account.

The specific content of the work performed by students during the practice is reflected in the individual practice assignment. Individual assignments are approved at a meeting of the department before the start of the practice and must include: the topic of the assignment; the duration and location of the practice; the types of work and requirements for their execution; the types of reporting materials; and a schedule for completing the practice. When developing practice assignments, it is necessary to focus on solving a real professional task.

The requirements for the organization of the practice are determined by the educational standard and the educational program. The organization of all types of practice at all stages should be aimed at ensuring the continuity and consistency of students' mastery of professional activities in accordance with the requirements of the educational standards regarding the graduate's level of preparedness.

The host institutions for the practice (organizations, structural units of NCFU) are determined by the graduating department. The practice may be conducted in specialized organizations with which agreements on practical training have been concluded, as well as in the structural units of the University (hereinafter referred to as practice bases). The practice bases must meet the following requirements:

– The organization's (or the organization's unit) field of activity corresponds to the focus (profile) of the Higher Education Educational Program;

– the organization possesses the necessary material and technical resources enabling students to complete the practice program;

– the organization has competent, qualified specialists to provide supervision of the practice.

A student is assigned to the practice by means of an order specifying each student's attachment to a structural unit of the University or a specialized organization, the practice supervisor from the University, as well as the type and duration of the practice. Draft orders for assigning students to practice are prepared by the institutes one month before the start of the practice and are coordinated with the Educational Methodology Department and the Legal Department. When organizing off-site practice, as well as practice conducted in field conditions or at stationary practice bases for an entire group of students traveling with a practice supervisor, the draft orders must be coordinated with the Educational Methodology Department, the Legal Department, the Planning and Economics Department, and the Department of Accounting, Reporting and Financial Control. Orders assigning students to practice are signed by the Vice-Rector for the relevant area. The Educational Methodology Department issues and registers the orders.

Students may be sent to external organizations for the completion of all types of practices provided for by the Higher Education Educational Program solely on the basis of practical training agreements.

Practical training agreements are drawn up in two copies based on the standard "Practical Training Agreement" and are concluded, as a rule, during the period of planning educational activities for the academic year, but no later than two months before the start of the practice. Registration, recording, and storage of the originals of all agreements concluded by the University are carried out by the Educational Methodology Department. Copies of registered agreements are kept at the departments responsible for implementing the corresponding practice.

Students who wish to complete their practice in organizations of their own choosing are permitted to be assigned to such practices on an individual basis, provided that these organizations meet the requirements for practice bases set forth above. In this case, the student shall submit an application to the head of the graduating department two months before the start of the practice, specifying the name, details, and contact information of the organization intended as the individual practice site.

If a student fails to provide the information necessary for concluding a practical training agreement in a timely manner, the student shall be assigned to a practice at an organization determined by the practice supervisor from NCFU.

The practice supervisor from NCFU bears responsibility for the accuracy of the data specified in the individual practical training agreement.

The practice supervisor carries out:

– scientific consultation of the student and supervision of the practice in accordance with its programs;

– development / oversight of the development of individual assignments for the student, in line with the topic of the scientific research;

– monitoring of compliance with the practice schedule and its core content;

– methodological assistance to students during their practice in carrying out individual assignments and research, particularly in presenting various forms of academic work;

– evaluation of the results of the student's research and practical work.

Upon completion of the practice, the student must prepare:

– a practice report (with the enterprise's seal, indication of the position, full name of the supervisor from the enterprise, and his/her signature on the title page ;

– a student's practice diary with a review from the enterprise supervisor and his/her signatures ;

– a review from the university supervisor.

The submission of the report is the final stage of the practice.

4 Organization and control of practice

The organization and monitoring of the practice are carried out by the graduating department and the institute's administration.

To supervise the practice conducted at a specialized organization, practice supervisors from the relevant departments are appointed from among the professorial and teaching staff (the master's scientific supervisor), as well as practice supervisors from among the employees of the specialized organization (hereinafter referred to as the practice supervisor from the specialized organization). The assignment of each student to a practice supervisor from among the employees of the specialized organization is carried out on the basis of an order issued by the institute.

The practice bases for students in the field of study 13.04.02 "Electric Power Engineering and Electrical Engineering" are enterprises in the city of Stavropol, Stavropol Region, and other constituent entities of the Russian Federation. These include enterprises directly involved in the generation of electric power (power plants) and its distribution (electrical grids and substations of the Interregional Grid Company, urban electrical grid networks and substations), as well as enterprises that consume electric power (factories, industrial complexes, housing and utility facilities, electrical installation organizations).

Students who combine their studies with employment have the right to complete their practice at their place of work, provided that the professional activities they perform meet the requirements of the practice content. The practice may take place in various departments of these enterprises (e.g., the dispatch service, substation service, relay protection service, the enterprise's electrical workshop, or the repair shop). This allows for a comprehensive study of the necessary issues corresponding to the practice objectives.

If the place of work does not correspond to the field of study, or if the student has not concluded contracts with employers, the practice shall be carried out on the basis of an agreement with an enterprise relevant to the field of study.

From the moment students are enrolled as trainees at workplaces during the practice period, the labor protection rules and internal regulations in effect at the organization shall apply to them, and they must be familiarized therewith in accordance with the procedure established by the organization.

5. Structure and content of the report

The report must contain the main results of the completion of the individual assignment. An indicative list of assignments is provided in the assessment fund. The practice supervisor has the right to propose an individual assignment to the student independently for the development of the relevant competencies.

6. General requirements for the formatting of the report

The practice report includes:

– title page;

– practice assignment.

– the text of the report, prepared using computer printing and graphic devices with 1.5 line spacing, using Times New Roman font size 14.

The pages of the report must have margins: left – 30 mm, right – 20 mm, top – 20 mm, bottom – 20 mm.

All pages of the report, including illustrations and appendices, shall be numbered consecutively from the first to the last page without omissions, repetitions, or letter additions.

Formulas, equations, superscripts and subscripts must be clear and legible.

Tables shall be concise; abbreviations in words are not permitted. The table number shall be placed in the upper left corner above the table heading after the word “Table” (e.g., Table 2).

Illustrations (graphs, drawings, diagrams, schematics, blueprints) must comply with the requirements of state standards and shall bear captions placed beneath them.

6.1 Practice Report Format

The practice report must be prepared in accordance with GOST 2.105-95 "General requirements for text documents" and GOST 2.106-96 "Text documents". The pages of the practice report must be numbered consecutively. The title page is considered page

The text of the report is written on one side of A4 white paper according to GOST 2.301-68 (210×297 mm). It may be prepared by typewriting, handwriting, or computer. When using a computer, the report is prepared using MS Word (or its equivalent) with the following rules: font Times New Roman, regular style, size 14,

black, scale 100%, normal spacing, no offset; use of underlining, italics, bold, or color is not allowed; individual words, formulas, and symbols may be written in standard font of at least 2.5 mm height according to GOST 2 304-81; paragraph settings: justified alignment, main text level, left and right indents 0 mm, spacing before and after paragraph 0 pt, first line indent 15 mm, line spacing 1.5;hyphenation (except for headings) is mandatory.

In the text of the report, the following is not permitted

– use colloquial turns of phrase;

– use different scientific-technical terms that are close in meaning (synonyms) for the same concept, as well as foreign words and terms if equivalent Russian words and terms exist;

– abbreviate designations of physical quantity units if they are used without numerals, except for physical quantity units in table headings and side headings, and in explanations of letter symbols appearing in formulas;

– use word abbreviations, except those established by the rules of Russian orthography and punctuation, as well as by relevant state standards (abbreviations commonly accepted in the Russian language under GOST 2.315-68);

– use mathematical signs, e.g., (-), before numerical values. Instead of the sign, the word “minus” should be written;

– use mathematical signs without numerals, e.g., < (less than or equal to), > (greater than or equal to), signs № (number), % (percent), etc.;

– use standard indices (GOST, OST, RST, STP, ST, CMEA) without registration numbers.

Standardized units of physical quantities, their names, and designations shall be used in accordance with GOST 8.417-81.

Alongside SI units, if necessary, units of previously used systems permitted for use shall be indicated in parentheses. The use of different systems for designating physical quantities within a single document is not permitted.

Numerical values of quantities in the text shall be given with the degree of precision necessary to ensure the required properties, while aligning the number of

decimal places within a series of quantities

Rounding of numerical values of quantities to the first, second, third, etc. decimal place for different sizes, grades, etc. of products of the same name must be uniform. If a range of numerical values of a physical quantity expressed in the same unit of physical quantity is given in the document, the designation of the physical quantity unit is indicated after the last numerical value of the range, for example: “From 10 to 50 kVA”, “From 10 to 100 kW”, “From plus 10 to minus 40°C”.

It is not permissible to separate the unit of a physical quantity from its numerical value (i.e., to break them across different lines or pages), except for units of physical quantities placed in tables produced by typewriting.

Formatting of Formulas. In formulas, the symbols established by the relevant standards shall be used. When using a computer, the use of a formula editor is mandatory. Explanations of the symbols and numerical coefficients included in the formula, if not explained previously, shall be provided directly below the formula. Explanations for each symbol shall be given on a new line in the sequence in which they appear in the formula. The first line of the explanation shall begin with the word “where”, without a colon after it**.**

Example:

If the formula is without calculations, center alignment is used:

The selection of cross-sections by heating is carried out based on the calculated current in normal and post-emergency modes using the following expressions:

in normal mode:

$$I_p = \frac{S_p}{n \cdot \sqrt{3} \cdot U_н}; \quad (1.36)$$

in post-emergency mode:

$$I_{\max p} = \frac{S_p}{\sqrt{3} \cdot U_н}, \quad (1.37)$$

where S_p – is the calculated line power, kVA;;

n – is the number of lines;

$U_н$ – is the rated network voltage, kV.

If the formula is presented with calculations, left alignment with a 1.25 cm indent is used:

Hence, the economically feasible cross-section

$$F_{эк} = \frac{I_{рн}}{j_{эк}} = \frac{77,26}{1,7} = 45,45$$

мм^2.

The obtained cross-section is rounded to the nearest standard value $F_{табл.}$ = 50 mm^2.

Formulas that follow one another and are not separated by text shall be separated by a comma.

Transferring a formula to the next line is permitted only at the signs of the operations being performed, and the sign at the beginning of the next line shall be repeated. When transferring a formula at the multiplication sign, the “x” sign is used. Transfers at the division sign are not permitted.

Formulas, except those placed in appendices, shall have consecutive numbering in Arabic numerals, which are written on the same level as the formula on the right in parentheses. A single formula is designated as (1). Numbering of formulas within a section is permitted, e.g., (3.1) – the first formula of the third section.

Formulas in appendices shall be numbered with Arabic numerals within each appendix, prefixing the numeral with the appendix designation, e.g., formula (B.1).

References in the text to the sequential numbers of formulas are given in parentheses, for example: ... in formula (2).

If the number does not fit on the same line as the formula, it is placed on the next line below the formula. When a formula is continued on another line, the number is placed level with its last line.

Calculations performed using formulas shall be presented in the following order:

1) Write the formula;
2) Explain the symbols;
3) Substitute the numerical data in the order of the symbols;
4) Write the final result with an indication of the dimension

The designation of units of the same parameter within the explanatory note must be consistent.

Formatting of Illustrations. Illustrations (drawings, graphs, diagrams, sketches, photographs) shall be positioned so that they can be viewed conveniently without rotation or with a clockwise rotation.

Each illustration must correspond to the text, and the text to the illustration. Necessary qualities of any illustration are clarity, graphic expressiveness, and lucidity. The drawings, diagrams, and graphs used must meet the requirements of the state standards that are part of the Unified System for Design Documentation.

The number of illustrations shall be sufficient to explain the text presented. Illustrations may be placed either within the text (as close as possible to the relevant parts of the text), or at the end of the document, or given in an appendix.

Figures are numbered within the section. In this case, the illustration number consists of the section number and the sequential number of the illustration, separated by a dot. Illustrations shall be placed centered on the page immediately after the text in which they are first mentioned, or on the next page..

Captions under figures should be placed horizontally, without frames, near the element to which they relate. Each figure must have a brief descriptive title, which is placed under the figure, centered, in the following order: the illustration designation “Figure”, the sequential number in numerals without the symbol “№”, and then the title of the illustration. The title of the figure begins with a capital letter; no dot is placed at the end of the title.

Example:

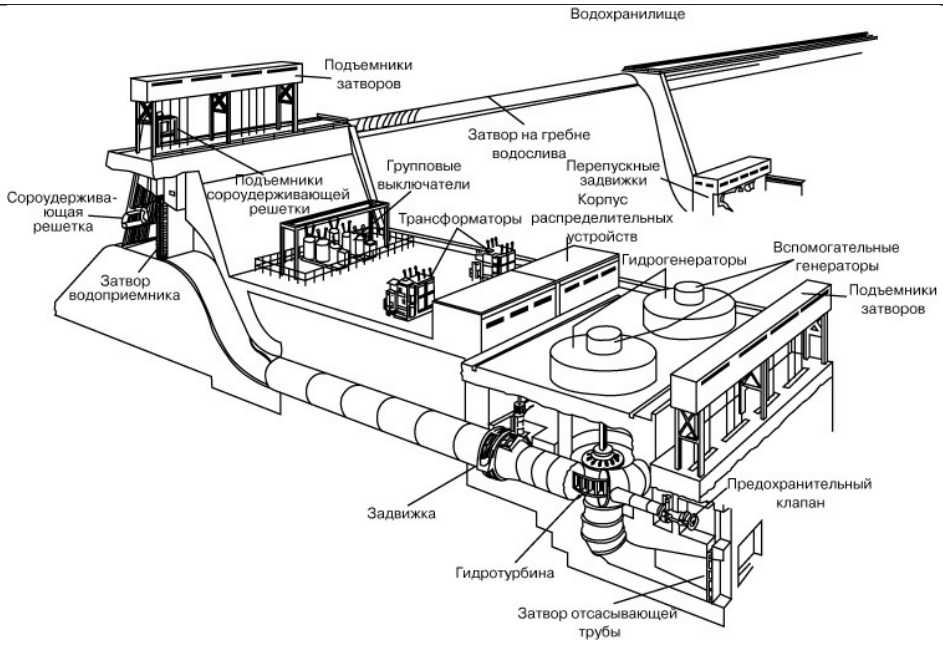

Figure 1.1– Scheme of a hydroelectric power plant

Construction of Tables. Numerical material is generally presented in the form of tables. Tables are verbal-numerical material organized into vertical columns and horizontal rows, forming a specific grid, each element of which is a component part of both a column and a row.

Depending on its size, the table shall be placed below the text where the reference to it first appears, or on the next page, or, if necessary, in an appendix to the document.

It is permissible to place a table along the long side of a document sheet.

Tables, except for tables in appendices, shall be numbered consecutively with Arabic numerals. Numbering tables within a section is permitted. In this case, the table number consists of the section number and the sequential number of the table, separated by a dot, for example, the fifth table in the first section – Table 1.5.

Tables of each appendix are designated by separate numbering in Arabic numerals, adding the appendix designation before the numeral.

The word “Table” is indicated once (on the left according to GOST 2.105-95) above the first part of the table. If the rows or columns of the table extend beyond the sheet format, the table is divided into parts, which, depending on the table’s features, are transferred to other sheets or placed on the same sheet next to each other or one below the other. Above the continuation of the table on a new page, a header of the type “Continuation of Table 3.4” (if the table does not end on this page) or “Conclusion of Table 3.4” (if the table ends on this page) is placed on the left.

The thematic heading of the table is written in lowercase letters (except for the first capital letter) and placed in the middle of the table. The heading must be precise, brief, and fully reflect the content of the table. The thematic heading above the continuation of the table on a new page is not repeated.

If the rows or columns of the table extend beyond the page format, it is divided into parts, placing one part below another or next to each other, repeating the table head and side head in each part. When dividing a table into parts, it is permissible to replace its head or side head with the corresponding column or row numbers, respectively; in this case, the columns and/or rows of the first part of the table are numbered with Arabic numerals.

All tables must be referenced in the text, for example: “... in Table 1.1”. The reference to the table should be placed after the first mention of its data. Subsequent references to the table are made with the word “See”, for example: (see Table 1.1). An example of a table layout is presented in Table 9.1.

Example:

…..table 1.1 shows the electrical loads of the plant..

Table 9.1 – Electrical loads of the equipment manufacturing plant…

№№	Name of Shops and Sections	Installed power at 0.4 kV voltage	
		$P_{уст}$, кВт	cosφ
1	2	3	4
1	Foundry	1500	0,75
2	Forging and pressing shop	2340	0,7

Continuation of Table 9.1

1	2	3	4

Bibliographic References. Bibliographic references are formatted in accordance with the requirements of GOST R 7.0.5.

Bibliographic references are used:

– when quoting;

– when borrowing propositions, formulas, tables, illustrations;

– when it is necessary to refer to another publication where the issue is more

– fully expounded;

– when analyzing published works in the text.

There are two types of bibliographic references: in-text and footnotes.

In-text references are placed directly in the line after the text to which they refer. They are formatted in square brackets indicating the number in the reference list, e.g., [31]. References to several specific works of an author may be given, for example, in the form [12-17, 19].

When quoting, as well as in cases requiring the indication of a specific page of the source, the page is additionally indicated in parentheses [12. P. 7] or pages “from - to” [19. P. 7 – 9].

Example:

When a particle flies near the nucleus, it is acted upon by a Coulomb

repulsive force [14, P. 51].

Footnotes are placed at the bottom of the page, below the lines of the main text, and have consecutive numbering throughout the entire document.

Example:

The literary scholar Levidov A.M. wrote that "it is not the number of books read that serves as an indicator of reading culture, but the quality of their consumption."[1]

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[1] Levidov A.M. Literature and Reality / A.M. Levidov. - M.: Academy, 1987. - P. 409

List of Sources Used. The bibliographic list is formatted in accordance with the requirements of GOST 7.1 and GOST 7.80. An example of the formatting of the bibliographic list is given below.

Books

– Book by one, two, or three authors:

1. Fedotov, Yu. V. Methods and Models for Constructing Empirical Production Functions / Yu. V. Fedotov. – St. Petersburg : St. Petersburg State University Press, 1997. – 220 p.
2. Furubotn, E. G. Institutions and Economic Theory: The Achievements of the New Institutional Economic Theory / E. G. Furubotn, R. Richter; trans. from English ed. by V. S. Katkalo, N. P. Drozdova. – St. Petersburg : St. Petersburg State University Publishing House, 2005. – XXXIV, 702 p.
3. Horngren, Ch. T. Accounting: A Managerial Aspect / Ch. T. Horngren, J. Foster; ed. by Ya. V. Sokolov. – M. : Finance and Statistics, 2004. – 416 p.
4. Williamson, O. E. The mechanisms of governance / O. E. Williamson. – New York : Oxford University Press, 1996. – 429 p

– Book with more than three authors:

Real Estate Economics and Finance / D. L. Volkov [et al.]; ed. by Yu. V. Pashkus. – St. Petersburg : St. Petersburg State University Press, 1999. – 186 p.

Collection edited by:

The Seven Notes of Management / ed. by V. Krasnova, A. Privalov. – 3rd ed., supplemented. – M. : Expert Journal, 1998. – 424 p.

Legal and Regulatory Acts

1. Constitution of the Russian Federation: official text. – M. : Marketing, 2001. – 39 p.

2. Family Code of the Russian Federation: [federal law: adopted by the State Duma on Dec. 8, 1995: as of Jan. 3, 2001]. – St. Petersburg : Staun-country, 2001. – 94 p.

Standards

1. GOST R 7.0.53-2007 System of Standards on Information, Librarianship and Publishing. Publications. International Standard Book Number. Use and Publishing Presentation. – M. : Standartinform, 2007. – 5 p.

Deposited Scientific Works

1. Razumovsky, V.A. Management of Marketing Research in the Region / V.A. Razumovsky, D.A. Andreev. – M., 2002. – 210 p. – Deposited at INION of the Russian Academy of Sciences 02/15/02, No. 139876.

Dissertations

1. Lagkueva, I.V. Peculiarities of Labor Regulation for Creative Workers of Theaters: diss. ... Candidate of Juridical Sciences: 12.00.05 / Lagkueva Irina Vladimirovna. – M., 2009. – 168 p.

2. Pokrovsky A.V. Removable Singularities of Solutions of Elliptic Equations: diss. ... Doctor of Physical and Mathematical Sciences: 01.01.01 / Pokrovsky Andrey Vladimirovich. – M., 2008. – 178 p.

Dissertation Abstracts

1. Sirotko, V.V. Medico-Social Aspects of Urban Trauma in Modern Conditions: abstract of diss. ... Candidate of Medical Sciences: 14.00.33 / Sirotko Vladimir Viktorovich. – M., 2006. – 17 p.

2. Lukina, V.A. The Creative History of I.S. Turgenev's "A Sportsman's

Sketches": abstract of diss. ... Candidate of Philological Sciences: 10.01.01 / Lukina Valentina Alexandrovna. – St. Petersburg, 2006. – 26 p.

Research Reports

1. Methodology and Methods for Studying the Military-Professional Orientation of Adolescents: research report / Zagoryuev A.L. – Yekaterinburg: Ural Institute of Practical Psychology, 2008. – 102 p.

Electronic Resources

1. Art Encyclopedia of Foreign Classical Art [Electronic resource]. – M. : Great Russian Encyclopedia, 1996. – 1 electronic optical disc (CD-ROM).

2. Nasyrova, G.A. Models of State Regulation of Insurance Activities [Electronic resource] / G.A. Nasyrova // Bulletin of the Financial Academy. – 2003. – N 4. – Access mode: http://vestnik.fa.ru/4(28)2003/4.html.

Articles

Article from a journal by one, two, or three authors:

1. Raskov, N. V. Macroeconomic Deformations and Economic Policy Guidelines / N. V. Raskov // World Economy and International Relations. – 1998. – No. 2. – P. 115-120.

2. Libo, M. G. Telework as a New Form of Personnel Management in Virtual-Type Organizations / M. G. Libo, S. V. Kosheleva // Bulletin of St. Petersburg University. Series 8. Management. – 2004. – Issue 3. – P. 117-137.

3. Kushch, S. P. Marketing Aspects of Interfirm Network Development: Russian Experience / S. P. Kushch, A. A. Afanasiev // Russian Management Journal. – 2004. – Vol. 2, No. 1. – P. 33-52.

Article from a journal with more than three authors:

1. Financial Dynamics and Neural Network Analysis: A Study of the Business Environment / S.V. Kotelkin [et al.] // Bulletin of St. Petersburg University. Series 8. Management. – 2002. – Issue 3. – P. 120-143.

Article from a collection (authored):

1. Raskov, N. V. Formation of Financial-Industrial Groups in the Perspective of Economic and Political Problems in Russia / N. V. Raskov // Russian

Banks Today / ed. by D. L. Volkov [et al.]. – St. Petersburg, 1997. – P. 70-75.

2. Katkalo, V. Institutional structure and innovation in the emerging Russian software industry / V. Katkalo, D. Mowery // The international computer software industry / ed. by D.C. Mowery. – New York, 1996. – P. 240-271.

8 Procedure for the Defense of the Placement Report

The presentation of the report is conducted at an open meeting of the department.

The results of the placement are determined through interim assessment, with grades of “Excellent”, “Good”, “Satisfactory”, or “Unsatisfactory”.

The grade for the placement takes into account the quality of the reporting materials submitted by the student and the reviews (characteristics) of the placement supervisors. Grades for the placement are considered equivalent to grades (credits) for theoretical instruction and are taken into account when calculating the student’s overall academic performance and ranking.

The grades for the placement are entered simultaneously into the examination grade sheet and the student’s grade record book by the placement supervisors.

Grade “Excellent” is awarded when the student has fully completed the placement program, submitted all required documents for the report, formatted in accordance with established procedures, demonstrated the acquired skills and abilities, and shown readiness for independent work.

Grade “Good” is awarded when the student has partially or fully completed the placement program, submitted a placement report with correctly formatted documents, but with minor shortcomings and comments from the placement supervisors.

Grade “Satisfactory” is awarded when the student has partially completed the placement program, has difficulty meeting the requirements of the placement report, has shortcomings in the formatting of the submitted documents, and experiences difficulties in demonstrating the skills and abilities of professional and research work.

Grade “Unsatisfactory” is awarded when the student fails to submit the report, has not completed the placement program, the submitted materials completely fail to meet the requirements, and the student demonstrates incompetence in the skills and abilities of professional and research activities.

Appendix A

MINISTRY OF SCIENCE AND HIGHER EDUCATION OF THE RUSSIAN FEDERATION
Federal State Autonomous Educational Institution for Higher Education
“NORTH CAUCASUS FEDERAL UNIVERSITY”
Faculty of Petroleum Engineering
Department of Automated Electric Power Systems and Power Supply

Approved for defense
«___»_____20___г.
_____

REPORT ON EDUCATIONAL PRACTICE
“Introductory Internship”

Done by:
_____
_____
(Full name, course, group, field of study, profile, mode of study)
_____
(signature)

Placement Supervisor:
_____
(Full name, academic rank, position)
_____
(signature)

Report defended with grade_____ Date of defense_____

Stavropol, 2026 г

1. ASSIGNMENT FOR EDUCATIONAL PRACTICE (*i*ntroduction Internship)

Student _____
Field of study / Specialty _____
Course, Group:_____
Placement dates: _____
Placement location: _____
Placement Supervisor from NCFU: _____
Placement Supervisor from the Specialized Organization: _____

List of Assignments for the Placement

During the placement, it is necessary to study and present in the form of a report the following issues:

1.

2.

3.

The assignment was approved at the departmental meeting (Minutes No. ___ dated "__" _____ *202*__).
Date of assignment issuance:
Supervisor:
Assignment issued by «»_____20____г.
(supervisor's signature)
Student:
Assignment accepted for execution on«_____»_____20_____г.
(student's signature)

2. INSTRUCTION ON FAMILIARIZATION WITH LABOR PROTECTION, SAFETY, FIRE SAFETY REQUIREMENTS, AND INTERNAL REGULATIONS

(at the trainee's workplace)

	Instruction conducted	**Familiarized**
regarding labor protection requirements	_____ *signature and full name of the placement supervisor from the specialized organization or the placement supervisor from the University*	_____ *(signature and full name of the student)* ___ _____ « » 20__г.
regarding safety		
regarding fire safety		
regarding internal labor regulations		

3. PLACEMENT DIARY

Date	Activities performed in accordance with the placement assignment

Student Questionnaire Based on Placement Results

1. **Are you satisfied with the conditions for organizing the placement?**
- Yes, completely.
- Yes, mostly.
- No, not completely.
- Absolutely not.

2. **Was students' access to all necessary information resources during the placement ensured?**
– Yes, fully ensured.
– Yes, mostly ensured.
– No, insufficiently ensured.
– No, not ensured at all.

3. **Is the list of disciplines you studied at the university sufficiently comprehensive for the successful completion of the placement?**
– Yes, completely sufficient.
– Yes, mostly sufficient.
– No, not quite sufficient.
– Absolutely insufficient.

4. **Which disciplines you studied at the university were particularly useful to you during the placement?**

_____

_____

5. The knowledge of which disciplines did you lack during the placement?

_____

_____

_____

6. Suggestions regarding the organization of the placement or its content

_____

_____

_____

REVIEW
of the Placement Supervisor from the University

Full name of the placement supervisor from NCFU _____
Full name of the student trainee _____
Type of practice _____
Name (type) of practice _____
Placement location: _____

(the name of the structural unit of NCFU where the student completed the placement in accordance with the order on assignment to the placement is indicated)

Placement period
Competencies developed by the student ___
_____
_____
_____
List of skills acquired by the student
_____
_____
_____
_____
_____
Characteristic of the student's work _____
_____
_____
_____
Conclusion on the results of the placement _____
_____
_____
_____
_____
Recommended grade _____

_____ _____ _____
(Position) (Signature) (Full name)

«_____»_____20___г.

REVIEW
of the Placement Supervisor from the Organization

Name of the organization_____
Full name of the placement supervisor from the organization, position_____
Full name of the student trainee_____
Field of study (specialty) _____
Course, Group_____
Type of placement_____
Name (type) of practice_____
Placement period_____
Labor functions performed by the student during the placement:

_____
_____
_____
_____
_____

List of skills and abilities acquired by the student

_____
_____
_____
_____
_____

Characteristic of the student's work _____

_____
_____
_____

Conclusion on the results of the placement _____

_____
_____
_____
_____

Recommended grade _____

(Position) (Signature) (Full name)

«_____»_____20_____г.