

RULES

ON THE ORGANIZATION OF SCIENTIFIC AND PEDAGOGICAL INTERNSHIP

I. General Provisions:

- 1.1. The rules for conducting scientific-pedagogical internship at Western Caspian University are prepared based on the “Regulations on conducting internships for students of higher (secondary specialized) education institutions,” approved by the Order No. 1102 of the Ministry of Education of the Republic of Azerbaijan dated September 26, 2008; the “Rules on the organization of education under the credit system at undergraduate and graduate levels of higher education institutions and basic (higher basic) medical education,” approved by Decision No. 348 of the Cabinet of Ministers of the Republic of Azerbaijan dated December 24, 2013; as well as relevant orders of the Ministry of Science and Education of the Republic of Azerbaijan and relevant decisions of the Scientific Council of Western Caspian University.
- 1.2. The scientific-pedagogical internship is an integral part of the master’s degree program and, in accordance with the requirements of the specialized curriculum and study plan, aims to develop the master's student’s skills in preparing for teaching and applying acquired theoretical knowledge in classroom settings, as well as to assess their practical competencies.

II. Content, Purpose, Objectives, and Principles of the Scientific-Pedagogical Internship

The content of the scientific-pedagogical internship consists of preparing lectures on assigned topics, conducting seminars and laboratory sessions, and developing independent assignments. The purpose of the scientific-pedagogical internship is to enable the master's student to acquire relevant competencies by developing skills in teaching specialized subjects, as well as pedagogical and psychological disciplines, through the practical application of their theoretical knowledge in a teaching and learning environment.

III. Tasks and Main Principles of the Scientific-Pedagogical Internship

Tasks of the Master’s Student:

- Master the main directions of teaching specialized subjects in their field of study;
- Develop the ability to apply acquired knowledge in pedagogical and psychological fields;
- Acquire communication skills with students as subjects of the teaching process;
- Develop independent research skills on the topics they will teach within their specialization and improve their professionalism;
- Identify effective learning methods for the subjects they will teach;
- Reinforce their theoretical knowledge gained through practical teaching experience.

Main Principles:

- Research-oriented approach;

- Democracy;
- Learning to teach;
- Teaching to teach;
- Collaboration;
- Pedagogical and psychological mastery.

IV. Object and Duration of the Scientific-Pedagogical Internship

The objects of the scientific-pedagogical internship include the departments, research laboratories, and libraries of Western Caspian University, as well as the specialties where teaching of subjects corresponding to the bachelor's level specialization is conducted.

The scientific-pedagogical internship is formalized by an order of the Rector.

In accordance with the master's training program, the scientific-pedagogical internship is carried out at the beginning of the second semester of the second academic year and lasts for 4 weeks (20 days).

V. Organizational Issues of Conducting the Scientific-Pedagogical Internship

Rights and Responsibilities of the Institution Head:

- The University Rector issues the order for conducting the scientific-pedagogical internship;
- Assigns responsible persons to ensure timely and effective organization of the internship according to the established instructions;
- Grants master's students the right to use the institution's material and technical resources under the supervision of the internship supervisor during the execution of tasks specified in their individual plan;
- Approves the composition of the final attestation commission;

VI. Rights and Responsibilities of Key Participants in the Scientific-Pedagogical Internship

Rights and Responsibilities of the Head of the Internship and Graduate Affairs Department:

- Inform master's students about the place and rules of the internship at least two weeks before its start, together with the Director of the Master's and Doctoral Studies Center;
- Provide the internship booklet to the master's student via the internship supervisor at least two weeks before the start of the scientific research internship;
- Organize the opening and closing conferences of the internship together with the Director of the Master's and Doctoral Studies Center;
- Supervise the organization and conduct of the internship during its period;
- Ensure timely entries in the internship journal;
- Prepare the schedule for the final attestation together with the Director of the Master's and Doctoral Studies Center and oversee its implementation.

Rights and Responsibilities of the Director of the Master's and Doctoral Studies Center:

- Prepare presentations for master's students admitted to the internship;
- Inform master's students about the place and rules of the internship at least two weeks before its start, together with the Head of the Internship and Graduate Affairs Department;
- Oversee the completion of the internship booklet with the necessary details and its submission for approval to the head of the relevant department and the head of the master's program;
- Organize the opening and closing conferences of the internship together with the Head of the Internship and Graduate Affairs Department;
- Supervise the organization and conduct of the internship during its period;
- Submit proposals for the approval of the composition of the Final Attestation Commissions for the evaluation of the internship;
- Prepare the schedule for the Final Attestation together with the Head of the Internship and Graduate Affairs Department and supervise its conduct;
- Ensure the final grade given by the Attestation Commission is uploaded and formally recorded in the electronic system.

Rights and Responsibilities of the Faculty Dean in the Relevant Specialty:

- Provide full access to the faculty's material and technical base for master's students during the internship;
- Monitor and oversee the progress of the internship.

Rights and Responsibilities of the Head of the Relevant Department:

- Lead the preparation and approval of the internship program;
- Appoint internship supervisors for the master's students;
- Participate in the opening and closing conferences of the internship;
- Supervise the accurate and timely maintenance of the internship journal by the internship supervisors;
- Oversee the organization and conduct of the internship as the responsible person and raise issues with the relevant parties to address any shortcomings;
- Determine and propose the composition of the Attestation Commission for the Final Attestation;
- Organize the Final Attestation according to the schedule;
- Ensure transparency during the attestation process;
- Ensure that appropriate notes about the master's student's passing of the Final Attestation are recorded in the internship booklet;
- Ensure that one copy of the internship documents is kept at the department.

Responsibilities of the Master's Student:

- Expand and deepen theoretical knowledge in the psychological and pedagogical directions of higher education institutions during the scientific-pedagogical internship;
- Learn the processes of preparing and conducting lectures, seminars, laboratory, and practical lessons during the internship;
- Be proactive and creative in preparing and conducting lectures, seminars, laboratory, and practical lessons;
- Use various innovative tools in organizing lessons;
- Conduct various pedagogical and psychological tests;
- Learn the processes of designing coursework, diploma work, midterm and final exams;
- Master innovative and advanced educational technologies;
- Become familiar with teaching computer programs and other relevant technical tools and acquire knowledge;

- Keep daily records of performed tasks in the scientific-pedagogical internship booklet;
- Fully comply with the established procedural rules;
- Write a report on the scientific-pedagogical internship;
- Submit the final report at the end of the scientific-pedagogical internship.

VII. Supervision of the Scientific-Pedagogical Internship

The heads of the relevant departments of Western Caspian University appoint internship supervisors for master's students to conduct their scientific-pedagogical internship, which is approved by the Rector's order. Experienced academic staff members of the department are appointed as supervisors. One supervisor may not be assigned to more than five master's students. The supervisor directly oversees and monitors the implementation of the internship plan.

Responsibilities of the Internship Supervisor:

- Organize the internship activities in accordance with the approved program;
- Arrange and communicate schedules of classes to be conducted by master's students to the relevant units;
- Attend and participate in the discussion of the classes conducted by master's students;
- Provide information on the program of the scientific-pedagogical internship to master's students;
- Approve the internship booklet;
- Assist in preparing the individual work plan of the master's student according to the objectives and tasks of the internship, assign tasks, and approve them;
- Keep attendance records of the master's student during the internship;
- Attend and evaluate trial lessons given by the master's student;
- Provide advice and recommendations on issues arising during the internship process;
- Provide preliminary evaluation of the independent activities of master's students during the internship;
- Prepare a brief report on the participation and results of each master's student in the internship;
- Ensure that all tasks planned in the internship plan are recorded in the internship journal according to schedule;
- Ensure the complete and accurate completion and submission of the internship journal;
- Participate as a member of the Final Attestation Commission of the scientific-pedagogical internship.

VIII. Internship Program

The program of the scientific-pedagogical internship is developed by the department of the respective specialization in accordance with the requirements of the educational program (standard) for that specialization. The prepared program is reviewed by the "Scientific-Methodological Council" of Western Caspian University and finally approved by the University's "Scientific Council".

IX. Key Activities in the Individual Plan of the Master's Student During the Internship

- Familiarize with and study psychological and pedagogical literature on teaching problems in higher education institutions;
- Prepare and conduct lectures, seminars, laboratory, and practical classes;
- Learn the process of designing coursework, diploma theses, midterm, and final exams;
- Master innovative and advanced educational technologies;
- Become familiar with teaching computer programs and other relevant technical tools.

X. General Structure of the Final Report on the Scientific-Pedagogical Internship

The final report should include:

- Brief information about the master's student;
- Place where the internship was conducted;
- Purpose of the internship;
- Duration of the internship;
- List and classification of completed tasks in accordance with the internship program;
- Sample of the working curriculum developed for the subject taught;
- Prepared teaching materials (lectures, seminars, laboratory work, etc.) indicating references used (author, publisher, year of publication, page numbers);
- Minutes of the discussions of attended classes;
- Descriptive information about the competencies and skills acquired during the internship;
- Suggestions for improving the internship.

XI. Report Writing Rules

9.1. The internship report must be submitted in Microsoft Word format.

9.2. The report should be 8–15 pages long.

9.3. The report text must be formatted on A4 paper (1 cm right margin, 3 cm left margin, 2 cm top and bottom margins), in Times New Roman font size 14, with 1.5 line spacing. At the end, the master's student must defend the report.

The report should include the following sections:

1. Title page (Appendix 1)
2. Introduction, including:
3. Purpose and objectives of the internship, place and time of implementation, title of the lecture topic;
4. List of completed tasks.
5. Main part
6. Conclusion, including:
7. Description of acquired skills and abilities;
8. Personal results and findings from the work completed.
9. Recommendations
10. List of references
11. Appendices

XII. Final Attestation

The composition of the Final Attestation Commission consists of specialists from the relevant departments (department head, lecturers). For each faculty, a commission consisting of a chairperson, members, and a secretary is formed according to the master's students' specializations and approved by the Rector's order. The final evaluation of the scientific-pedagogical internship is carried out by the Attestation Commission. The internship supervisor may be a member of the Commission.

The Commission operates according to the schedule and under the supervision of the Master's and Doctoral Studies Center. The master's student submits the internship report with the necessary documents to the commission in the presence of the head of the master's program.

During the defense of the report, the master's student must present the achievements obtained during the internship and demonstrate the new practical knowledge acquired. The results of the internship are evaluated based on the criteria specified in Section XIII using a 100-point grading system.

The results of the final attestation are determined by the quality and volume of the report materials prepared by the master's student, as well as the level of completion of the internship program and individual plan (assignments).

XIII. Evaluation Criteria for the Scientific-Pedagogical Internship

Each master's student must conduct 2 (two) lectures and 2 (two) seminars (or laboratory sessions), making a total of 6 (six) lessons during the internship.

Elmi-pedaqoji təcrübənin qiymətləndirmə meyarları	The master's student's scientific research practice is assessed on a 100-point scale.			100
	Attendance The maximum score for attendance during the scientific-pedagogical internship is 10 points. If the master's student participates fully in the internship, they receive the full 10 points. For each hour of absence during the internship, 0.5 points are deducted. The total number of missed hours must not exceed 25% of the total internship hours. If the absences exceed this threshold (25% or more), the internship is considered unsuccessful.			10 bal
	A maximum of 20 points is awarded for the master's student's activity and personal initiative during the internship.			20 bal
	A maximum of 60 points is awarded for the master's student's ability to conduct independent lessons (up to 10 points for each of the 6 lessons).			60 bal
	A maximum of 10 points is awarded for the final report prepared by the master's student at the end of the internship.			10 bal
Final Assessment	91–100 points	Excellent	A	
	81-90	Very good	B	
	71-80	Good	C	
	61-70	Satisfactory	D	
	51-60	Acceptable	E	
	51 baldan aşağı	Unsatisfactory	F	

XIV. Organization and Supervision of Scientific-Pedagogical Practice

The organization and supervision of the scientific-pedagogical practice are carried out by the Head of the Practice and Graduate Affairs Department, the Director of the Master's and Doctoral Studies Center, the Faculty Deans, and the Head of the Specialty Department. Identified deficiencies are addressed in accordance with the regulations, and timely reports are submitted to the Vice-Rector for Academic Affairs.

ATTENTION!

Labor discipline rules at the practice site are regulated according to the labor discipline rules of Western Caspian University. In case of violations, appropriate disciplinary actions are applied. Master's students who, for any reason, do not complete the practice or receive an unsatisfactory grade are considered as not having completed the practice.

The repeated scientific research practice is funded from the personal funds of the master's student and is conducted outside the academic schedule.

The master's student is considered to have not completed the scientific-pedagogical practice in the following cases:

- The student did not participate in the scientific-pedagogical practice or had attendance of 25% or more absence;
- The student did not complete the relevant program;
- The student received 0 points at any stage;
- The student did not conduct 50% of their trial lessons;
- The student scored 17 points or less in total for their trial lessons;
- The final report of the scientific-pedagogical practice was evaluated as unsatisfactory;
- The student did not participate in the report preparation.

The absence of the master's student from the practice or failure to meet the established standards must be confirmed based on the documents of the scientific-pedagogical practice.

WESTERN CASPIAN UNIVERSITY

Faculty: _____

Department: _____

SCIENTIFIC-PEDAGOGICAL PRACTICE REPORT

From «» _____ **20** to «» _____ **20**

Student's full name (First name, Last name, Patronymic): _____

Name and code of the specialty: _____

Course taught: _____

Lecture topic: _____

University Practice Supervisor

(Academic degree, position)

Organization Practice Supervisor

(Academic degree, position)

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