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ФИО: Шебзухова Татьяна Александровна

Должность: Директор Пятигорского института (филиал) Северо-Кавказского

федерального университета

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**МИНИСТЕРСТВО НАУКИ И ВЫСШЕГО ОБРАЗОВАНИЯ  
РОССИЙСКОЙ ФЕДЕРАЦИИ**

**Federal State Autonomous**

**educational institution of higher education**

**"NORTH-CAUCASIAN FEDERAL UNIVERSITY"**

**Institute of Service, Tourism and Design (branch) SKFU in Pyatigorsk**

**Guidelines for students**

**on the organization and conduct of independent work**

**discipline " Tourism Basics"**

**for students of the training direction 43.03.02 " Tourism"**

**Orientation (profile): "international tourism"**

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## **Introduction**

Currently, the tourism industry is one of the fastest growing and most promising sectors for the Russian economy.

Given the rapid pace of development of this industry, there is a need for the activities of various categories of workers with certain professional skills.

The discipline is designed to form among bachelors, first of all, the general cultural competencies in the field of tourism and to form a system of knowledge, abilities and skills in the field of awareness of the role of tourism in the modern world and the significance of their future profession.

Also, the discipline is focused on the formation of professional competencies. The goal is to familiarize students with the fundamental foundations of tourism, the formation of future specialists of a holistic system of knowledge about tourism, knowledge of the basic scientific concepts of tourism. Tasks - students mastering the system of value attitudes and knowledge, including facts, opinions, concepts, representations, theories, principles, concepts, significant connections and ideas about the tourism sector as a global socio-economic managed system, formed on the principles of sustainable development, tourism as a factor in the recovery of the population.

## **1. General characteristics of the student's independent work in the study of the discipline "Fundamentals of Tourism"**

The discipline "Fundamentals of Tourism" is mastered by students in 1 semester. Part of this time (135 hours) is devoted to classroom forms of work (lectures and seminars), which are held with the direct participation of the teacher. The second part of the hours established by the standard (40.5 hours) is reserved for independent, or extracurricular, work of students.

Under the independent work of students is meant the planned educational, research, as well as research work of students, which is carried out in extracurricular time at the initiative of the student or on assignment and with the methodological guidance of the teacher, but without his direct participation.

The purpose of independent work is to study topics that were not considered during class

Tasks of independent work:

- be able to navigate the changes taking place in the general and special regulatory framework of tourism;
- to form and consolidate the ability to plan and organize tourism activities correctly;
- navigate the trends in the development of the tourist market.

Accomplishment of tasks on independent work allows the student to consolidate knowledge and acquire practical skills in the field of tourism. In the process, its students should acquire the ability to obtain and systematize knowledge of the discipline, operate with basic concepts in the field of advertising, be able to organize tourist activities at the enterprise.

An independent component is not a separate component in the final assessment on the subject "Fundamentals of Tourism". However, the assessment of independent work is still directly related to the final assessment of the discipline. Firstly, the assessment of independent work is included in the assessment of such a form of intermediate control as the assessment of current work in seminars. Secondly, since independent work on the subject is encouraged, the teacher can use (and, as a rule, use) the assessment of independent work as an incentive component for intermediate and final certification of students. In controversial situations, the assessment of independent work can resolve the situation in favor of the student.

Regardless of the type of independent work, the criteria for evaluating independent work can be considered:

- a) the ability to conduct analysis;
- b) the ability to highlight the main (including the ability to rank problems);
- c) independence in the search and study of literature, i.e. the ability to summarize material not only from lectures, but also from various sources read and studied;

- d) the ability to use own examples and observations;
- e) interest in the subject;
- f) the ability to show the place of this issue in the general structure of the course, its relationship with other issues;

Forms of control can be checking a report, message, abstract.

Independent work of students is aimed at the formation of competencies UK-2- Able to determine the range of tasks within the framework of the goal and choose the best ways to solve them, based on existing legal norms, available resources and restrictions; OPK-6 Able to apply the legislation of the Russian Federation, as well as international law in the implementation of professional activities.

## 2. Schedule of independent work

Codes implement ed competenci es	View the activities students	Summary product self work	Means and technology assessments	The volume of hours, including		
				CPC	Contact work with the teacher	Total
1 semester						
UK-2  OPK-6	Independent study of literature	Abstract of materials	Job interview	18,75	1,65	20,4
	Preparation of messages for the round table on topics No. 2,4,5,8	Abstract of materials	Job interview	1	0,2	1,2
	Preparation for practical exercises on topics No. 1-9	Message	Discussion	4	1,4	5,4
Total				23,75	5,4	27

### 3. Milestones and types of reporting on them

#### Grade Scale Description

As part of the rating system, students' academic performance in each discipline is evaluated in the course of ongoing control and interim certification.

#### Current control

##### Student knowledge rating

№ п/п	Type of student activity	Deadlines	Number of points
<b>1 семестр</b>			
1	Interview by topic 1-6	4 a week	20
2	Interview by topic 7-12	8 a week	20
3	Interview by topic 13-18	12 a week	15
	<b>Total for 1 semester</b>		<b>55</b>
	<b>Total</b>		<b>55</b>

The maximum possible score for all current control is set equal to 55. The current control measure is considered passed if the student received at least 60% of the maximum score set for this control. The rating score given to the student for the current control event, passed by the student within the time frame established by the schedule of control events, is determined as follows:

Level of completion of the control task	Rating point (in% of maximum point for the control task)
A great	<b>100</b>
Good	<b>80</b>
Satisfactory	<b>60</b>
Unsatisfactory	<b>0</b>

Intermediate certification in the form of an exam involves a mandatory examination procedure and is assessed by 40 points out of 100. If the student's rating on discipline following the results of the semester is 60, then the program will automatically add 32 bonus points and set the mark "excellent". The student's positive response to the exam is rated by rating points ranging from 20 to 40 ( $20 \leq S_{\text{ЭК}} \leq 40$ ), a score of less than 20 points is considered unsatisfactory.

#### Rating Exam Rating Scale 5-point system

Discipline rating score	5-point rating
<b>35 – 40</b>	Excellent
<b>28 – 34</b>	Good
<b>20 – 27</b>	Satisfactorily

The final grade for the discipline studied in one semester is determined by the sum of the points scored for work during the semester, and the points obtained when passing the exam:

#### Discipline Rating Scale 5-point rating

Discipline rating score	5-point rating
<b>88 – 100</b>	Excellent
<b>72 – 87</b>	Good
<b>53 – 71</b>	Satisfactorily
<b>&lt;53</b>	Unsatisfactory

#### **4. Guidelines for the study of theoretical material**

When working with literary sources, it is important to be able to read, understand and remember what is read. To understand a complex text, it is important not only to be attentive while reading, to have knowledge and to be able to apply it, but also to possess certain mental devices. One of them is extremely important to perceive not separate words, but sentences and even whole groups of sentences, i.e. paragraphs.

When working with literature, extracts are used (an obligatory condition for extracts is an exact indication of the source and place from where it was written). It is advisable to make statements on cards, which facilitates their storage and use. When filling out the cards, it should be borne in mind that you cannot enter two separate questions on one card, because this will complicate their classification and storage. The card must contain a designation of its content, a number or a code indicating its place in the card, the date of filling, bibliographic data. Entries on the card should be placed on one side, they should be clear and sufficiently complete. When writing out citations, it is extremely important to maintain absolute accuracy when transmitting the author's thoughts, to put them in quotation marks. Gaps in the quote are allowed (marked with an ellipsis), but they should not change the meaning of the statement. The quote must be provided with an indication of the source.

In the process of working on the material being studied, a plan is drawn up in order to more clearly identify the structure of the text, write down the system in which the author presents the material, prepare for the presentation, as well as write any work, record his thoughts with a new systematization of the material. The plan may contain individual figures and other factual information, which, although not the plan itself, will help in its future use (for example, when speaking).

In the study of theoretical material compilation is required.

Synopsis is a short written record of the contents of an article, book, lecture, intended for the subsequent restoration of information with varying degrees of completeness.

An abstract is a systematic, logically cohesive record that combines a plan, statements, abstracts, or at least two of these types of records. Based on the definition, extracts with individual points of the plan, if in general they do not reflect the logic of the work, if there is no semantic connection between the individual parts of the record, this is not a summary. The compendium includes not only the main points, but also the arguments substantiating them, specific facts and examples, but without their detailed description.

Inspection can be carried out in three ways:

- quoting (full or partial) of the main provisions of the text;
- transmission of the main thoughts of the text "in your own words";
- a mixed option.

All options involve the use of abbreviations.

When writing an abstract, the following sequence is recommended:

1. To analyze the content of each text fragment, highlighting the relatively independent in meaning;
2. Select from each part the basic information, removing the redundant;
3. Record all information important for subsequent recovery in your own words or quoting, using abbreviations.

There are four types of abstracts:

- textual
- planned
- free
- thematic.

Textual consists of separate copyright quotes. All you need is the ability to highlight phrases that carry the main semantic load. This is an excellent source of verbatim statements by the author and the facts he cites. The textual summary is used for a long time.

Planned - this is a compendium of individual fragments of the material corresponding to the names of the items of the previously developed plan. He teaches to consistently and clearly express his thoughts, to work on a book, summarizing its contents in the wording of the plan. Such an abstract is brief, simple and clear in form. This makes it an indispensable tool in the quick preparation of a report, speech.

A free summary is an individual presentation of the text, i.e. reflects author's thoughts through your own vision. A detailed study of the text is required.

A free summary is a combination of extracts, quotes, sometimes abstracts, part of its text can be provided with a plan. This is the most complete form of abstract.

Thematic summary - a statement of information on one topic from several sources.

The compilation of a thematic abstract teaches us to work on a topic, comprehensively pondering it, analyzing various points of view on the same issue. Thus, this synopsis facilitates the work on the subject, provided that several sources are used.

Abstract design

1. The name of the outlined work (or part thereof) and its output, i.e. bibliographic description of the document.
2. The outline of the text.
3. A statement of the most significant provisions of the material under study (theses) sequentially and briefly in your own words or in the form of quotations, including specific facts and examples.
4. In compiling a compendium, you can write individual words and whole sentences in abbreviations, write out only keywords, use symbols.
5. So that the form of the abstract reflects its content as clearly as possible, arrange paragraphs "steps" like points and sub-points of the plan, use various ways of underlining, use pencils and pens of different colors.
6. Use the abstract method of presentation (for example: "The author considers ...", "reveals ...").
7. Put your own comments in the margin.

The final product of an independent study of literature on specific topics is a synopsis, a means of assessing this type of activity - interviewing, testing.



## **5. Guidelines (for the types of work provided for by the work program of the discipline)**

For the successful development of the discipline, it is necessary to perform the following types of independent work using the recommended sources of information:

№ п/п	Types of independent work	Recommended Information Sources (Source No.)			
		Basic	Supplemental	Methodical	Internet-Resources
1.	Independent study of literature	1	1	2	1-4
2.	Preparation of messages for the round table on topics No. 2,4,5,8	1	1	1-3	1-4
3.	Preparation for practical exercises on topics No. 1-9	1	1	1-3	1-4

### **Questions for an interview:**

#### **A basic level of**

### **Theme 1. History of tourism development**

1. Travel in modern times and the beginning of tourism.
2. Travels of antiquity.
3. Travel in order to set records.
4. World tourism and forecast for the future.

### **Topic 2. The concept, types and forms of tourism**

1. Modern forms of extreme tourism.

Theme 3. Tourism resources. Objects of tourist interest

1. Development of the tour.

### **Theme 4. Tourism industry and its components**

1. Organization of exotic vacation for tourists.
2. Ecology and tourism.

### **Theme 5. International legal regulation of tourism**

1. WTO: structure and functions.
2. The protection and use of cultural - historical and natural heritage in tourism.
3. Factors in the development of international tourism.

### **Topic 6. State regulation of tourism in Russia**

1. Federal laws on tourism.
2. The state of the tourism business and the prospects for the development of tourism in Russia.

**Theme 7. Organizational and legal basis of a tourism enterprise**

1. External and internal design of travel agency.
2. Characterization of constituent documents.

**Theme 8. Qualification requirements for workers in the service sector and tourism**

1. The motivation of the staff of tourism organizations as a means of stimulating sales.
2. The culture of communication between travel agency employees and customers.

**Topic 9. Forms and styles of service at a tourist enterprise**

1. Socio-psychological characteristics of tourism activities.

**Elevated level****Theme 1. History of tourism development**

1. Tourism of the third millennium.
2. St. Nicholas - the patron saint of travelers.
3. Shopping tours and their role in the modern tourism industry.

**Topic 2. The concept, types and forms of tourism**

1. Tourism as a system of statistical concepts and definitions
2. The structure of the tourism product.
3. Tourism and exchange programs.

**Theme 3. Tourism resources. Objects of tourist interest**

1. Organization of youth tourism in Russia.
2. Requirements for the quality of the tourist product.

**Theme 4. Tourism industry and its components**

1. Social tourism in Russia and abroad.
2. Tourist formalities.

**Theme 5. International legal regulation of tourism**

1. The state of the tourism business and the prospects for the development of tourism abroad.
2. Factors affecting the development of international tourism.
3. Theme parks of the world as objects of tourist interest.

**Topic 6. State regulation of tourism in Russia**

1. The state of the tourism business and the prospects for the development of tourism in the Stavropol Territory.
2. The state of the tourism business and the prospects for the development of tourism on the CMS.

**Theme 7. Organizational and legal basis of a tourism enterprise**

1. Features of the formation of a tourist enterprise.
2. Development of new tourist destinations.

**Theme 8. Qualification requirements for workers in the service sector and tourism**

1. Conflicts: ways to resolve them.

**Topic 9. Forms and styles of service at a tourist enterprise**

1. Socio-psychological characteristics of tourism activities.

The procedure for conducting this assessment event includes the selection and study of literature on the topic of interviews, a brief summary of the material studied.

The interview allows you to check the formation of the competencies of UK-2. It is able to determine the range of tasks within the framework of the goal and choose the best ways to solve them, based on existing legal norms, available resources and restrictions

OPK-6 Able to apply the legislation of the Russian Federation, as well as international law in the implementation of professional activities.

In order to prepare for this assessment exercise at a basic level, it is necessary to prepare and present the monitoring results in the form of an article or report. In answering questions of a basic level, a student must show fluency in basic terms and concepts.

To prepare for this high-level assessment exercise, it is necessary to prepare and submit a scientific report and presentation. Revealing the content of questions of a higher level, it is necessary to demonstrate an understanding of the essence of the stated.

In preparation for the interview, the student is given the right to use the materials prepared by him

During the interview, the following are assessed: the ability to conduct a conversation, the level of knowledge of the material, literacy, the sequence of presentation of the material.

#### 1. Criteria for assessing competencies.

The mark “excellent” is given to the student if the theoretical content of the course is mastered completely, without spaces; comprehensively, consistently, clearly and logically harmoniously sets out the material; freely copes with tasks, questions and other types of application of knowledge; uses the additional material in the answer; all the tasks stipulated by the program are completed; the quality of their implementation is estimated by the number of points close to the maximum; analyzes the results; shows independence in completing assignments.

The student is rated “good” if the theoretical content of the course has been fully mastered, the necessary practical competencies are basically formed, all the training tasks provided for in the training program are completed, and the quality of their implementation is quite high. The student knows the material firmly, correctly and essentially sets out it, avoiding significant inaccuracies in the answer to the question.

The student is rated “satisfactory” if the theoretical content of the course has been partially mastered, but the gaps are not significant, most of the tasks provided by the program are completed, but there are errors, the student admits inaccuracies in the answer to the question, insufficiently correct wording, logical sequence violations in the presentation of program material.

The student is assessed as “unsatisfactory” if he does not know a significant part of the program material, makes significant mistakes, hesitates, performs practical work with great difficulty, the necessary practical competencies are not formed, most of the training tasks provided for in the training program are not completed, the quality of their implementation is estimated by the number of points close to the minimum.

## **References**

### **Основная литература**

1. The basics of tourism: a textbook for teaching university students in the areas of preparation "Tourism", "Hotel business", "Service" / [E. N. Trofimov and others]; under the editorship of E. L. Pisarevsky. - M.: Federal Agency for Tourism, 2017 .-- 374 p.
2. Gerasimenko V.G. The basics of the tourism business. Odessa: Black Sea, 1997.
3. Gubenko N.N. State policy in the field of tourism // Hotel. 2001. No. S. 98-79.

### **additional literature**

1. Matyukhina Yu. A. Organization of the tourist industry: [textbook] / Yu.A. Matyukhina. - M.: Alpha-M, 2016 .-- 304 p.
2. Gulyaev V.G. Organization of tourism activities. 1996 year

### **Educational literature**

1. Guidelines for practical training in the discipline "Fundamentals of Tourism" is intended for bachelors of the direction 03.03.02 "Tourism".
2. Methodological recommendations for independent work in the discipline "Fundamentals of Tourism" is intended for bachelors of the direction 43.03.02 "Tourism".

### **Internet resources:**

1. <http://www.complexdor.ru> - The site of the base of regulatory and technical documentation
2. <http://www.twirpx.com> - Site literature search
3. <http://www.pitportal.ru> - Website of the information portal
4. <http://www.libgost.ru> - The site of the library of guests and regulatory documents