REGULATION ON INTERNSHIP ORGANIZATION

P KSPI – 41

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<td>Danilchenko G.I.</td>
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Kostanay 2013
INTRODUCTION

Present regulation is developed in accordance with state educational standards of the Republic of Kazakhstan 5.03.005-2009.

The regulation describes the content of professional internship taking into account the requirements of Laws of the Republic of Kazakhstan “Of education”.

Conducting the professional internship is carried out considering the following conditions:
- interrelations of theoretical and practical training aimed at understanding of integral pedagogical process as an object of professional activity of a specialist;
- phasing, system in organization of professional internship from the first to the final courses depending on a specialty of a learner;
- orientation of a future specialist to scientific and research work in the process of passing the professional internship.
- direction on professional internship on the specific specialty.

1 NORMATIVE STANDARDS

In present regulation the references to the following normative documents are used:
1.1. The law of the Republic of Kazakhstan “Of education” from July 27, 2007 № 319-111;
1.2. The SES of the RK 5.03.004 – 2009 “Organization of study on distance educational technologies. General regulations.”;
1.3. The SES of the RK 5.03.006 - 2006 “The system of education of the Republic of Kazakhstan. Control and assessment of knowledge at higher educational institutions. General regulations.”;
1.4. THE SES OF THE RK 5.03.007 - 2006 “The system of education of the Republic of Kazakhstan. Educational and professional programs. General regulations”;
1.5. THE SES OF THE RK 5.03.015 - 2009 “The system of education of the Republic of Kazakhstan. Teaching work and pedagogical load. General regulations.”;
1.8. THE SES OF THE RK 5.03.005-2009 “Professional internship. General regulations”, approved by the order of the Minister of education and science of the Republic of Kazakhstan from July 31, 2009 № 365;
1.9. The rules of organization of the learning process on credit technology of study, approved by the order of acting minister of education and science of the Republic of Kazakhstan from April 20, 2011 № 152;
1.10. Instructive letter of organization of the learning process and higher educational institutions of the Republic on credit technology from March 14, 2008 № 1-01;
1.11. The rules of conducting the current control of the learning achievements, intermediate and final attestation of learners, approved by the order of the Minister of education and science of the Republic of Kazakhstan from March 18, 2008 № 125;
1.12. The rules of transferring and restoration of learners on types of organization of education, approved by the decree of the government of the Republic of Kazakhstan from January 19, 2012 №110.
2 GENERAL REGULATIONS

2.1 The goal of this regulation is regimentation of an organization of professional internship of students of KSPI.

2.2 Professional internship is aimed at reinforcement of theoretical learning, gained in the process of study in higher educational institutions, obtaining the practical skills and competencies.

2.3 In the process of study in accordance with state educational standards, are foreseen different types of professional internships: training and familiarization, training, continuous pedagogical, pedagogical, apprenticeship, externship, and other types of internship depending on specialty of a learner.

2.4 Any type of internship is organized and carried out on the basis of internship program of sending learners to all types of internships is issued by the order on the institute indicating terms, bases, supervisors, methodists on special subject, pedagogy, psychology.

I. PEDAGOGICAL INTERNSHIP

1 THE GOAL AND OBJECTIVES OF PEDAGOGICAL INTERNSHIP

The main goal of the internship – training of students to the whole implementation of functions of the subject teacher and grade teacher. In the process of pedagogical internship the following tasks are solved:
- Education of students of innovative creative type of thinking;
- Formation of preparedness of teacher to management of the pedagogical process as a whole;
- Improvement of general pedagogical knowledge, abilities and skills for implementation of diagnostics of student’s personality and condition of whole pedagogical process in class, school;
- Establishment of collaboration with subject teachers, students, parents;
- Development and formation of pedagogical skills (organizational, communicative, constructive, applied, etc.);
- Performance of professional and pedagogical skills (define and solve learning, developmental, educational tasks of the lesson, extracurricular classes on subject of their specialty, using in combination the traditional and innovative technologies, methods of teaching);
- Formation of creative research approach to pedagogical activity;
- Development of self-awareness and self-assessment to management of pedagogical process, personal qualities. Purposeful work on this basis of self-development, self-improvement and self-esteem of a teacher-professional is carried out in conditions of competitiveness of the labor market.

2 FUNCTIONS OF PEDAGOGICAL INTERNSHIP

Pedagogical internship has the following functions:
- familiarizing (informative);
- adjusting;
- orienting;
- training;
- educational;
- developmental;
- diagnostical;
Informative function is shown in familiarization with basic directions, content of professional activity and organizational conditions of scholar’s work.

Adjusting function is related to formation of adaptive abilities and skills: adjusting of future specialist to the rhythm of the production process, its requirements, conditions of labor.

Orienting function of internship provides orientation of students in the system of professional attitude and relations, allows them to see problems and difficulties of professional activity, to get to know the plans of functioning of school in the period of professional internship.

Training function is related to the quality assurance of mastering and efficiency of knowledge, formedness of professional consciousness, which turn from the angle of perfect concepts into the system of real settings and viewpoints of the future specialist. During the practice are formed, trained and reinforced basic professional abilities and skills. Internship deepens motivation of students as for professional self-education and additional applied knowledge under the guidance of methodists of higher educational institutions and schools.

Educational function is conditioned by the high level of professionalism of specialists, who will work with students as methodists, that provides reproduction of style of their activity and professional behavior, as long as the degree of their individual personal influence of professional is high – internship for establishment of the future teacher. Great significance has the common atmosphere in the school’s collectivity, relation to internship and students, the style of administration of internship from the side of specialists. There is an importance of psychological and pedagogical support of a student in the period of internship by the teachers of higher educational institution, the task of whom is to support the self-confidence of trainee, to create the conditions for full self-actualization of professional and personal possibilities of student in activity.

Developmental function of internship lies in development of special (professional) skills, working out the compensative abilities, if any of this necessary abilities are presented insufficiently in the future specialist. During internship the student is developed in personal and professional way, his professional thinking is developed, individual style of professional activity is formed.

Diagnostical function is in self-esteem of the student at the internship, possibilities in real professional conditions to implement the deep self-analysis of the degree of professional availability. Internship educes strengths and weaknesses of the future specialist, defines the direction of improvement.

Inspiring function of internship provides the formation of aspiration to professional self-improvement, ativates the processes of self-teaching and self-education of future specialists, inspires the consciousness of student in further learning process.

3 STAGES OF INTERNSHIP

Professional (pedagogical) internship of students includes 4 stages: preparatory, propaedeutic, forming and final, each of which realizes the specific tasks of practical preparedness of students to professional activity, formation and professional competency.

Preparatory – the stage of organization of internship related to development and approval of the working programs, systems of tasks, norms of activity and grades; defining the bases of internship and distribution of students to them; agreement of works of methodists of profile chairs with trainees; holding the orientation conferences, seminars, workshops, on training to internship.
Propaedeutic – the stage, in which student get acquainted to school, its structure, administrative and normative documentation, that is necessary for realization of professional functions, indicating rules of inner and ordering and basic directions, methods and principals of school’s working, its traditions. Trainees determine individual curriculum for the period of internship, realize the system of requirements, which are demanded by the new professional status.

Forming – the stage, related to its direct implementation of professional functions set by program and realization of system of practical, research tasks, keeping report documentation, processing of professional abilities and skills, mastering theoretical knowledge in practical work.

Final – the stage of appearance of results of practical activity, writing reports and approval of diaries and other types of report documentation of trainees, including characteristic with point grade of quality and volume of practical activity of student. The final conferences are carried out, the results of professional internship are analyzed (quantitative, qualitative, complex and aspect) as indicators of general preparedness of student and quality of its study at higher educational institution.

4 CONTENT OF PEDAGOGICAL INTERNSHIP

The content of practical activity of students includes:
1. Familiarization with features of training and educational activity of different types of schools (general educational schools, gymnasiums, lyceums, colleges, private schools, and etc.)
2. Diagnostics of real status of the pedagogical process of the class and school as a whole, where student passes the internship.
3. Learning the personality of learners and children collectivity in attached class. Compilation of psychological and pedagogical characteristics of the class and one of the learners.
4. Learning the working programs following the state educational standard on subject, plans of training and educational work of school (calendar, thematical, plans for the lesson of the subject-teacher, plans of the class teacher).
5. Compilation of complex individual curricular for the period of pedagogical internship (calendar, thematical, plans for the lesson, educational plans on extracurricular work with students).
6. Design of summaries of taught lessons (current and final), extracurricular classes on subject of the specialty and on plan of the class teacher.
7. Implementation of different types of learners’ activity during training and educational process taking into account their age and individual features.
8. Conducting the curricular and extracurricular work on subject of the specialty in accordance with the curriculum.
9. Using modern technologies in organization and holding curricular and extracurricular activity of learners (collective cognitive activity, computerization, intellectual and business games, social ad economical debates, briefings, knowledge auctions, etc.).
10. Preparation of didactic materials for improvement of efficiency of training and educational process (audio-visual aids, cards with tasks for differential group and individual and creative work at the lesson, modeling of the studied material, problem situation, didactic comlexes, and others).
11. Participation in the scientific and methodological and in other types of trainign and educational activity of school-wide kind (scientific theme which the whole school collectivity work at, school-wide events, teachers council, methodological council, subject communities, commission on teachers’ attestation).
12. Working at individual scientific and research theme (gathering and systematization of material on the one of the questions of school-wide themes, preparation of experienced and pedagogical material for course papers and diploma works).

13. Realization of interrelation of training and educational work of class with pedagogical process of the family (learning the portrait of the class’s family, visiting families, conducting conversations, consultations, parents’ meetings).

14. Analysis and self-analysis of conducted training and educational activity, correcting professional preparedness to the work with groups of learners of different age: teenage and senior students (analysis ans self-analysis of lessons, extracurricular classes, scientific and research work, general results of the pedagogical internship).

15. Compilation of the report, documentation and preparation to final faculty conference on pedagogical internship.

5 ORGANIZATION OF INTERNSHIP

The managers of higher educational institutions and bases of internships are in charge of organization and holding the internship according to the conditions of the contract.

Higher educational institutions:
- conclude the contracts with educational institutions on the subject of assignment as a base of internship and before the academic year begins make an agreement with bases of internships of program and calendar graphics of internship’s passing by learners.
- The contracts with bases of internships must be concluded for two months before the beginning of the academic year;
- appoint as a supervisors of internship experienced teachers, being ease at specificity of profession and activity of base of internships;
- provide internship’s programs to educational institutions where learners pass the internship, and for trainees;
- control for organization and conducting professional internship of learners, for following its terms and content;
- organize in necessary cases the medical inspection of learners sent for internship.

Educational institutions that are bases of internships:
- organize the conducting of internship of learners on the basis of concluded two-sided contracts;
- provide to trainees the place of internship according to the program;
- create needed conditions for getting by learners knowledge in the field of education in the period of internship;
- control the agreed with higher educational institutions the calendar graphics of internship’s passing;
- provide to trainees the possibility of using the available literature, didactic material, TAE, as well as using the multiplying technique, if it is provided by the contract;
- help along in selection of material for course papers and diploma works; conduct the obligatory instructions on protection of labor and accident prevention: introducing and at the working place including appearance of documentation, the study of safety methods of working is conducted when it is needed;
- provide the following by trainees the rules of inner labour schedule set in the institution, organization, school;
- if there is any vacant places ythe most efficient trainees are hired for temporary job
with salaries and emoluments;
- are responsible for accidents with trainees passing the internship.
In case of violation the discipline and nonfulfillment of their duties trainee may be expelled from the passing the internship.
If there are any reasonable excuses of nonfulfillment of the internship program, the terms of internship may be extended for the student.

6 TRAINING AND METHODOLOGICAL MANUAL OF INTERNSHIP

Orientation and final conferences are conducted for organization of internship. The time of orientation and final conference is appointed by the faculty supervisor in agreement with methodists of profile chairs and is included into the schedule of lessons (or examination session) at the faculty.

The conference is attended by the all methodists and representative of the dean’s office, as well as representatives from the Department of Academic Affairs, supervisors and teachers of schools.

Orientation conferences are held to familiarize students with the program of internship and with the order of their distribution to the internship bases. On the orientation conference the dean, university and faculty leaders, methodists of chairs, employees of the library of the university. Students are introduced to the goals, objectives of professional internship, its content, the responsibilities of students, modes and features of the school, contemporary issues in the field of professional activity, professional ethics and performance discipline; give the setting to the hard work on the gaining of experience, initiative and activity in the development of various aspects of professional activity; acquainted with the order on the distribution of students in schools, enterprises, handed direction to the professional internship of "visiting" students. By orientation conference the exhibition of methodical literature, samples of report documentation, tasks packages of profiling chairs to students for the period of internship.

Final conference are held to summarize the internship results: definition of its qualitative and quantitative results, problematic issues of the organization and the course of professional internship, ways and means to resolve them. There are invited students, representatives of schools and other educational institutions, where students passed the internship. At the conference are presented the reports of groups of trainees, methodists performances. Faculty supervisor summarizes the overall results, announces assessment for professional internship. It is important to identify the difficulties faced by students during internship, and possible ways to overcome them, to formulate proposals for improving the organization and conducting of professional internship. For a conference the exhibition of works of trainees is organized (wall newspapers, thematic booths, maps, charts, tables, layouts, videos).

At the final conference the best trainees should be encouraged for a proactive, productive work during the period of professional internship. At the conference, the protocol is filled including the mandatory wording of recommendatory part.

It is important not to make the orientation and final conferences in the workshop, and create the appropriate mood and subject-aesthetic environment for the formation of a positive attitude toward the upcoming professional activity or a conscious purposeful improvement of professional knowledge, abilities and skills, qualities (a lack of which were revealed in the period of internship).

Training and methodological management of internship, implementation of curricula, internship program and quality assurance of its realization are carried out by corresponding (profile) chairs of the higher education institutions.
Hierarchy of the training and methodological management of internship include tree stages of organizational subordination and administrative functions:
- university’s supervisor of the internship;
- faculty supervisor of the internship;
- group methodists of the internship.

*University’s supervisor* carries out the management of organization and holding the internship in accordance with normative documents of rectorate and superior body.

The field of professional responsibility includes the system of the following functions:
- Systematization of consolidated applications to provide bases of internship to specialties of the institute, and their timely response; organization of work of chairs on searching new bases for internship of students on the basis of direct contacts;
- Contracting with agencies and organizations to conduct internships in all specialties in accordance with the curriculum;
- Conclusion of agreements with regional and city boards of education, schools, pre-school and special education institutions to carry out pedagogical internship;
- Preparation (together with the deans and chairs) orders to send students to internship and consolidate experienced teachers as leaders and methodist of internship;
- Control over following the requirements of the state educational standard of higher education on types of internships and their duration;
- Monitoring the timeliness of approval by profile chairs profiling of professional internship; approval of faculty schedules for professional internships, drafting of university-wide schedule of internship;
- Study of the state of pedagogical internship in the field, proposals for their rationalization;
- Analysis of the internship organization's quality in the faculties, regular hearings of various aspects of the organization and implementation of internships at the Faculty Council, chairs meetings;
- Receiving reports of faculty supervisors, summarizing internship results on the university and the presentation of information, the annual report for discussion at the Scientific Council and the Rector;
- Control of the orientation and the final conference on the internship;
- Control over the execution of documents on payment of persons involved in the management of professional pedagogical internship;
- Coordination of chairs’ work to prepare guidelines to assist trainees;
- Monitoring and analysis of the quality of methodists’ management assigned to students, the activities of the trainees;
- Participation in the orientation and the final conference on the faculties.

*Faculty supervisor* carries out the following functions:
- Provides plan, organize and accounting of the results of the internship of the faculty, composes the faculty-wide schedule of internship;
- Allocates students to places of internship and prepares documents for payment of supervisors from among those school; conducting instructional and methodological work with the methodists, involved in the internship;
- Organizes seminars and workshops for students (preliminary and intermediate) with the participation of methodists to prepare students for the internship;
- Together with the administration of schools, which are the bases of internship, organizes briefings, defines the scope and content of the necessary assistance to teachers and students of the faculty (in excess of internship program) of the educational institutions;
- Holds the orientation (3-5 days before the start of internship) and the final conference (no later than 10 days after the end of internship), organizes exhibitions of internship;
- Supervises the work of the group supervisors, trainees, their compliance with the schedule of methodological hours and schedules of major works of trainee;
- Composes the faculty-wide report on the results of professional internships and submit it to the dean of the faculty and university supervisor of internship in teaching and megodological centero of the institute (no later than 2 weeks after the end of internship);
- Takes measures to address deficiencies in the organization of the internship, participates in the chairs and the Faculty Council’s work and in discussions professional pedagogical internship.

*Group methodist* carries out the following functions:
- Conducts the preliminary work with the students to determine the place of internship, accumulates applications and petitions on the field and internship together with the faculty supervisor and dean decide on their satisfaction,
- Govern the relationship between the administration of the enterprises, schools, and trainees;
- Together with the faculty supervisor of the internship organize the orientation and final conferences, workshops, methodological seminars;
- Provides individual assistance to students in planning for the period of internship, introspection progress and results of the internship;
- Conducts group counseling, teaching hours on topical issues of professional work of students, advises students to prepare for lessons and extra-curricular activities;
- Reviews and approves their plans, notes, diaries, etc., analyzes, evaluates the quality of a student's major kinds of work;
- Monitors the implementation of the schedule by students, their compliance with the professional mode, functional responsibilities;
- Collects and analyze accounting records of students, participates in the evaluation on the internship and together with the faculty supervisor expose assessment:
- Is responsible for the timely grading for the professional pedagogical internship in a scoring sheet and gradebook of students;
- Analyzes the results of the internship, shortcomings in the preparedness of students;
- Pass the reports of faculty supervisor (not later than 7 days after the end of internship), report on faculty meetings.

*Responsibilities of teacher of the chair of pedagogy:*

*Teacher of the chair of pedagogy:*
- Provides methodological guidance for pedagogical internship, advises them on current issues in a pedagogical process as a whole;
- Plans together with the class teacher of the trainees’ educational work with students, advises them and ensures that assignments;
- Attends classes and extracurricular activities, assists them in preparing and conducting lessons and extra-curricular activities;
- Assesses their classes together with a group supervisor;
- Provides assistance to students in the study and consideration of the individual characteristics of students in the diagnosis of the state of the educational process in the classroom;
- Provides assistance to students in the study of "family portrait" of the class, in conducting of certain types of work with families of pupils;
- Advises students on scientific research;
- Advises students in using new technologies in the educational process of class;
- Takes part in the orientation and final conferences on pedagogical internship as well as in meetings of school leaders on internship;
- Participates in the evaluation of the internship, exhibiting the overall evaluation and in the preparation of a report on the internship.

**Responsibilities of teacher of the chair of psychology:**

*Teacher of the chair of psychology:*
- Develops tasks for psychological and pedagogical study of individual students and student community;
- Visits (optional) lessons and extra-curricular activities of trainees and is involved in their analysis;
- Manage the students’ work to fulfill tasks in psychology, the program of internship;
- Takes part in the orientation and final conferences on teaching practice, as well as meetings held by the head of the educational institution;
- Participates in the test for internship and fielding an overall assessment.

**Responsibilities of the school elader and his deputy**

*The principal of the school:*
- Provides with good passing of the pedagogical internship, works with teachers, supports staff and students on the upcoming internships;
- Introduces students to the work of educational institutions, with the teachers collectivity, documentation, training and production facilities (classrooms, workshops, a library, and others.), With a general formulation of training and production and educational work, advanced pedagogical experience, provides the opportunity to attend the teachers' council meetings, subject (profile) commissions, the parent committee, familiar with the plans of their work;
- Together with the group supervisor of the internship consolidates students for classes (groups);
- Visits (optional) lessons, educational and other activities of trainees, and participates in the discussion, makes suggestions to improve pedagogical internship;
- Conducts the meeting on the basis of pedagogical internship in the educational institution and, if possible, participates in the orientation and final conferences at the institute.

**Responsibilities of the subject-teacher.**

*Subject-teacher:*
- Introduces attached to him students to plan of their educational work, conducts open lessons and extra-curricular activities, organizes their discussion;
- Together with the group supervisor of the internship group outlines and distributes between students threads lessons and extra-curricular activities on the subject;
- Advises students in preparing and conducting lessons, reviews and approves the plan, an outline;
- Provides students with assistance in the preparation of different types of lessons, conducting practical and hands-on labs, etc .;
- Participates in the analysis and evaluation of each of the students’ lesson;
- Directs students to conduct study circles training, checking notebooks, production of visual aids, demonstration of films and filmstrips, preparation labs, etc .;
- Gives a description of the students and assess their academic work;
- Participates in meetings held by the head of the educational institution on the basis of pedagogical internship, as well as, possibly, in the orientation and final
conferences in institute.

*Responsibilities of the class-teacher.*

*Class-teacher:*
- Introduces students to the general characteristic of the class, with the main educational objectives and plans of their work;
- Together with the teacher of pedagogy and group supervisor helps students when planning educational work, approves the plan, monitor its implementation, provide advice; together with the teacher directs the work of psychology interns and students to study the class collective, drawing psychological and pedagogical characteristics;
- Present in the independent (credit) educational activities of students, participates in the discussion and evaluation, attracts students to the current educational work with the class (group);
- Characterizes the students, assesses their educational work;
- Participates in meetings held by the head of the educational institution for pedagogical internship, as well as, possibly, in the orientation and final conferences in institute.

### 7 ASSESSMENT OF RESULTS OF PEDAGOGICAL INTERNSHIP

The results of students’ pedagogical internship are evaluated differentially together with teachers and school leaders (faculty of pedagogy, psychology, individual techniques) on the score-rating system applied at the credit system of education. The final grade for pedagogical (apprenticeship) internship is based on an assessment of the internship supervisor from the base, which share 40% of the final grade and the protection of the report submitted by the supervisor of the higher education institution, which share 60% of the final grade.

Students defend reports of the pedagogical internship in a special commission appointed by the head of the chair of individual methods.

The essential criteria for evaluating the results of pedagogical internship of students are:
- The level of theoretical knowledge of students on the subject of their specialty;
- Knowledge of the characteristics of the pedagogical process as a functioning system of "teachers-students";
- The ability of students to collaborate at the student-oriented base in terms of humanization of the complete pedagogical process;
- Formation of professional and pedagogical skills;
- Mastering the technique of studying educational work in general, and the method of studying individual students;
- The ability to use research methods in the study of the state of the educational process class, planning and adjustments;
- The level of professional and pedagogical orientation of students, focus on the solution of problems in terms of innovation, social activity, interest in the teaching profession, love for children, the attitude to teaching practice, observance of labor discipline.

### 8 MATERIAL RESOURCES OF INTERNSHIP’S BASES

The costs of pedagogical internship provides by Kostanay State Pedagogical Institute. The size of these costs are determined according to the costs system approved by KSPI. The calculation of the teaching load of the faculty of the Institute for the management of pedagogical practice of student of full-time and distance departments are carried out in accordance with The SES of the RK 5.03.015 2009

If students pass pedagogical internship in two specialties, they might be assigned two group supervisors; the time allowed for the management of the internship assigned to the group leader is divided in proportion to the time spent by each of them.

Table №1 Payment of employees of educational institutions for the management of pedagogical practice

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<th>№</th>
<th>Position</th>
<th>Number of hours to be paid</th>
<th>Duration of the internship</th>
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<td>1</td>
<td>Директор школы, зав. учебной частью, руководитель организации</td>
<td>0.25 hours</td>
<td>For the student in the period of internship passing</td>
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<td>2</td>
<td>Subject-teacher, educator, coach, manager, doctor, psychologist</td>
<td>1 hour</td>
<td>In a week for the student</td>
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<tr>
<td>3</td>
<td>Class-teacher, methodist</td>
<td>0.25 hours</td>
<td>In a week for the student</td>
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<td><strong>TOTAL</strong></td>
<td><strong>1.5 hours</strong></td>
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Note: Payment is made at the rate of 1238.8 tenge per hour. Justification: Appendix №20 to Resolution of the Government of the RK №140 from December 29, 2007

Organization of internship at the distance department.

Students provide to institute a petition from the educational institution in which intend to take internship. Institution enters into an agreement of internship with an educational institution.

Distance learning students are directed to the internship by the order of the rector of the Institute.

Students of distance form of study working in educational institutions by specialty, provide a copy of the graduate departments of employment record and response to the assessment of their work stamped and signed by the manager.

Students of distance department, working in educational institutions, but not by profession, are sent to internship in the prescribed manner, in accordance with the schedule of the educational process and perform all the tasks included in the program of internship for this category of students.

As a report on the internship in higher education is provided a copy of the work book, the characteristic with the assessment of professional activities as a student spetsialista in accordance with specially trained certified seal and signature database administration internships, credit notes lessons.

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Distance learning students who are not working in their specialty, are sent to
internship in the prescribed manner and carry out all the tasks included in the program for the students of the distance department and provide all documents necessary for the assessment internships: a diary for internship, summaries of lessons, extracurricular activities, synopsis, description of the assessment professional activities during internship, stamped and signed by the administration. Internship is counted after submission of all documents in the graduate departments.

9 RIGHTS AND DUTIES OF A TRAINEE

Students during the passage of professional internship must:
- Fully implement the tasks assigned by the program of internships;
- Comply with the school's internal labor regulations;
- To study and strictly observe the rules of labor protection, safety and industrial hygiene;
- To attend the workshops, planning meetings, group counseling, teaching hours conducted by mentors, methodists;
- Be responsible for the work and its results on a par with regular employees;
- Timely and accurate provide the diary trainee, to provide all the required reports and working papers on the internship at the request of the Methodists, or administration of the institution;

Trainees are entitled to:
- Not to participate in the work, not provided by the program of internship;
- Seek the help of administration of the company, the school and the educational institution in the event of a conflict situation;
- To be accepted in the presence of vacancies in paid positions on the profile of the specialty;
- Appeal against the final assessment of the internship in the prescribed manner.

10 REPORT DOCUMENTATION OF A TRAINEE

Report documentation includes:
- An individual training plan for the period of practice, which is made on the basis of the program of the professional internship approved for this specialty, and signed by the group methodist of the internship. The plan should take into account the peculiarities of the content of internship and practical activities, identify calendar dates, reporting forms;
- Diary of a trainee, stating the nature and content of the work performed, given its self-examination. Records are maintained on a daily basis. Blog regularly checked and signed by the Group Methodists.
- Characteristics from the place of internship, which reflects the positive and negative aspects of professional and other activities for students during practice. Put score results of the practice;
- A record that should be returned to the chair for the subsequent protection.

An important part of the report is the self-analysis by the trainee of the quality of his own professional readiness to implement the main features and results of professional internship with the characteristics of the following aspects: what problem is solved in the course of professional internship? Made a plan for what has been done over him? What I learned, what skills and abilities possessed that realized over what to work on? What was the most educational information helpful? Lack of public knowledge experienced? What are the difficulties encountered? What to look for in the future training of future specialists? What satisfied him? What would change in their already held practice? General conclusions, requests, and
suggestions.
Report on pedagogical internship appears to producing departments not later than 3 days after its completion.

11 SUMMARIZING RESULTS OF INTERNSHIP
At the end of internship the student passes the report (protects it) before a commission appointed by the head of the chair. Results of protection report are estimated by the differentiated pass by fixed points-rating letter system of evaluations. Results of the internships are discussed in the chair. Summarizes the overall results of the internship at meetings of the Faculty Council with the participation, where appropriate, representatives of the bases of internship.

A student who has not carried out a program of internship, will receive negative feedback on the work, or a failing grade in the protection of the report is sent to the repeated internship during the additional semester or serving as an in-service training process (at his expense), or deducted from a higher education institution. He retains the right to recovery in the number of students in the prescribed manner.

After outcomes and grading of the internship of collecting students folders, diaries returned to students (if necessary remain on the chair).

12 THE SCHEME OF THE REPORT OF FACULTATIVE (GROUP) SUPERVISOR OF PROFESSIONAL INTERNSHIP

The report includes the following features:
a) qualitative characteristics of organizational and methodological equipment of internship:
  - The presence of the work program of internship, its approval and correct;
  - Availability of jobs, their consistency, the relationship with the professional theoretical knowledge obtained within the specialty, with features specialty areas of internship and databases;
  - Availability of individual and differential assignments to various categories of students for research work within the internship;
  - Security Methodists their qualitative composition;
  - Obespecheinost methodical literature, teaching materials package for the full amount of tasks and record-keeping:
  - Thematic content of teaching hours, intermediate and propaedeutic seminars on internship;
  - Characteristics of other types and forms of interaction between trainers and trainees, organized within the framework of professional internship.

b) quantitative performance indicators of internship:
  - The number of students who were on the internship of them away;
  - The amount received "excellent", "good", "satisfactory", "unsatisfactory" on the basis of professional internship;
  - % of performance and % of quality;

c) the results of the qualitative characteristics of internships based on introspection and reports of students on their performance. The ratio of students to work, adherence to labor discipline (the facts of its violation and taken corrective measures). The general analysis of the documentation of students, the quality of its training.

d) the typical difficulties experienced by students during professional internship, corrective measures. Typical disadvantages of organizational and methodical nature, reducing the effectiveness of passing students internship measures to overcome them. Problems in the professional training of students for professional
careers in today's industrial and social spheres. Corrective action.

e) Conclusions and suggestions for improvement, quality improvement organizational methods and educational equipment of professional internship. Reports on the internship of group methodists, methodists in pedagogy, psychology are given to the faculty supervisor. On the basis of reports provided to the faculty supervisor prepares a summary report on the internship for each specialty and provides it to the supervisor of the institute of internships.

II. APPRENTICESHIP

Apprenticeship is organized after completing the cycle of special disciplines, which provides at the apprenticeship. The program is developed by graduating chair and approved by the Council of the Faculty of Science and Methodology Council of the Institute.

The aim of practical training is: securing key competencies, practical skills and professional experience on a specialty trained.

Bases of apprenticeship are organizations corresponding to the profile of trained specialty (or affiliates).

Institute concludes a contract with the relevant bases of internship no later than 6 months before the internship, in accordance with the form of a model contract for the organization of professional internship.

The duration and the amount of apprenticeship are defined by the curricula in the relevant specialty.

The order to the apprenticeship is prepared by graduating department together with the dean's office.

Program of apprenticeship is brought to the attention of students to the mounting of the conference and is consistent with the heads of the internship bases.

According to the results of an apprenticeship, trainees provide to the appropriate chair the report that is checked by supervisors and protected before the commission established by the order of head of the chair.

Results of reports protection are estimated by differentiated pass by fixed points-rating letter system.

Students on distance learning, who work on the specialty, are sent to internship in established form. As the report of internship the higher education institution is provided with the certificate of employment, a copy of the workbook, stamped and signed by the head, characteristic, reflecting their professional activities with the work assessment.

Distance learning students, who are not working in their specialty, are sent to internship in the prescribed manner and carry out all the tasks included in the program for the students of the distance department and provide all documents necessary for the assessment of internships.

Internship is counted after providing all documents for graduating chairs.

Results of apprenticeship are discussed at the final conference with registration of the protocol and the report of the group, faculty supervisors. Faculty supervisor of internship on the basis of them composes the overall report on the internship and submits it to the internship supervisor of the institute.

III. TRAINING, TRAINING AND FAMILIAZRIAION INTERNSHIPS

In accordance with the requirements of the mandatory educational standards in the institute is conducted training internships: botany, zoology, plant physiology, genetics, applied biology, evolutionary theory, methods of teaching biology, natural history, museum, archive and museum, archeological, plein air, educational and
training trip and others.

Bases of educational and evaluation internships are training workshops, laboratory, and other support units of the higher educational institution.

In case of educational and training and familiarization internships of third-party organizations of the institute shall make appropriate contracts.

The internship is carried out in accordance with the schedule of the educational process with a margin or on the job training process. Special chairs in conjunction with the dean's office prepared an order to internship, indicating the date, venue and responsible teachers, providing methodological guidance of internship.

For each type of educational internship the graduating chair develops a program in accordance with the requirements of SÉS specialties or model programs.

According to the results of internship are studying the relevant chair of the report, which is checked by supervisors and defended before the commission established by order of the head of the department. Results of reports protection is estimated differentiated offset by fixed points-rating letter system evaluations.

Supervisor of internships prepares a summary report on educational internships that is provided to the internship supervisor of the institute.

IV. EXTERNSHIP

For the preparation and writing of the thesis state general standards is provided by the externship.

Organization of internship is carried out, as the previous ones.

Contents of the externship is determined by the themes of diploma works of students.

In certain specialties externship on goals, objectives, content as time of passing can be the same with the apprenticeship.

Scientific management of externship are usually implemented the supervisor of the thesis.

During the externship student collects factual material relating to the thesis. The results of the externship are used in the writing of the thesis.

Results of externship are brought to the preliminary defense of the thesis, the order of which is determined by the graduating chair. According to the results of preliminary protection of the thesis is made protocol.

Duration of externship is determined by the number of academic hours or credits allocated to write the thesis in accordance with state educational standards of the Republic of Kazakhstan.

V. CONTINUOUS PEDAGOGICAL INTERNSHIP

1st year of study. Pedagogical internship begins with the first course on the basis of the study subjects "Introduction to the profession", which is the scientific basis for the organization of practical activities of students.

The purpose of this internship is the awareness of students of the social significance of the activities of the teacher and its influence on the formation of the individual student.

Objectives of the continuous internship:
- Education of students' interest and positive attitudes towards the teaching profession;
- Introduction of the future teacher with the reform of modern education system and creating its national model;
- Arming students teaching and original research skills in various educational institutions.
The content of the practical activity of students of the 1st course:
1. Introduction to the pedagogical process different types of schools:
   - The main area of the school in terms of reforming education;
   - State Standard of education in the academic subject in a particular class;
   - Equipment classrooms for academic subjects and the state of computerization of schools;
   - State control in the school setting (Principles of Management).
2. Mastering the basics of educational research techniques applied to the study of students (observation, interview, questionnaire, etc., using diagnostic techniques).
3. Participation in educational work in the classroom:
   - Assist the classroom teacher in the preparation and conduct of certain types of extracurricular educational work with students;
   - Help subject teachers in the selection of teaching materials for the lesson;
   - Individual work with individual students.

2nd year of study.
Continuous teaching internship at the 2nd course is conducted in accordance with the study of psycho-pedagogical disciplines according to the university programs.
The main purpose of teaching internship at the 2nd course is to monitor the integrity of the teaching process in the classroom, mastering the skills of its diagnosis and analysis.
Objectives:
1. Study the state pedagogichskogo process in the classroom ("class-teachers-students' conversation with the class teacher, familiarity with the work plan of the class teacher):
   - To study the experience of educational and extracurricular activities of the teacher on the subject from the standpoint of complete pedagogical process (analysis of the schedule, visit and analysis of lessons);
   - The study of the individual student as the subject of the educational process: the composition of the student learning programs, complex diagnostic methods of observation, questioning, preparation of psychological and pedagogical characteristics of students.
2. Participation in the current educational work of the class:
   - Assist the classroom teacher in preparing and conducting extra-curricular educational activities (according to the plan of the class teacher);
   - Help subject teachers in preparing and conducting lessons; podtovovka didactic magerialov, replenishment of teaching materials;
   - Self-holding of certain types of educational work (according to the plan of the class teacher);
   - Visiting the family of the student;
   - Selection of practical material to perform the semester work on pedagogy;

To organize and conduct continuous pedagogical internship Institute contracts with obrazovatlnymi institutions.
Responsible for carrying out continuous internship prepares the order with the names of students and place of internship, developing a program and arrange for the orientation and final conference.
At the end of internship students provide all the documentation on the internship to supervisor for verification. The results of the internship are measured at points-rating letter system of evaluations.