National Research University Higher School of Economics – Saint-Petersburg

Saint-Petersburg School of Social Sciences and Area Studies

Master’s Program “Business and Politics in Modern Asia”

**REPORT**

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

*(type of practice)*

The assignment was made by the student of \_\_\_\_\_\_group

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

(*Name*)

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

*(signature)*

**Checked by:**

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

*(Supervisor from Organization, name, position)*

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

*(grade) (signature)*

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

Stamp *(date)*

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

*(HSE Internship Supervisor, name, position)*

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

*(grade) (signature)*

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

*(date)*

**Structure of report**

1. Introduction (the goals and objectives of the practice should be given in the section)

2. The content part.

2.1. A brief description of the organization (place of practice) with a description of the scope of activity, organizational structure, economic indicators.

2.2. Description of professional tasks solved by the student in practice (in accordance with the goals and objectives of the practice program and an individual task).

3. Completed individual task.

4. Conclusion (including self-assessment of the formation of competencies).

5. Applications (graphs, charts, tables, algorithms, illustrations, etc.).

**Appendix 4**

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**Diary**

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

*(type of practice)*

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ group \_\_\_\_\_ year

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

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

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

*(name)*

**Start from \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**End \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Grade\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

HSE Internship Supervisor: (name, title) \_\_\_\_\_\_\_\_\_\_\_\_\_/signature/

**\_\_\_\_\_\_\_\_\_\_\_ 20\_\_**

Place of practice \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Position, name of the Internship Supervisor from Organization\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**ACCOUNTING OF PERFORMED WORK**

|  |  |  |  |
| --- | --- | --- | --- |
| Dates | Summary of work    (to be completed by the student) | Instructions / comments of the Internship Supervisor from Organization | Mark on the performance of work (signature of the Internship Supervisor from Organization) |
| *First date of practice* |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| *Last day of practice* |  |  |  |

Student \_\_\_\_\_\_\_\_\_\_ / \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ /

*Signature Name*

**Appendix 5**

*Sample of feedback*

**REVIEW**

**of the student’s work from the place of practice**

Feedback is made to the student at the end of the practice by Internship Supervisor from Organization.

In the review you must specify - the surname, initials of the student, place of practice, time of practice.

The review should reflect:

- professional tasks performed by the student;

- the completeness and quality of the implementation of the program of practice;

- the student’s attitude to completing assignments received during the practice period;

- assessment of the formation of planned competencies (descriptors of their formation)

- conclusions about the professional suitability of the student; if necessary, comments on his personal and professional qualities.

The review is signed by Internship Supervisor from Organization and certified by a stamp.

***Appendix 6***

*Recommended form when practicing in a specialized organization*

**Saint-Petersburg 20\_\_**

**Confirmation of the passing of the safety induction course**

Student of the National Research University Higher School of Economics *(Full name)*

Study on:

\_\_\_\_ course of the educational program “Business and Politics of Modern Asia” (direction «African and Asian Studies»),

sent to practice in the *name of the organization*,

has been acquainted with:

* labor protection requirements,
* safety requirements,
* fire safety requirements,
* the rules of the internal labor schedule of the *organization name*.

Internship Supervisor from Organization:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_/ \_\_\_\_\_\_\_\_\_\_\_

*position signature name*

*(first date of internship)*

*date*