

MINISTRY OF EDUCATION AND SCIENCE OF UKRAINE

NATIONAL TECHNICAL UNIVERSITY  
"KHARKIV POLYTECHNIC INSTITUTE"

**GUIDELINES**

to perform pre-graduation practice

for applicants for higher education of the second (master's) level

in the speciality 054 "Sociology"

Educational and professional programme

"Sociological support of economic activity"

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Methodical instructions for the implementation of undergraduate practice for applicants for higher education of the second (master's) level in the speciality 054 "Sociology" Educational and professional programme "Sociological support of economic activity" / compiled by. Kalagin Y. A., Grigorieva S. V., Sutula O. A. - Kharkiv: NTU "KhPI." - 37 p.

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## INTRODUCTION

The internship of higher education students is an integral part of the process of training sociologists at the National Technical University "Kharkiv Polytechnic Institute". It is aimed at consolidating the theoretical knowledge gained by higher education students during their studies, acquiring and improving practical skills and abilities defined by the educational programme of training specialists in sociology. The practice is conducted at appropriately equipped practice bases, modern production facilities, research and design organisations in various sectors of the economy and forms of ownership.

The procedure for the practical training of higher education students majoring in Sociology at the National Technical University "Kharkiv Polytechnic Institute" is developed in accordance with: - The Law of Ukraine "On Higher Education" of 01.07.2014 №1556-VII (as amended); - Regulation "On Practical Training of Students of Higher Educational Institutions of Ukraine", approved by the Order of the Ministry of Education of Ukraine of 08.04.1993 № 93; - Draft Regulation "On Practical Training of Students of Higher Educational Institutions" of 09.02.2011, developed by the Ministry of Education and Science of Ukraine; - Recommendations for Practical Training of Students of Higher Educational Institutions of Ukraine, developed by the State Scientific Institution "Institute of Innovative Technologies and Content of Education" in 2013.

## 1 PURPOSE AND MAIN TASKS OF THE PRACTICE

During the internship, students have to get acquainted with the peculiarities of future professional activity, the main areas of activity of a practical sociologist, develop skills in the development of sociological research programmes, collect and analyse empirical material for writing a thesis, take part in conducting sociological surveys, marketing research, consultations and other forms of professional activity.

The purpose of the practical training of sociologists is to consolidate the knowledge, skills and abilities acquired by students that have a direct impact on the professional level of the future specialist. Students should gradually acquire the skills of problematic social and humanitarian thinking, identification and creative analysis of professional problems.

The overall goal of the pre-diploma practice is to prepare students for independent performance of official duties in the relevant position in accordance with the received specialisation, as well as to conduct a diploma research, namely:

- consolidation of theoretical knowledge by students;
- familiarisation with the activities of a sociologist/specialist in real working conditions;
- involvement of future sociologists in practical activities;
- systematic updating of knowledge and its application in practice;
- development of a thesis research and collection of empirical material for the thesis;
- testing the theoretical part of the work in practical/work activities;
- creative application of acquired knowledge, skills and abilities in practical/work activities;
- justification of recommendations.

Completion of all stages of pre-diploma practice ensures the formation of the following competencies in applicants for higher education "Master" in speciality 054 "Sociology":

- **competence:**

<b><i>Integral competence (IC)</i></b>	
IR	Ability to solve complex problems of innovative nature of sociological support of socio-economic processes in conditions of uncertainty.
<b><i>General competences (GC)</i></b>	
ZK01	Ability to think abstractly, analyse and synthesise.
ZK02	Ability to work autonomously.
ZK03	Ability to communicate with representatives of other professional groups of different levels (with experts from other fields of knowledge/ types of economic activity).
ZK05	Ability to assess and ensure the quality of work performed
ZK06	Ability to make informed decisions.
<b><i>Specialist/professional competences (SPC)</i></b>	
SK01	Ability to analyse social phenomena and processes
CC03	Ability to design and conduct sociological research, develop and justify their methodology.
SK04	Ability to collect and analyse empirical data using modern sociological research methods.
SK05	Ability to discuss the results of sociological research and projects in Ukrainian and foreign languages.
SK06	The ability to adhere to the norms of professional ethics of a sociologist and be guided by universal human values in their work.
SK07	Ability to develop and evaluate social projects and programmes.
SK01	Ability to analyse social phenomena and processes

– ***learning outcomes (LOs):***

PO01. Analyse social phenomena and processes using empirical data and modern concepts and theories of sociology.

PO04. To apply scientific knowledge, sociological and statistical methods, digital technologies, specialised software to solve complex problems of sociology and related fields of knowledge.

PLO05. Search, analyse and evaluate the necessary information in scientific literature, databases and other sources.

PO09. Plan and carry out research in the field of sociology, analyse the results, and justify conclusions.

The standards of the National Technical University "Kharkiv Polytechnic Institute" were used and summarised in the development of the guidelines: STVO-HPI-3.01-2021. SZVO. Text documents in the field of educational process. General requirements for implementation.

## 2 CONTENT OF THE PRACTICE

### 2.1 Methodological recommendations for completing pre-diploma practice tasks

The practice of applicants for higher education in the specialty 054 "Sociology" is conducted at practice bases that ensure the implementation of the programme for the relevant levels of higher education or in its structural subdivisions.

The companies (organisations, institutions) that are used as bases of practice meet the following requirements:

- ability to ensure the implementation of the internship programme;
- availability of structures and industries that correspond to the specialities/educational programmes;
- availability of safe and harmless conditions for compliance with sanitary and hygienic standards and labour protection requirements during the internship;
- the possibility of qualified supervision of the practice of higher education students;
- providing higher education students with the opportunity to work in full-time positions that correspond to the internship programme (if there are appropriate vacancies) during the internship;
- granting higher education students the right to use the library, laboratories, technical and other documentation required for the implementation of the internship programme, taking into account the company's privacy policy;
- the possibility of further employment of University graduates (on a general basis, subject to availability of vacancies).

To conduct the internship, the University shall conclude appropriate agreements on the internship on the basis of the enterprise in advance.

Short-term agreements are concluded for the period of a specific internship.

In order to successfully complete the tasks of the internship and establish close ties with employers, the University enters into long-term agreements for 3-5 years.



Applicants for higher education may independently, in agreement with the supervisor of the internship from the department, choose the place of internship and offer it for use.

Within the framework of academic mobility, higher education students may be given the opportunity to undertake internships at modern high-tech specialised enterprises or at universities in other countries. Practical training abroad may be carried out under intergovernmental agreements, under agreements between higher education institutions with the possibility of providing intergovernmental scholarships or grants. Practice abroad, its management and summing up should be carried out on a general basis.

The tasks of pre-graduation practice can be related not only to the writing of a qualification paper, but also to the research work of the department.

Research work during the practice period should be aimed at improving the professional level of training of higher education students. In the process of performing an individual task of undergraduate practice, a higher education student in accordance with the qualification requirements must identify

- knowledge and skills in professional training disciplines that reveal the theoretical foundations and practical issues of sociology;
- ability to select, systematise and process information in accordance with the research objectives;
- ability to identify cause and effect relationships of processes and phenomena in a particular industry;
- ability to justify scientific conclusions.

In the course of the internship, the student must complete the following tasks for the thesis research:

- 1) Specify the problem of the thesis research:
  - a) assess the relevance of the chosen problem for society;
  - б) assess the feasibility of the study;
  - в) assess the scope of the research question;
  - г) determine the time required to conduct the research;

д) ensure that managers give permission to conduct the research and discuss research methods with management;

е) ensure that interns join the workforce without conflict and receive the necessary assistance from colleagues.

2) To review the scientific literature on the problem of thesis research.

3) Define the purpose of the study and assess its potential practical significance.

4) Analyse ethical and legal issues related to thesis research.

5) Identify the object of research and units of analysis.

6) Identify concepts that are important for understanding, describing or explaining the subject of the thesis, and make a list of them.

7) Draw up a structural diagram of the cause-and-effect relationships between the concepts of the subject of the thesis.

8) To analyse the possibility of sociological measurement of each concept with specific indicators.

9) Formulate research hypotheses, identify dependent, independent and control variables, types of relationships between them and possible connections (positive, negative and curvilinear).

10) Provide an operational definition of research concepts and find indicators that are empirically equivalent to theoretical concepts; estimate the range of variation of variables that reflect the concept and the variation within the range of the variable.

11) Develop the research instrumentation and justify the sample.

12) Carry out measurements according to the chosen methods (interviews, questionnaires, observations, experiments, document analysis, statistics, etc.).

13) Create an array of one- and two-dimensional distributions (tables) and analyse the results

14) Describe the results using tables and graphs.

15) Develop practical recommendations based on the research findings.

16) Prepare a presentation of the research results.

## **2.2 Organisation and management of pre-graduation practice**

The organisation and control of students' internships is provided by the higher education institution on the one hand and the basic institutions to which the students are assigned on the other hand.

The university supervisor is responsible for concluding contracts, issuing letters, monitoring the overall course of the internship and accepting student reports.

The responsibility for organising, conducting and monitoring the undergraduate internship lies with the Head of the Department and the supervising teachers; with the head of the internship site - with the head of the institution/organisation. Direct educational and methodological guidance and implementation of the practice programme is provided by the graduating department of sociology and public administration with supervisors from the practice sites.

The allocation of higher education students for internships is carried out taking into account orders for the training of specialists and their future place of work after graduation. Registration of higher education students for internships is confirmed by an order of the rector. Experienced teachers of the graduating department are involved in the management of undergraduate practice. The legislation of Ukraine on labour and the rules of internal labour regulations of the organisation apply to higher education students who undergo internships in the organisation. The heads of practice bases may, by their order, enrol higher education students in specific jobs, or, in the absence of jobs, as interns and assistants, and are obliged to appoint practice supervisors.

### ***A higher education institution has the following responsibilities:***

- 1) informing the basic institutions where students are doing their internship about the duration of the internship/internship in advance, sending them a letter with the internship programme, the number of interns and a request to the supervisor;
- 2) Developing methodological recommendations for field practice managers and making them aware of these recommendations in a timely manner;

3) ensuring supervision of the internship by supervisors from among experienced teachers of the specialised departments, who are responsible for the organisation, quality and results of the internship.

*Responsibilities of supervisors of internships from higher education institutions (teachers):*

- Briefing of local managers (from the base institution);
- control over the implementation of individual internship plans by the students;
- studying and evaluating the work experience of student interns regarding their ability/qualification to perform practical activities in this basic institution, etc.

*Rights of supervisors of internships from higher education institutions (teachers):*

- reviewing and approving the internship plan;
- expertise and proposals for eliminating shortcomings in the organisation and conduct of the practice;
- making proposals and agreeing on the involvement of local practice managers.

The on-site internship is supervised by persons from the administration of the base institution (organisation or enterprise) or other specialists with qualifications relevant to the topic of students' research and practical work.

The main bases of practice should be: educational, industrial institutions and public organisations, research laboratories, where qualified sociologists work.

***The basic institution of apprenticeships is assigned the following:***

- ensuring full implementation of programmes and individual student plans and monitoring their implementation;
- selection of practice managers directly from among subordinate employees;
- Ensuring that trainees join the workforce and help them adapt to new conditions during their internship.

***Practice management involves the following tasks:***

1) Preparation of materials necessary for the practice in accordance with the actual resources of the practice base (including materials of the conducted research illustrating the main tasks solved by the sociologist in the organisation, actual theoretical materials, primary materials for developing the skills of professional activity of interns);

2) acquaintance of interns with the practice base and the specifics of the organisation's activities;

3) acquaintance of trainees with the tasks of a sociologist in an organisation and the specifics of his/her activities;

4) familiarising the trainees with the job description of a sociologist in the organisation and explaining the specific requirements for a specialist;

5) Planning the work of interns and coordinating with departments or units where interns are scheduled to work.

6) If necessary:

7) conducting professional procedures together with trainees; supervising trainees' independent work;

8) planning and adjusting the plans of interns' work with respondents or groups.

9) supervising trainees' independent work; evaluating and writing recommendations for the next tasks of the internship, namely the results of sociological research and its interpretation, as well as advice on optimising management in the activities of a group or unit;

10) review of the literature annotated by the trainees, recommendations for further work and dissemination of the list of relevant sources;

11) working with trainees on theoretical and practical materials, reviewing and correcting the report materials, and writing feedback.

The supervisor must organise the activities of the trainees directly at the practice site and provide feedback on the student's work. The feedback should indicate the degree of conscientiousness of the student's attitude to the internship,

the level of his/her knowledge, skills and abilities, the main comments and suggestions for assessing the results of the internship.

***Responsibilities of a higher education student:***

- before the start of the internship, receive methodological materials (guidelines, programme, diary, individual assignment) from the University's internship supervisor and consultations on the preparation of the necessary documents;
- arrive at the practice base on time;
- attend the practice site daily (or immediately inform the practice supervisors of the reasons for absence from the practice);
- fully perform all tasks provided for by the internship programme and instructions of its supervisors;
- study and comply with occupational health, safety and sanitation rules and internal regulations;
- to be responsible for the work performed and its results, to be an example of a conscious and conscientious attitude to work;
- keep a practice diary;
- complete reporting documentation in a timely manner and pass the internship.

The head of the department and the supervisor responsible for organising and conducting internships at the department carry out: organisational management of internships and control over their conduct; organisation of student internships at the department that corresponds to the internship programme; provision of higher education students with the necessary educational and methodological documentation on internships; preparation and holding of an organisational meeting of higher education students before the start of internships; preparation of a report on the results of internships after its completion and its submission for defence to the head of the department.

The following documents are required for the internship:

- work programme of the internship;

- referral to the practice (a document under which the organisation that provides the practice base accepts students for practice);
- practice diary;
- a report on the student's internship.

### **2.3 Timetable for the undergraduate internship**

Calendar schedule of the internship:

- 1) Approval of pre-diploma practice tasks.
- 2) Reflecting the tasks and schedule of the internship in the diary (the day before the start of the internship).
- 3) Health and safety briefing (on the first day of the internship).
- 4) Coordination by the higher education student with the supervisor from the internship site of issues in accordance with the internship programme; clarification of the internship schedule with the supervisor from the internship site (first day of internship).
- 5) Preliminary consultations with the supervisor from the practice base, familiarisation with the activities of the legal entity (first day of practice).
- 6) Acquaintance with the practice base, special instructional material, study of special sources directly at the practice base and other information in accordance with the practice programme.
- 7) Study of the activities of the organisation (institution) - the base of practice.
- 8) Collecting data for the general characterisation of the practice base.
- 9) Collecting data to analyse the organisation's activities.
- 10) Processing of the collected material directly on the basis of the practice.
- 11) Preparation, execution, and submission of a report on undergraduate internship to the managers of the enterprise (organisation, institution) and NTU "KhPI".
- 12) Eliminating deficiencies in the report, finalising it and making it final.

13) Obtaining feedback from the supervisor at the internship site and completing the internship diary (one day before the end of the internship period according to the schedule).

14) Defence of the internship report by the student. In the process of preparing for and during the internship, students must carefully read the requirements of the internship programme, the tasks and complete them in a timely manner.



### **3 FORMS AND METHODS OF CONTROL**

The supervisor from the higher education institution and the supervisor from the organisation monitor the student's compliance with the undergraduate internship schedule. At the end of the practice period, higher education students prepare a report according to the approved structure, which they defend with a differentiated grade. The grade for the internship is entered in the grade sheet and in the student's academic record signed by the commission members.

## 4 REQUIREMENTS FOR THE REPORT

At the end of the internship period, higher education students report on the completion of the internship programme. The general form of reporting for internships is the submission of a written report, which is signed and evaluated by members of the commission for taking differentiated internship credit.

The written report together with other documents established by the work programme of the practice (diary of the practice; characteristic with the assessment of the practice on a five-point and stobal scale, certified by the head of the practice from the enterprise and stamped, etc. After revision and final approval, the report is submitted in printed form for defence.

The report includes information on the implementation of all sections of the internship programme and individual assignment, conclusions and suggestions, a list of references, etc. The report should be prepared in accordance with the unified requirements for the preparation of text documents of NTU "KhPI".

The main document that reflects the current activities of a higher education student and the stages of completion of tasks is the practice *diary*.

The supervisor takes a differentiated test on the last day of the internship or within 3 days after its completion. The grade for the internship is based on the following data:

- assessment of the results of production work provided in the description of the internship supervisor from the company;
- marks for the report and diary;
- Presentation of the results of the internship by higher education students during the defence of the report;
- Observations of the internship supervisor from the department, which he or she records in the diary;
- answers to questions during the test.

The grade for the internship is entered in the student's academic record.

In the event of an unsatisfactory grade during the defence of the results of the internship, the director/dean may allow the higher education student to repeat the defence on the basis of an official note from the head of the department. Repeated passing of a differentiated test is allowed no more than once. Receiving a grade of "unsatisfactory" after retaking is grounds for expulsion.

The rector may grant the right to undergo the internship at a different time for a higher education student who did not appear for the internship for a valid reason (illness, etc.), which is documented, on the basis of an official note from the director/dean, which is agreed with the head of the academic department and the vice-rector for scientific and pedagogical work.

Changes in the timing of the internship are formalised by an order of the university, the internship supervisor draws up an individual schedule for its completion, which is approved by the director of the institute / dean of the faculty.

A higher education student who fails to attend the internship without a valid reason is considered to have received an unsatisfactory grade and is expelled from the University.

If a higher education student is absent from the defence of practice results for an unknown reason, a mark of "no show" is put on the academic record.

The report must comply with the established requirements for its preparation.

The report is printed using a printer on one side of an A4 sheet of white paper (210 x 297 mm) at one and a half intervals in 14-point Times New Roman font.

The text should be printed with the following margins: left - 30 mm, right - 15 mm, top - 20 mm, bottom - 20 mm. The print font should be clear, black and bold. The text density is the same everywhere.

The first page of the report is the title page. The title page should be drawn up in accordance with the template provided in Appendix A. The page number should not be put on the title page. The numbering of the pages of the report starts with the number 2 on the "Table of Contents" page. The number is placed in the upper right corner of the page without a period at the end.

The volume of the text part is 35-40 pages. Formulas and symbols should be written in black paste only, and the density of the text should be close to the density of the main text.

**Contents.** This is the first time you put a page number on a letter. This would be page 2. The table of contents includes all sections and subsections of the report. The wording of all sub-sections should correspond exactly to the headings in the text and have the same numbering.

The titles of sections, subsections and paragraphs are indicated together with their serial numbers, and the appendices are indicated with their labels and titles. All headings are written in lowercase letters with the first capital letter.

The numbers and headings of subsections (paragraphs) are given after a paragraph indentation of two characters relative to the numbers of sections (subsections).

If it is necessary to continue recording the heading of a section, subsection, or paragraph on the second (next) line, it shall be started at the level of the beginning of this heading on the first line, and if the heading of an appendix is continued, it shall be started at the level of the designation of this appendix.

The page numbers on which the item headings appear are indicated at the level of the last line of the entry, one below the other. The word "page" or its abbreviation is not written. The end of the item headings is separated from the page numbers by a dot (see Appendix B).

**Formatting the text of the paper.** The introduction should not take more than three pages. The text of the introduction is not divided into paragraphs. The introduction cannot contain figures, tables, etc.

The text of the main body of the report is divided into sections, subsections, paragraphs and subparagraphs. The headings of the structural parts of the report "TABLE OF CONTENTS", "INTRODUCTION", "CONCLUSIONS", "LIST OF REFERENCES", "APPENDIX" are printed in capital letters symmetrically to the text and in bold.

The section number is placed before the title of the corresponding section, no period is placed after the number, and then the section title is printed. The section title is bolded. Do not put a full stop at the end of the heading. If the heading consists of two sentences, they are separated by a period. Word hyphenation in headings is prohibited.

*Example:*

## **1 THEORETICAL FOUNDATIONS OF THE STUDY OF FAMILY CONFLICTS**

The headings of subsections and conclusions to sections are printed in lowercase letters (except for the first capital letter) with a paragraph indent and bolded. Do not put a full stop at the end of the headings. If a heading consists of two or more sentences, they are separated by a period.

Leave one blank line between the section heading and the subsection heading.

The interval between the subsection heading and the following text should be the same as in the text.

Leave one blank line between the preceding text and the subsection heading.

Conclusions to sections are a separate subsection. Accordingly, they should be prepared in the same way as other subsections.

*Example:*

## **1 THEORETICAL FOUNDATIONS OF THE STUDY OF FAMILY CONFLICTS**

### **1.2 Family as a social institution and small group. Functions of the family**

Family is....

### **1.3 Conclusions to Section 1**

***Each structural part of the report should start on a new page. This does not apply to subdivisions.***

***It is not allowed to place the heading of a section, subsection, paragraph or subparagraph at the bottom of the page if only one line of text follows it.***

***Lists in the text*** are marked in one of the following ways:

- Arabic numerals with a parenthesis;
- lowercase letters of the Ukrainian alphabet with a parenthesis (except for the letters е, з, і, й, о, ч, ь);
- with a middle dash.

A colon is placed after the word preceding the lists. The text of the lists, together with the designation, begins with a paragraph and is written in lowercase letters; a semicolon is placed at the end of the lists (except for the last one, after which a period is placed). The second (subsequent) lines of the lists should start from the margin.

Further detailing of the lists (second level) is allowed. In this case, they should be written in a paragraph in relation to the first-level lists.

***Example:***

- 1) \_\_\_\_\_
- 2) \_\_\_\_\_
  - a) \_\_\_\_\_
  - б) \_\_\_\_\_

If the lists consist of several complete phrases, they are indicated by Arabic numerals without a parenthesis or period, beginning with a capital letter and separated from each other by a period.

**Design of tables and illustrations**

There are generally accepted rules for the design of illustrative material that should be followed when preparing a report.

***Illustrations.*** The number of illustrations (drawings, diagrams, graphs, etc.) in a report is determined by the content of the report and should be sufficient to provide clarity and specificity to the text.

Illustrations (diagrams, graphs) can be either black and white or colour. But either all of them are black and white or all of them are colour. If they are black and white, you should use different types of shading if necessary.

Illustrations (diagrams, graphs) and tables should be presented in the report *immediately after* the *text* where they are mentioned for the first time or on the next page.

Illustrations are designated by the word "Figure" and are numbered consecutively within the section, except for illustrations in the appendices. The number of the figure should consist of the section number and the sequential number of the figure, separated by a dot. For example, Figure 1.2 (second figure of the first section).

A blank line is left at the top and bottom of the drawing.

***Example:***

The most common age criteria for employment are specialists (41%) and workers (22%) (Figure 3.6).

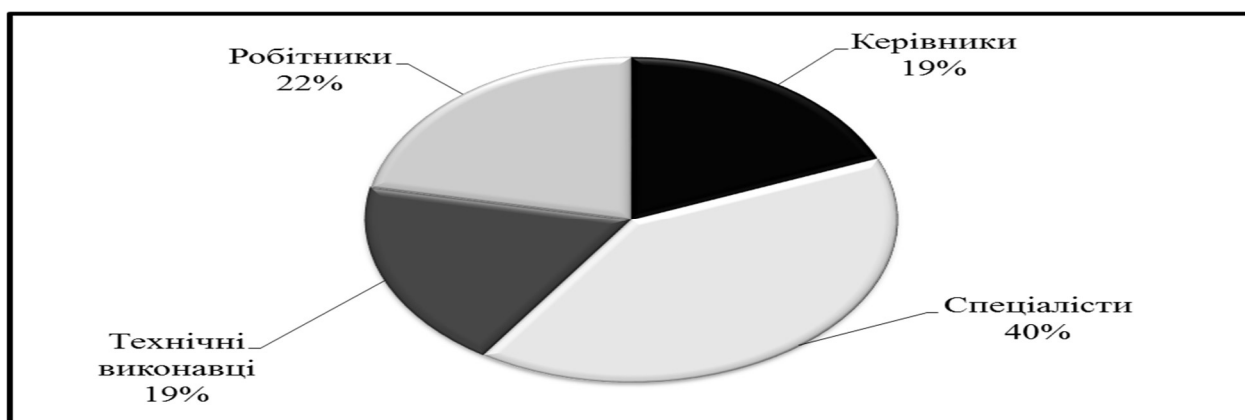


Figure 3.6 - Existence of age restrictions for different categories of staff according to respondents

First, place the illustration, then write its number and title symmetrically below it in the text. Do not put a period after the title of the figure, and do not bold the title.

Illustrations are numbered within the section separately from the tables, i.e. illustrations have their own numbering and tables have their own.

Do not make references to illustrations as independent phrases that merely repeat what is contained in the caption. In the place where the topic related to the illustration is stated and where the reader needs to be directed to it, place the reference in the form of an expression in parentheses (Fig. 3.1) or the reverse of the type: "...as can be seen from Fig. 3.1" or "... as shown in Fig. 3.1".

**Tables.** Tables are numbered consecutively within the section. First, the inscription "Table" is placed *to* the left of the paragraph, indicating its number. The table number should consist of the section number and the ordinal number of the table, separated by a period, for example: "Table 1.2" (second table of the first section).

Each table should have a heading that appears next to the word "Table" directly above the table itself. The title is capitalised to match the text. Do not put a full stop after the table title.

When transferring a part of a table to another page, write from the paragraph: "End of table (number)".

Leave one blank line at the top and bottom of the table.

Depending on the size of the table, it can be placed after the text in which it is mentioned, on a separate page (if it takes up the entire page), or in an appendix.

Each table must have a header with column headings and subheadings, a side with row headings, rows, and columns. Tables should be designed in accordance with the sample:



Table (number) - Name of the table

Head		Graph headings		
Strings				

Each header above a column refers to all the data in that column, and each row header in the sidebar refers to all the data in that row.

The heading of each column in the table heading should be as short as possible. Repetitions of the thematic heading in the column headings should be avoided, units of measurement should be indicated in the thematic heading, and repeated words should be moved to summary headings.

Graph headings should start with capital letters, subheadings with lowercase letters if they form one sentence with the heading, and with capital letters if they are independent.

If the table contains repeated text consisting of a single word, you can replace it with quotation marks; if the text of two or more words is repeated, the first time it is repeated, the text is replaced with the words "same" and then with quotation marks. You cannot use quotation marks instead of repeated numbers, signs, or symbols. If any column of a table contains no numerical or other data, a dash is placed in that place.

The table is placed in the text after the first mention of it, and when the table is moved to the next page, the table heading should be repeated. If the table heading is too cumbersome, you may not repeat it on the next page, but rather number the columns and repeat this numbering. Do not divide table heads diagonally.

***An example of*** a table design when it is moved to another page.

On the first page, the table looks like this:

Table 3.2 - Perception of basic family values by men and women (in points from 3 to 12)

Family values	Men		Women	
	Average score in the group	Standard deviation	Average score in the group	Standard deviation
1	2	3	4	5
Intimate sexual relationships	5,6	1,64	5,6	1,93
Autonomy/identification with the partner	6,3	2,51	6,7	2,02

On the next page, the table will continue as follows:

End of Table 3.2

1	2	3	4	5
Parental and educational function	6,3	2,11	6,6	2,48
Social activity	6,7	2,15	7,4	2,23
Emotional and psychotherapeutic function	6,8	2,42	7,4	2,1
External attractiveness	6,2	3,22	6,8	2,42

The column "Number in order" ("No. of p/n") in the table is not allowed. If it is necessary to number indicators, parameters or other data, the serial numbers should be indicated in the first column (sidebar) of the table immediately before their name.

All tables should be referenced in the text, and the word "table" should be abbreviated in the text, for example: "...in Table 1.2". In repeated references to tables and illustrations, the word "see" should be abbreviated, for example: "see Table 1.3".

**General rules for citing and referencing sources.** When writing a paper, you must refer to the sources, materials or individual results that are cited in the paper. Such references allow you to find documents, check the accuracy of the information

about the citation of a document, provide the necessary information about it, and help you to find out its content, language, and volume. References should be made to the latest edition of a publication. Earlier editions may be cited only if the material contained in them is not included in the latest edition.

References in the text of the paper to sources should be made in square brackets. In these brackets, the number of the referenced source, which corresponds to its serial number in the list of sources of information, is indicated first, followed by the number of the page(s) on which the idea is cited.

***Example:***

Despite the priority importance of speech channels of communication between business partners, official documentary channels of information transmission should not be ignored in any case [6, p. 29].

If there is an indirect quotation, i.e. a paraphrase, a statement of the thoughts of other authors in your own words, it is sufficient to indicate the number of the source or sources in the list of sources of information in square brackets.

***Example:***

In his work, Antonenko identifies five main functions of law [3].

Most sociologists identify such constituent elements of personality as needs, interests, motives, and value orientations [1-7].

If the paper contains verbatim quotations, the following requirements must be met:

a) the text of the quotation begins and ends with quotation marks and is given in the grammatical form in which it is presented in the source, preserving the peculiarities of the author's spelling.

b) the citation should be complete, without arbitrary reduction of the author's text and without distortion of the author's thoughts. The omission of words, sentences, or paragraphs in a quotation is allowed without distortion of the author's text and is indicated by three ellipses. They may be placed anywhere in the quotation

(at the beginning, middle, or end). If there was a punctuation mark before or after the quoted text, it is not retained;

c) each quote must be accompanied by a reference to the source.

**Preparing a list of references.** An important part of every paper is a list of references, which is placed at the end of the paper after the conclusions and before the appendix. It contains bibliographic descriptions of the sources used.

Examples of bibliographic references in a list of sources of information are provided in Appendix C.

The bibliographic description of an information source (IS) contains bibliographic information about it and consists of areas whose elements are given in a certain sequence using certain punctuation (grammatical punctuation marks and identification marks).

In general, a bibliographic description of a reference source can be presented in the form of a diagram:

Main title: information related to the title/responsibility information. - Information about the publication. - Area of specific information. - Place of publication: Name of publisher, year of publication. - Issue number (for serial publications). - Physical characteristics area.

To clearly separate areas and elements, use spaces of one printed character before and after the proposed character. Exceptions are periods and commas - spaces are left only after them. A full stop is placed at the end of a bibliographic reference.

***The internship report is signed by the student on the title page with the date. The supervisor of the internship carefully checks the internship report, gives an overall assessment of the work performed and decides whether the student is allowed to defend the report. Together with the internship report, the student submits a duly completed internship diary.***

## **5 PROCEDURE FOR DEFENDING THE UNDERGRADUATE INTERNSHIP REPORT. FINAL EVALUATION OF INTERNSHIP RESULTS**

The results of the practice are summed up in accordance with the curriculum by the commission, the composition of which is approved by the head of the department and within the time limits determined at the meeting of the department.

The results of the internship are drawn up taking into account the preparation and defence of the internship report, where all sections provided for by the internship programme are properly executed and placed.

The student submits the duly prepared materials together with the completed diary to the head of the department from the organisation for review. The latter prepares a student's characteristic, which is consistent with the entries in the practice diary. At the end of the evaluation, the student is assessed on the completion of the internship programme, the content and formatting of the report.

Reporting on the results of the practice is carried out to the commission appointed by the head of the department from its teachers, it is mandatory to include the head of the practice from the higher education institution in the commission. Based on the results of the report, a differentiated grade is assigned, which is recorded in the student's record book and taken into account along with other grades of higher education students.

The criteria for evaluating the results of undergraduate practice are given in Table 1.1.

Table 1.1 - Evaluation criteria for undergraduate practice

<i>Criteria.</i>	<b>Maximum normative score (points)</b>
<b>1. The quality of the internship report, including:</b>	<b>40</b>
1.1. Availability, systematicity and depth of personal analysis of up-to-date factual materials of the organisation - the base of practice	10
1.2. Availability and convincing generalisations and conclusions from the analysis, identification of problems and shortcomings in the organisation's activities - the basis of practice	10
1.3. Availability and quality of illustrative material, which should be analytical in nature	10
1.4. Clear, competent and error-free preparation of the report and the internship diary in the prescribed form	10
<b>2. Evaluation of the state and quality of internship (attitude to work, compliance with discipline, level of theoretical and practical training, acquired skills and abilities), including:</b> – <b>Head of practice from the organisation;</b> – <b>the head of the internship from the department.</b>	<b>20</b>  10 10
<b>3. Scope and quality of professional training tasks provided by the internship programme</b>	<b>10</b>
<b>4. Possession of presentation culture, including:</b> fluency in the text of the report, ability to express oneself clearly and understandably; quality of presentation of personally developed problematic, analytical and recommendation aspects of the organisation's activities - the basis of practice	<b>10</b>
<b>5. Ability to present the essence and results of the research briefly (within the time limit), consistently and clearly</b>	<b>10</b>
<b>6. Completeness and thoroughness of answers to questions from teachers, to comments and suggestions contained in the review of the supervisor of the internship from the organisation, ability to defend their proposals, opinions, views with reason</b>	<b>10</b>
<b>COMPREHENSIVE ASSESSMENT</b>	<b>100</b>

In general, a well-executed internship report is worth a maximum of 100 points.

Table 1 - Evaluation scale:

Total points for all types of learning activities	ECTS assessment	Score on the national scale
		for credit
90 - 100	<b>A</b>	enrolled
82-89	<b>B</b>	
74-81	<b>C</b>	
64-73	<b>D</b>	
60-63	<b>E</b>	
35-59	<b>FX</b>	not credited with the possibility of retaking
0-34	<b>F</b>	not credited with mandatory re-study of the discipline

The internship assessment consists of the sum of points assigned by the commission based on the review of the contents of the internship report and the oral defence of the main provisions of the internship programme before the commission.

The grade "**excellent**" is given under the following conditions. The results (report, diary, author's materials) of the practice are drawn up in accordance with the established requirements, submitted to the department on time and defended flawlessly. The characteristics of the student are positive. Full and accurate answers to all questions of the commission members on the programme of practice of the work performed are provided.

A grade of "**good**" is given if there are minor comments on the content and design of the practice results. The characteristics of the student are positive. In answering the questions of the members of the commission on the practice programme, the student makes some inaccuracies, although in general he/she demonstrates solid knowledge.

A grade of "**satisfactory**" is assigned if the results of the practice and the diary are not properly documented. The characteristics of the student are generally positive. When answering questions, the student is confused and makes mistakes.

The grade "**unsatisfactory**" is assigned if the practice programme is partially completed or not completed at all. The characteristics of the higher education student

from the practice base are negative. The student does not give satisfactory answers to the questions of the commission members.

A higher education student who has not completed the internship programme and has received an unsatisfactory grade during the defence of the report shall retake the academic debts under general conditions.



APPENDIX A

Sample cover page of the internship report

**MINISTRY OF EDUCATION AND SCIENCE OF UKRAINE  
NATIONAL TECHNICAL UNIVERSITY  
"KHARKIV POLYTECHNIC INSTITUTE"**

**DEPARTMENT OF SOCIOLOGY AND PUBLIC ADMINISTRATION**

**REPORT ON UNDERGRADUATE PRACTICE**

6th year student(s), group \_\_\_\_\_  
(surname, name, patronymic) \_\_\_\_\_

**Practice base:** \_\_\_\_\_

\_\_\_\_\_  
(full name of the organisation/enterprise)

The period of \_\_\_\_\_ passage from

*Leader(s) from the* \_\_\_\_\_ *practice site* \_\_\_\_\_

\_\_\_\_\_  
(signature)

\_\_\_\_\_  
(name and initials)

*Head(s) of the department* \_\_\_\_\_

\_\_\_\_\_  
(signature)

\_\_\_\_\_  
(name and initials)

Kharkiv - 2023

## ANNEX B

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## APPENDIX C

An example of a list of information sources

### LIST OF INFORMATION SOURCES

- 1 On Education: Law of Ukraine // Vidomosti Verkhovnoi Rady (VVR), 2017, No. 38-39, p. 380. // <https://zakon.rada.gov.ua/laws/show/2145-19#Text>
- 2 Ruschenko I.P. Sociology: a course of lectures // Kh. 448 p., pp. 182-183, 217-220, 233-234, 245-246.
- 3 Ternopilska V.I., Modern tendencies of motivation of educational and professional activity of students / V.I. Ternopilska // Bulletin of the National Defence University of Ukraine 5 / 2012 - p.456
- 4 The Constitution of Ukraine: Law of Ukraine of 28.06.1996, No. 254к/96-BP. Bulletin of the Verkhovna Rada of Ukraine. 1996. No 30. Art. 141. // <https://zakon.rada.gov.ua/laws/show/254%D0%BA/96-%D0%B2%D1%80#Text>
- 5 On the Protection of Consumer Rights: A Law of Ukraine // Vidomosti Verkhovnoi Rady Ukrayiny (VVR), 1991, No. 30, p. 379. // <https://zakon.rada.gov.ua/laws/show/1023-12#Text>
- 6 On Higher Education Law of Ukraine // Bulletin of the Verkhovna Rada (VVR), 2014, No. 37-38, Art. 2004. // <https://zakon.rada.gov.ua/laws/show/1556-18#Text>

Educational edition

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for applicants for higher education of the second (master's) level

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Educational and professional programme

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