**International Relations in Eurasia**

**Master’s Programme**

**Science and Research Internship**

**Supervisor Prof. Maxim Braterskiy**

**ECTS 3**

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| **Author** | **Maxim Braterskiy, mbratersky@hse.ru** |
| **Credits** | **3** |
| **Duration in weeks** | **6** |
| **Year** | **2** |
| **Туре** | **Science and Research Internship** |

Approved by Academic Council

16 May 2018

# General provisions

## Goals and objectives of the internship

**Internship goal** is the professional competencies consolidation and development in terms of the research activities, including institutional and managerial activity and expert-analysis work.

The consolidation and enhancement of student’s theoretical training is exercised in pursuit of internship along with the practical skills development and improvement, together with the experience of independent research and practically-oriented work in the field of international relations in conjuncture with international cooperation and other related spheres.

**Internship objectives** are:

* Consolidation of the theoretical knowledge obtained during the period of education;
* Basic practical (technical) skills development in addressing the particular challenges which are typical for the research work and/ or projects issued;
* Formation of a system for the reflection mastering of professional competencies under the given educational standard;
* Students should develop skills of presenting the professional activity results.

## Internship place in the structure of educational program

Internship is comprised within the block “Internship, project and/ or research work”.

The basis of the internship is the knowledge gained from the disciplines of the Master program “International Relations in Eurasia”. Internship is based on the following disciplines:

* Research Methods of International Relations and Foreign Policy
* World Politics and International Political Economy
* Research seminar "Post-Soviet Eurasia"

For the successful internship implementation student is required to:

**Know:**

* The history and theory of international relations in terms of their projection towards the research, scientific, expertise and analytic activities;
* Fundamental means of international negotiations implementation;
* Core patterns and tendencies of world political and economic processes.

**Be able to:**

* Implement the written and verbal communication over the professional topics, including the ability to build correct logically constructed oral and written speech which in turn is supported by the argument;
* Implement the social interaction based on the legal norm adopted in society;
* work with different sources of information;
* use methods of international relations modern science, including its implementation into the research;
* implement the selection of credible information, including the verification and process of the information acquired;

**Posses:**

* the skill of social interaction, cooperation and social conflict resolution;
* skills of scientific, expertise-analytical research of foreign policy dynamics and international relations;
* fundamental skills of conducting the negotiations

**Method of conducting the internship**

Science and Research Internship is carried out in an individual form in two ways: stationary or visiting.

**Form of the internship**

Internship is carried out discretely in accordance with internship kinds, by means of selecting the continuous period in calendar training schedule (6 weeks).

# list of expected educational outcomes during the conduct of internship in respect to expected outocmes prescribed by the educational program (competencies)

The process of internship implementation is targeted to the formation of the following competencies:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Code of competency | Competency formulation | Professional tasks for which the competency is required in order to be solved |  |  |
| 2ОПК | General professional skills | Is able to assess, model global, macro-regional, national state, regional and local political and cultural processes, social economic and public-political trends based on theoretic and empirical research and applied analysis. | 3 | 2ОПК-3 |
| 2ОПК | General professional skills | "Ability to develop the strategy of presentation of the results of his professional activity, including in public, by choosing adequate forms of communication technologies and information channels | 4 | 2ОПК-4 |
| 3ПК | Professional skills | Ability to create and maintain international networks for international contacts | 9 | 3ПК-9 |
| 3ПК | Professional skills | Ability to prepare analytical materials on the results o research, ability to draw expertize in international relations, report on the research project | 10 | 3ПК-10 |
| 3ПК | Professional skills | Ability to analyze decision making in international relations | 11 | 3ПК-11 |
| 3ПК | Professional skills | Ability to develop a concept of the research project, its goals and targets, expected results and potential field of its application, | 4 | 3ПК-4 |

**III. STRUCTURE AND CONTENT OF PRACTICE**

|  |  |  |  |
| --- | --- | --- | --- |
|  | Types of students’ work | Substantial activity | Resulting skills |
| 1 | research activities | - collection and processing of quantitative and qualitative data for  scientific research;  - participation in seminars, scientific-theoretical and scientific-practical  conferences, round tables, presentations of the results of scientific activities;  - preparation of scientific texts (articles, sections of monographs, reviews, etc.)  for publication in scientific journals;  - compilation of bibliographic reviews, annotations, abstracts,  explanatory notes, sections of scientific and analytical reports on the results of scientific, theoretical and empirical research | ПК-1, ПК-2,  ПК-4, ПК-5, ПК- 6 |
| 2 | organizational and administrative activities | - participation in the development of proposed management decisions, development and justification of proposals for their improvement  - participation in management processes, including in preparation for negotiation activities | ПК-4, ПК-5, ПК-7 |
| 3 | expert analysis | - systematization, verification and analysis of information on foreign policy processes for applied purposes;  - participation in information and communication processes at various levels, in the organization and conduct of information campaigns;  - participation in the writing of qualified opinions on issues of international relations, including for a wide audience of non-specialists;  - participation in the preparation of expert opinions and the development of promising programs to promote international development. | ПК-4, ПК-5, ПК-7 |

Internship is carried out in the second semester of the second year of MA programme, the exact dates are set each year by RUE. The duration of the internship is 6 calendar. By agreement with the head of the department, the student can make the internship at other times during the school year in free time from classroom studies.

The internship is conducted in the specialized structural divisions of the University, including research divisions and departments, including the faculty of world economy and world politics, conducting research activities, as well as in relevant state, municipal, public, commercial and non-profit organizations, institutions, enterprises (hereinafter - specialized organizations).

Organizations conducting historical, political, economic, and other studies, primarily in the field of international relations, or studies similar in structure and subject, or conducting practical activities with foreign partners, are considered to be relevant. The place of internship may be:

 specialized government and non-government institutions involved in economic, political, historical, and cultural studies (specialized institutes and units of the Russian Academy of Sciences, the INF, the Ministry of Foreign Affairs, the Ministry of Economic Development of the Russian Federation and others, including the research departments of the Higher School of Economics and the academic departments of the faculty of world economy and world politics, leading research activities);

 large private firms, as well as branches of foreign firms specializing in economic, political, cultural, and other studies;

 non-specialized firms and institutions with departments for the study of international relations and conducting specific studies, as well as conducting practical activities with foreign partners.

Students can independently search for places of internship, coordinating the place of passage with the head of internship from the faculty. In this case, students submit to the faculty a letter from the organization (enterprise, institution) on the provision of a place of internship, indicating the duration of the training and the head of internship.

The content of the internship is determined by the specifics of the institution in which the students do it, therefore, a mandatory requirement for institutions is the correspondence of students' work to their education in the field of “International Relations”. In the absence of coordination of the place of internship by the head of the faculty, the latter has the right not to count this internship.

From the moment of enrollment of students in the period internship as interns for jobs they are subject to the rules of labor protection and the internal rules in force at the enterprises, institutions and organizations.

# internship REPORTING FORMS

The format of the internship report is determined bу the author of the internship syllabus based on the goals and objectives of the internship. Mandatory internship report formats:

• Internship Diary and Report;

• Review from the student' s supervisor, signed bу the head of internship from the Organization.

After completing the internship (within 10 calendar days after its final day) , the student must submit the internship documentation (diary, report, review from the student' s supervisor, signed by the head of internship from the Organization with assessment, work schedule, individual task) in printed form to the students office (Annex 1). The review must contain information about the activities of the student during the internship.

The internship diary is filled in by the student during the internship. The internship diary contains an account of the work done, including deadlines, summary of the work, instructions / comments from the internship managers, marks of the head of internship from the Organization on the performance of the work.

The internship report is completed exclusively bу the student.

Any visuals can be attached to the report, showing intermediate and final results of the tasks performed.

А review from the organization of the student's performance is given in a free form. It is desirable to include an account of professional tasks performed by the student; student's attitude to the implementation of tasks received during the period of internship; assessment of the development of planned competencies; conclusions about the professional fitness of the student; if necessary, comments on his personal and professional qualities.

The review of the organization with the assessment is signed directly by the supervisor / curator of the student. The signature is sealed by the Organization' s stamp (if possible).

# INTERIM EXAMINATION IN PRACTICE

The grade is set by the head of internship from the Faculty on the cover pages of the internship report on а 10-point scale adopted at HSE. The resulting score is set in the statement.

**Criteria and grading scale for intermediate certification in practice**

|  |  |
| --- | --- |
| **Score on а ten-point scale** | **Estimated content assessment** |
| 10- Brilliant  9- Excellent  8- Almost Excellent | А full set of documents, all the documents were signed and authenticated properly. The purpose of the internship is fulfilled or three or more professional competencies are fully developed and applied in internship (numerous examples and results of activities are presented, with comments from representatives of the organization, which are evaluated in an expert manner). There are no negative comments from representatives of the enterprise or organization. |
| 7- Very good  6- Good | The purpose of the internship is performed almost completely or partially developed and put into internship three or less professional competences (Briefly presented some examples and results of activities without comments from representatives of the organization, which are evaluated in an expert manner). Minor negative comments from representatives of the enterprise or organization. |
| 5- Very satisfactory  4- Satisfactory | The purpose of the internship is partially or insufficiently developed and applied in internship three or less professional competencies. Multiple negative comments from representatives of the enterprise or organization. |
| 3-Bad  2- Very bad  1- Very unsatisfactory | The set of documents is incomplete. The purpose of the internship is not fulfilled. Serious negative comments from representatives of the enterprise or organization. |

## The resulting score is set by the formula:

## О final = 0,З·report+0,З·diary + 0,4·review , where:

## Report- mark for the student's report on the results of the internship (displayed on the cover page of the internship report),

## Diary - mark for filling in the diary (set either on the title page of the internship report or in the review),

## Review - assessment for work performed by the head of internship of the profile organization on the results of the student ' s work.

## The resulting score is rounded arithmetically (>О, 5 = 1).

**Assessment Tools Fund for Interim Certification in Internship**

# The fund of appraisal tools for internship includes individual tasks in accordance with the tasks of the internship.

# The appraisal fund in internship includes:

# - examples of control questions and assignments for sections (stages) of internship, mastered by students independently;

# - examples of individual assignments in accordance with the objectives of the internship;

# - examples of topics of design and graphic work performed during the internship;

# - another.

# A list of the above assessment tools is sent to students annually.

**Literature and technology**

**Main literature:**

1) Радаев В.В. Как организовать и представить исследовательский проект: 75 простых правил / В.В. Радаев. - М.: ГУ-ВШЭ: ИНФРА-М, 2001. - 203 с. (доступна в библиотеке НИУ ВШЭ. Полочный индекс- 316 Р15)

**Databases, reference and retrieval systems:**

1. Web of Science - http://proxylibrary .hse.ru:2048/login?[url=h](http://isiknowledge.com/wos)ttp[://isiknowledg](http://isiknowledge.com/wos)e[.com/wos](http://isiknowledge.com/wos)
2. Scopus - http://proxylibrary .hse.ru:2048/login? [url=h](http://www.scopus.com/)ttp[://www](http://www.scopus.com/).[scopus.com](http://www.scopus.com/)
3. ЕВSCO Information Services - http://proxylibra ry.hse.ru:2048/login ?url=<http://search.ebscohost.com/>
4. Science Direct - http://proxylibrary .hse.ru:2048/login?[url=h](http://www.sciencedirect.com/)ttp[://www](http://www.sciencedirect.com/).[sciencedirect.com/](http://www.sciencedirect.com/)

In the course of internship , students саn use technologies, including computer simulations, computer-aided design and software development tools used in the specialized organization, Internet, etc.

Materials and software used during the internship are determined by the head of the internship, and should be accessible for the student to successfully complete the approved internship task.

During the internship at HSE, students may use computer classes, а computer network, а library and other HSE equipment necessary for the students to successfully complete their practical work.

During the internship in а third-party Organization in accordance with the internship agreement, students may use laboratories, classrooms, libraries, technical and other documentation, and computing equipment in organizations where they do internships necessary for them to successfully complete the practical work assignment.

**VI. DESCRIPTION OF THE MATERIAL AND TECHNICAL BASIS NECESSARY FOR internship.**

The material and technical support of the internship is reflected in the contracts for conducting the practice with individual organizations (with the consent of the latter to conclude a similar agreement). The specified material and technical support must meet the current sanitary and fire safety standards, as well as safety requirements during work).

*Annex 1*

NATIONAL RESEARCH UNIVERSITY

“HIGHER SCHOOL OF ECONOMICS”

SCHOOL OF WORLD ECONOMY AND INTERNATIONAL AFFAIRS

Master program “International Relations in Eurasia”

STUDY YEAR \_\_\_/\_\_\_\_

INTERNSHIP REPORT

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

(name and surname of the student)

University Supervisor’s mark

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

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

(signature)

|  |  |
| --- | --- |
| INFORMATION ABOUT THE INTERNSHIP | |
| COMPANY NAME | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| TIME PERIOD | FROM “\_\_\_\_” \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_20\_\_  TO “\_\_\_\_” \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_20\_\_ |
| COMPANY SUPERVISOR | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

UNIVERSITY

SUPERVISOR \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Summary of the work done during internship

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Which skills and knowledge did you acquire during your internship?

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**DIARY OF THE INTERNSHIP**

|  |  |
| --- | --- |
| **DATES** | **DESCRIPTION OF THE STAGE** |
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|  |  |
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**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Student’s signature

*Internship Reference Letter Format*

[Letterhead]

Date

To whom it may concern:

[Text of letter]

Yours sincerely,

[Company Supervisor position] [Signature] [Name]

[Official company stamp]

\*Internship Reference Letter must be written on the official letterhead paper of the internship company/organization, contain the exact dates of your internship, the kind of job you were doing, and general assessment of your job.

*Рекомендуемая форма при проведении практики в профильной организации*

**Москва 20\_\_**

**Подтверждение проведения инструктажа**

Студент/-ка ФГАОУ ВО «Национальный исследовательский университет «Высшая школа экономики» *ФИО*,

обучающийся/-аяся на:

\_\_-м курсе образовательной программы «\_\_\_\_\_» (направление \_\_\_\_ «\_\_\_\_\_\_»),

направленный/-ая для прохождения учебной практики в *название организации*,

был/-ла ознакомлен/-на с:

* требованиями охраны труда,
* требованиями техники безопасности,
* требованиями пожарной безопасности,
* правилами внутреннего трудового распорядка *организации*.

Руководитель практики от организации:

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

*должность подпись*

*первый день практики*

*дата*