Syllabus of Science and Research Internship

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| --- | --- |
|  | Approved byAcademic Council of the Master’s Programme №2 dated 27.08.2018 |

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| --- | --- |
| Author | Sergey Parkhomenko |
| Size of internship in credits | 12 |
| Length of internship in hours | 456 |
| Length of internship in weeks | 8 |
| Year of study | 2 |
| Type of internship | Science and Research Internship |

1. **Internship goal and the tasks**

The research internship (hereinafter – “the Internship”) is an obligatory part of the HSE Master’s Program “Political Analysis and Public Policy” (hereinafter – “the Program”) curriculum. It is conducted in accordance with the Regulation “On the organization and implementation of the internship of students at the National Research University Higher School of Economics”; in accordance with the Program’s internship regulation approved by the Academic Council of the Program; and in accordance with basic and working study plans.

The goal of the internship is further development and practical mastering of the skills acquired by the students during the studies at the Program.

The aims of the Internship are:

1) to gather and synthesize research and analytical material for the preparation of the Master’s Thesis,

2) to develop original scientific ideas and practical proposals,

3) to gain skills of independent research work,

4) to acquire professional skills in organizations and areas related to the analysis of public policy and the protection of human rights,

5) to deepen the knowledge and competences obtained in the process of theoretical training,

6) to offer an introduction to professional paths and clarify the possible scope of applying the skills and knowledge after the graduation.

As a result, students should:

**Know** the specific practices of the internship organization, its main everyday routines, and the instruments used.

**Be able to** effectively participate in the collective processes of the internship organization.

**Acquire the skills of** fulfilling the duties of an intern of the internship organization.

The Internship is a concluding obligatory part of the studies for the Program. It is arranged during the 3rd module of the 2nd year of studies. The Internship is building upon all the material and competencies provided by all the courses of the Program. To get admission to the master thesis defense, students need to take the internship and to defend its results successfully.

1. **Organization of internship, internship placement, format of activities, and program**

Students do the Internship according to their study track and based on the Internship Program (Annex 2). The Internship Program is formed by the student with participation of their Supervisor, based on the theme of Master's Thesis, the subject of their research seminar, as well as student’s participation in research projects of the Program.

The Internship Program reflects the main types of work that the student must complete during the Internship; the expected results of the Internship; the form of presenting these results which will allow supervisor and members of the examination committee to assess the volume and quality of the collected material (e.g, in the form of tables, a summary, a report, a journal of field research notes, etc.).

Supervision of the Internship is carried out by:

1) Supervisor of the student (representing the Program);

2) Internship Coordinator at the organization where the student does the Internship;

3) The Study Office of the Program (the Program Manager)

4) The Academic Director of the Program

Supervisor of the student’s Master’s Thesis must suggest to her/his student a venue for the Internship and provide contacts for communications with Internship Coordinator at the organization. If the Supervisor of the student cannot offer her or his student a venue for the Internship, she/he shall consult with the Academic Director of the Program and the Program Manager (the Study Office) in order to find a place for the Internship. If the Supervisor of the student cannot offer the student a place for the Internship even after the consultations with the persons referred above, Supervisor must step down from supervising the research work of this student.

Supervisor is responsible for:

1) Selecting an organization for practical training,

2) Negotiating with them about the conditions and procedures of the Internship, drafting agreements on cooperation, maintaining working relationship with the leaders of the internship organizations,

3) Dealing with controversies and issues during the Internship,

4) Setting the internship goals for the student,

5) Determining the content of the Internship for the student,

6) Determining the requirements for the form of presentation of expected results

7) If necessary, agreeing on the content of the Internship with the internship organization,

8) Providing review and evaluation of the internship results.

The Internship Coordinator at the internship organization is the contact person from the organization where the student does the Internship. The Internship Coordinator determines the particular activities of the Internship for the student. At the end of the Internship the Internship Coordinator provides a review of the activities and evaluates the individual results and achievements of the student.

The Study Office provides technical support for the Internship process. It collects the Internship Applications (Annex 1) and Programs (Annex 2) and the reporting documents on the fulfilled Internship from the students of the Program.

The Academic Director of the Program ensures general supervision of the Internship process.

1. **Internship placement, format of activities, and program**

Internship placement is subject to the approval by the Academic Director of the Program. If the Internship placement is not approved, the Supervisor is to provide alternative option for further approval.

Graduate students do their Internship in outside organizations (state and municipal bodies, research institutes, government and non-governmental think tanks, non-profit organizations, media, etc.), which signed internship agreements. The list of the organizations for the Internship is prepared annually. In exceptional cases, after a motivated request of the student supported by her or his Supervisor, the Academic Director approves as a place of Internship an organization which is not included in the list, if such an organization signs the form “Agreement to accepting a student for research internship” (Annex 5) and if the organization has the capacity to ensure that the student will do the Internship in accordance with the Internship Program (Annex 2). According to the decision of the Academic Director and with the consent of the Supervisor, a student may do the internship at the Public Policy Department or in other departments of HSE.

Place of the Internship cannot be the same as the student's usual workplace, except for students working at the Public Policy Department as full-time employees.

Students are to submit an Internship Application (Annex 1) specifying the name of the internship organization and the subject of their research to the Study Office of the Program. Students are to do it prior to the beginning of the Internship. Application must be signed by the student and approved by the Supervisor. Students are also enclosing the Internship Program (individual plan of the Internship) also signed by the student and approved by the Supervisor. The preparatory work on the internship (including: selection of the place of the Internship, preparation and coordination of the Internship Program) should be done by the student and the Supervisor prior to filing the application.

Place of the Internship and the Internship Coordinator at the organization are approved by the Academic Director and submitted to the Social Sciences Faculty administration for issuing the Faculty Internship Placement Order. If a student didn’t provide the Internship Application and Program in time, the Academic Director appoints a place of Internship and an Internship Coordinator at organization from the list of partner organizations.

After the approval of the internship place by issuing Faculty Internship Placement Order and name of the Internship Coordinator at the organization, any changes are possible only after formal application for introducing changes to the internship placement. The student should provide the following documents: motivation for changing the place of internship (approved by the student’s Supervisor), new Internship Application and Program. Motivation for the change of internship place should give a detailed reasoning as to why the new place is better than the previous one in terms of the internship’s main goal: collecting research material for the Master’s Thesis.

Upon arrival to the internship organization on the first day of the Internship, the student must inform the Internship Coordinator about the content of her or his Internship Program and get the Internship Coordinator’s signature on this document certifying that the organization is familiar with the program. If for any reason the organization cannot ensure that the student will be able to do the Internship in accordance with the Internship Program, the student should immediately inform Supervisor.

1. **Evaluation of the results of the Internship**

Final evaluation for the Internships is carried out in the form of a pass-fail test in the ten-scale grading system. Grades for internship are included into the cumulative rating.

Evaluation of the internship results is carried out by the Commission formed by the Academic Director of the Program from representatives of the Program teaching staff. If necessary representatives from external organizations, as well as from other units of HSE may be invited.

Evaluation of the internship results is based on the documents and information submitted by the student:

1) Internship Daily Record (Annex 3) with the signature and optional notes of the Internship Coordinator at the internship organization;

2) Review of the intern’s work (See last page of Annex 3, may be a separate paper) by the Internship Coordinator with the signature and contact information of the internship coordinator;

3) Review by the Supervisor (from the Program) (See last page of Annex 3, may be a separate paper) with a grade on the 10-point scale (awarded on the basis of the Internship Program fulfillment and the review by the Internship Coordinator) with the signature of the Supervisor;

4) Internship Report (See Annex 4, optional, but recommended for simplifying the internship evaluation for the Supervisor);

5) Materials (data) collected during the internship – they should be presented in the form defined by the student’s Supervisor and reflected in the Internship Program.

The student must submit the documents in the following way:

1) Provide all the prepared Internship documents (including the review by the Internship Coordinator at the organization) to the Supervisor either via email or in person and to get the Supervisor’s review;

2) Upload the digital copies of all the documents in LMS (using a special Research Seminar project) – including both reviews one week prior to the beginning of pre-defenses;

3) Bring the hard copies of all the documents to the Study Office one week prior to the beginning of pre-defenses.

During the Internship defense:

1) The student is expected to present the data and materials gathered during the Internship. Those may include interviews audio-records or transcripts, spreadsheets with data, etc.

2) The results achieved during the Internship should correspond to the expected results and goals of the Internship indicated in the Internship Program.

3) The results achieved during the Internship should be relevant to and included in the Master’s Thesis. The main goal of the students during the pre-defense procedure is to demonstrate the existing link between the internship results and her/his research.

Evaluation of internship results by the Commission is based on the following criteria:

1) Compliance of the internship aims to the Internship Regulations of the Master’s Program;

2) Fulfilment of the Internship Program, submitted by the student before the Internship;

3) The review and the grade for the Internship by the Supervisor;

4) The review and the grade for the Internship by the Internship Coordinator;

5) Content and quality of internship materials submitted by the student;

6) Student’s presentation of the internship results during the pre-defense;

7) Presented correspondence of the internship results to the Master’s Thesis research as far as the internship is intended to support the students’ research as the primary objective.

If the Commission has doubts about the authenticity of the internship results and the form of their presentation and their correspondence with the Internship Program, as well as in the case of a negative review of the Supervisor or Internship Coordinator at the organization, the Commission has the right to require that the student submits additional materials in support of her or his work during the Internship in accordance with the approved Internship Program.

Students who did not complete the Internship Program for valid reason may be directed to re-take Internship again in their free time alongside their studies. If the previously approved Internship became impossible, the Programs refers the student to a different internship place, and the approvals of the new Internship Application and Program and of the new internship dates are required.

Students who did not start the Internship without valid reason, as well as students who have received “fail” during the presentation of their Internship results (Internship defense), acquire an academic backlog.

Academic backlog on the Internship should be retaken in accordance with the procedure established in the HSE for all other types of academic backlog.

1. **Sources**

**5.1. Main Literature**

1. Inkson, Kerr; Parker, Polly; Khapova, Svetlana N. Careers in cross-cultural perspective. Emerald Publishing Limited, 2007. ISBN: 978-1-84663-356-0; 978-1-280-84734-9; 978-1-84663-357-7. Available from HSE online library: [ProQuest Ebook Central - Academic Complete](http://web.a.ebscohost.com/pfi/ExternalLinkOut/PubFinderLinkOut?sid=6f33bc87-047d-464b-92c3-c605f54043c7@sessionmgr4008&vid=0&Url=http%3a%2f%2fproxylibrary.hse.ru%3a2048%2flogin%3furl%3dhttps%3a%2f%2febookcentral.proquest.com%2flib%2fhselibrary-ebooks%2fdetail.action%3fdocID%3d291558&Kbid=edp470869&PackageId=2513961&LinkedFrom=PublicationDetail) 2007.

2. Whiteman, Lily. How to Land a Top-paying Federal Job: Your Complete Guide to Opportunities, Internships, Résumés and Cover Letters, Application Essays (KSAs), Interviews, Salaries, Promotions, and More! Amacom, 2008. ISBN: 978-0-8144-0172-9; 978-0-8144-0184-2; 978-1-282-10222-4. Available from HSE online library: [ProQuest Ebook Central - Academic Complete](http://web.a.ebscohost.com/pfi/ExternalLinkOut/PubFinderLinkOut?sid=050a542b-f63f-49fa-acb4-94c3c1c532bd@sessionmgr4006&vid=0&Url=http%3a%2f%2fproxylibrary.hse.ru%3a2048%2flogin%3furl%3dhttps%3a%2f%2febookcentral.proquest.com%2flib%2fhselibrary-ebooks%2fdetail.action%3fdocID%3d408751&Kbid=edp587129&PackageId=2513961&LinkedFrom=PublicationDetail) 2008.

3. McGee, Paul. How to write a CV that works, revised and updated 3rd edition. How to Books, 2006. ISBN: 978-1-84528-155-7; 978-1-281-25380-4; 978-1-84803-054-1. Available from HSE online library: [Books 24x7 Business Pro Collection](http://web.a.ebscohost.com/pfi/ExternalLinkOut/PubFinderLinkOut?sid=690e75fc-a97f-447f-b333-ab8861401301@sdc-v-sessmgr03&vid=0&Url=http%3a%2f%2fproxylibrary.hse.ru%3a2048%2flogin%3furl%3dhttp%3a%2f%2flibrary.books24x7.com%2flibrary.asp%3f%26bookid%3d27586&Kbid=edp553871&PackageId=1744&LinkedFrom=PublicationDetail) 2006.

4. Amos, Julie-Ann. Handling Tough Job Interviews: Be Prepared, Perform Well, Get the Job. How to Books, 2007. ISBN: 978-1-84528-229-5; 978-1-281-25366-8; 978-1-84803-213-2. Available from HSE online library: [Books 24x7 Business Pro Collection](http://web.a.ebscohost.com/pfi/ExternalLinkOut/PubFinderLinkOut?sid=690e75fc-a97f-447f-b333-ab8861401301@sdc-v-sessmgr03&vid=0&Url=http%3a%2f%2fproxylibrary.hse.ru%3a2048%2flogin%3furl%3dhttp%3a%2f%2flibrary.books24x7.com%2flibrary.asp%3f%26bookid%3d27586&Kbid=edp553871&PackageId=1744&LinkedFrom=PublicationDetail) 2007.

**5.2. Additional Literature**

1. Bowen, Tracey; Drysdale, Maureen. Work-Integrated Learning in the 21st Century: Global Perspectives on the Future. Emerald Publishing Limited, 2017. ISBN: 978-1-78714-860-4; 978-1-78714-859-8; 978-1-78743-245-1. Available from HSE online library: Emerald eBook Series - Social Sciences (Expanded) 2017.

**5.3. Software**

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| --- | --- | --- |
| **№** | **Name** | **Access conditions** |
|   1. |  MicrosoftWindows 7 Professional RUSMicrosoftWindows 10MicrosoftWindows 8.1 Professional RUS | *From the university’s internal network (contract)* |
| 2. | Microsoft Office Professional Plus 2010 | *From the university’s internal network (contract)* |

**5.4. Professional databases and reference systems. Internet resources (electronic educational resources)**

|  |  |  |
| --- | --- | --- |
| **№** | **Name** | **Access conditions** |
|  | ***Professional databases and reference systems*** |
| 1. | Consultant Plus | *From the university’s internal network (contract)* |
| 2. | URAIT Electronic library system  | URL: https://biblio-online.ru/ |
|  | ***Internet resources (electronic educational resources)*** |
| 1. | Open Education  | URL: https://openedu.ru/ |

**5.5. Material and technical support**

Classrooms for internship defense provide for the use and demonstration of thematic illustrations corresponding to the program of the discipline, consisting of:

 PC with Internet access (operating system, office software, antivirus software);

 multimedia projector with remote control.

**Annex 1**

To the Academic Director of the Master’s Program “Political Analysis and Public Policy”

Prof. N.Y. Belyeva

from student\_\_\_\_\_:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_ year of study

**APPLICATION**

I would like to submit for you approval the place of my Research Internship in (name of the organization, contacts, website, phone, e-mail):

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Contact information of the person who coordinates the internship at the place of training:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Supervisor from the Program (full name):

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of the Supervisor \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of the student \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date «\_\_\_»\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 20\_\_\_

**Annex 2**

**Программа прохождения научно-исследовательской практики /**

**Program of the Research Internship**

|  |  |
| --- | --- |
| ФИО / Full Name: |  |
| Курс, группа /Course, Studying Group: |  |
| Период прохождения практики/ Duration of the Internship: |  |
| Руководитель практики (научный руководитель) / Supervisor (NRU HSE): |  |
| Руководитель практики от принимающей организации / Supervisor of internship at the Host Organization: |  |
| Место прохождения / Internship Organization: |  |
| Подразделение, в котором проходит практика / Department/unit of Internship Organization: |  |
| Цели практики / Internship goal: |  |
| Задачи практики /Internship Tasks: |  |
| Этапы практики /Stages of internship: |  |
| Мероприятия практики /Events/type of work planned for the Internship |  |
| Планируемые результаты / Expected Research Results: |  |

Подпись студента / Signature of student \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Подпись руководителя практики от Программы /

Signature of Supervisor from the Program \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Annex 3**

**National Research University “Higher School of Economics”/**

**Национальный исследовательский Университет**

**"Высшая школа экономики"**

**Факультет социальных наук / Social Sciences Faculty**

**Master’s Program “Political Analysis and Public Policy”/**

**Магистерская программа «Политический анализ и публичная политика»**

**INTERNSHIP DAILY RECORD /**

**ДНЕВНИК ПРОИЗВОДСТВЕННОЙ ПРАКТИКИ СТУДЕНТА**

**г. Москва, 20\_\_\_\_ / Moscow, 20\_\_\_\_**

Студент (ФИО) / Student (full name):

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Магистерская программа «Политический анализ и публичная политика»/

Master’s Program “Policy Analysis and Public Policy”

Курс / Year of study: \_\_\_\_\_\_\_\_\_\_\_, группа / group\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_,

направляется на практику в / is recommended for internship at

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**1. Календарные сроки практики / Internship dates**

По учебному плану / According to the study plan:

Начало / Start date «\_\_\_»\_\_\_\_\_\_\_\_\_\_\_\_20\_\_\_г.

Конец / End date «\_\_\_»\_\_\_\_\_\_\_\_\_\_\_\_20\_\_\_г.

Дата прибытия на практику/ Date of arrival at the internship place: «\_\_\_»\_\_\_\_\_\_\_\_\_\_\_\_20\_\_\_г.

Дата выбытия с места практики / Date of leaving the internship place: «\_\_\_»\_\_\_\_\_\_\_\_\_\_\_\_20\_\_\_г.

**2. Координатор практики от Программы /
Supervisor at the Master’s Program**

Фамилия /Surname \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Имя /First name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Отчество / Patronymic \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**3. Руководитель практики от предприятия, учреждения /
Internship Coordinator at the organization**

Должность/position \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Фамилия / Surname \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Имя / First name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Отчество/ Patronymic \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Ежедневные записи студентов по практике /**

**Student’s daily records on the internship activities**

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| --- | --- | --- |
| Дата / Date | Описание работы, выполненной студентом /Activities carried out by the intern, accomplishments, daily work, etc. | Отметки и подпись руководителя / Notes of the Internship Coordinator |
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Подпись руководителя практики от предприятия, учреждения /

Signature of the Internship Coordinator at the organization \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Отзыв руководителя практики от предприятия, учреждения о работе студента / Review of the intern’s work by the Internship Coordinator at the organization**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Подпись руководителя практики от предприятия, учреждения /

Signature of the Internship Coordinator at the organization \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Контакты / Contact information \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Комментарии координатора практики от Программы /**

**Review (notes) from the Supervisor at the Master’s Program**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Подпись координатора практики от Программы /

Signature of the Supervisor at the Master’s Program \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Annex 4**

**Отчет о прохождении практики / Internship Report**

Ф.И.О. студента / Full name of the student

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Курс / Year of study: \_\_\_\_\_\_, Группа / Group number: \_\_\_\_\_\_\_

Вид практики /type of internship: *Research internship*

Координатор практики от кафедры / Supervisor at the Master’s Program

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Руководитель практики от предприятия, учреждения /

Internship Coordinator at the organization:

*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

Место прохождения практики /

Internship took place at the organization (name):

*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

Подразделение, в котором проходила практика /

Branch, department etc. of the internship organization

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Обобщенное описание выполненной во время практики работы /

Summary of the work done during internship:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Какие новые знания, навыки Вы приобрели во время практики?

What skills and knowledge did you acquire during your internship?

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Общая характеристика работы учреждения и подразделения, где вы проходили практику/ Summary of the activity your internship organization carries out:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

С какими проблемами Вы столкнулись во время практики (в т.ч. психологическими)? Which challenges (including psychological ones) did you encounter during your internship?

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Ваши пожелания относительно организационной и содержательной стороны проведения практики / Your recommendations on the content and organizational side of internship:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Подпись студента / Signature of student \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Annex 5**

To the Academic Director of the Master’s Program “Political Analysis and Public Policy”, NRU HSE

Prof. N.Y. Belyeva

from \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**LETTER OF CONFIRMATION**

By this letter I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_,

(Name and position at the organization)

confirm that \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Name of the organization)

is ready to accept \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Name of the student)

for an internship during the period \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

(Dates of internship)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Name, position and signature)

Date «\_\_\_»\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 20\_\_\_