INTERNSHIP PROGRAMME
38.03.01 ECONOMICS – BACHELOR'S PROGRAMME

Bachelor's Programme 'HSE and University of London Double Degree Programme in Economics'

Approved by Academic Subcommittee of
Bachelor's Programme 'HSE and University of
London Double Degree Programme in
Economics' on 25 June 2018, Protocol № 5

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Credits	3
Duration	2 weeks, including 2 hours for contact work
Course	2
Format	Educational
Type	Educational experience internship

I. GENERAL

Internship aims and objectives

The aims of the internship are:

1) assessment, deepening the knowledge obtained during the period of study at ICEF;
2) development of practical skills by visiting the workshops held by finance, audit, consulting, manufacturing, services, public sector. organizations as well as startups.

The objectives of work experience internship are:

- consolidation of the obtained knowledge and acquisition of practical skills and competences in student's professional domain
- developing skills in studying of the organization scope, its economic characteristics and features, development plans
- acquisition of primary skills in analysis of ongoing economic processes in the company and industry, collection and analysis of data required for economic research and calculations, analytical reports preparation
- developing skills in economic processing, economic models creation based on a company's field and plans, analysis and interpretation of the results
- development of presentation skills.
- acquisition of primary skills in developing awareness of possible career paths after graduation
- familiarization oneself with current situation on the labor market and employment process
- building professional network

Internship place in the educational programme structure

Internship is included in the block 'B.D.P. Project and Research Activity'. Educational experience internship is realized on the second education year based on mastering the theoretical courses in the correlation with calendar curriculum.

Full mastering of all theoretical courses is obligatory to start the educational experience internship. The following is obligatory for students to successfully master the internship program:

The knowledge of:

- main methods in analytics for business, ongoing economic processes;
- patterns and trends of up-to-date economic and social issues.

The ability to:

- work with information: find, evaluate and use information from various sources;
- intelligently build communication based on the goals and situation of communication.

The skills in:

- skills in self-presentation
- teamwork;
- critical evaluation and rethinking of accumulated experience.

Internship can be transferred to other educational years based on personal education plans and personal statement. If students do not complete the internship programme or receive a negative mark, they will not be allowed to study the program of the third educational year.

Internship ways

Stationary

Internship forms

Discrete by type – by allocating the continuous period of study time in academic calendar for holding each type of the internship;

Discrete by period – by alternating study periods for internship with study periods for theoretical classes in academic calendar

II. LIST OF PLANNED LEARNING RESULTS OF INTERNSHIP BASED ON PLANNED RESULTS OF MASTERING THE EDUCATIONAL PROGRAM (COMPETENCES)

Internship process is focused on developing the following competences:

Table 1

Code of competence	Definition of competence	Group of professional tasks for which competency is required
UC-5	Able to work with information: to find, evaluate and use information from various sources, necessary to solve scientific and professional problems (including those on the basis of a systematic approach)	Universal competences (CC) regardless of the type of professional activity
UC-6	Capable of conducting research, including problem analysis, setting goals and objectives, identifying the object and subject of research, choosing the means and methods of research, as well as assessing its quality	Universal competences (CC) regardless of the type of professional activity
UC-7	Capable of working in a team	Universal competences (CC) regardless of the type of professional activity
UC-8	Able to intelligently build communication based on the goals	Universal competences (CC) regardless of the type of professional activity

Code of competence	Definition of competence	Group of professional tasks for which competency is required
	and situation of communication	
UC-9	Able to critically evaluate and rethink the accumulated experience (own and others'), to reflect on professional and social activities.	Universal competences (CC) regardless of the type of professional activity
PC-4	Able to use regulatory legal documents in his activities	General professional, regardless of the type of professional activity
PC-5	Able to be governed by the principles of social accountability in the professional activity	General professional, regardless of the type of professional activity
PC-6	Able to freely communicate, express his thoughts orally and in writing, lead a discussion in Russian and English.	General professional, regardless of the type of professional activity
PC-7	Able to collect and analyze the source data necessary for the calculation of economic and socio-economic indicators characterizing the activities of economic entities	Project economic activities
PC-11	Able to carry out the collection, analysis and processing of statistical data, information, scientific analytical materials necessary to solve the set economic problems	Analytical and research activities
PC-16	Able to prepare an informational review and / or analytical report using domestic and foreign sources of information	Analytical and research activities
PC-19	Able to solve analytical and research problems with modern technical means and information technology	Analytical and research activities
PC-21	Able to independently organize their activities in the framework of professional tasks	Organizational and management activities
PC-24	Able to use modern technical means and information technologies for solving communicative tasks	Organizational and management activities
PC-25	Able to critically evaluate the proposed management decision options and develop and justify proposals for their improvement, taking into account the criteria of socio-economic efficiency, risks and possible socio-economic consequences	Organizational and management activities

III. INTERNSHIP STRUCTURE AND CONTENT

Table 2

Code of competence	Activity content	Group of professional tasks for which competency is required
PC-4,PC-5,PC-6	– visiting career workshops and empirical research	General professional, regardless of the type of professional activity
PC-21, PC-22	– creating CV – visiting career workshops	Organizational and management activities

Educational internship must be completed at ICEF. In order to complete educational internship students must:

- attend career guidance seminar (according to schedule for each academic group);
- prepare their resume (CV) and upload it into designated assignment in ICEF Online system (https://icef-info.hse.ru) according to the deadline;
- Attend at least there career workshops organized by ICEF or partner organizations on- or off-campus according to the event list.

The materials needed for preparation of the resume (CV) can be found in ICEF Online system (http://icef-info.hse.ru). Individual consultations with ICEF educational internship supervisor are available upon request.

The information about career development events is posted on ICEF Online system (https://icef-info.hse.ru), on ICEF students' website (http://www.icef.ru), and is distributed via e-mail by ICEF educational internship supervisor.

IV. INTERNSHIP REPORTING FORMS

For successful certification students must have the following documents (can be submitted in Russian or English):

Part	Requirements
Agreed individual task – appendix 1	Individual task is filled no later than at the beginning of the internship. It is signed by the student and agreed with the internship supervisors from HSE University and external organization. Individual task must include: □ Internship goal □ Internship objectives □ the content of internship (investigated questions) □ internship planned results Individual task can be included into the report..
Agreed internship schedule (plan) – appendix 2	Agreed internship schedule (plan) consists of the description of the tasks performed during the internship including the duration of each task.
Internship report – appendix 3	Internship report is filled only by the student. Internship report includes the following: □ internship goal □ internship objectives, □ brief description of the company

Part	Requirements
	(field, indicators, etc.) and the responsibilities given to the student. • description of professional problems to solve (according to the goals and objectives of the internship program) • new competencies and knowledge acquired by the student during the internship • the student's suggestions considering the organizational and content part of the internship
Review (reference) – appendix 4	It is preferred to indicate in the review: professional tasks performed by the student; the quality of internship programme performance; student's attitude to the internship tasks; evaluation of the formation of planned competencies (the descriptors of the formation); conclusions regarding the student's professional competence; if necessary – the commentaries on the demonstrated personal and professional qualities. Review (reference) must include assessment of the student's performance during the internship. Review is certified by the student's direct supervisor or by hierarchical superior.

Students who fail to complete educational internship due to a valid reason undergo it for the second time during their study-free time.

Student who fail to complete educational internship without a valid reason or receive an unsatisfactory grade acquire an academic failure. It can be eliminated in accordance with the Provision for the organization of the intermediate appraisal and ongoing monitoring of academic progress of the students of National Research University Higher School of Economics. Students who receive an unsatisfactory grade for educational internship can be expelled from HSE University due to unfulfilled academic program requirement in accordance with the Provision for the forms of academic performance assessment at the International College of Economics and Finance, Higher School of Economics.

V. ASSESSMENT AND GRADING

Internship assessment and grading is carried out in the exam form. The exam is conducted in the form of assessment of reporting documentation. Exam formula: $O_{res} = O_{\mathbf{rep}}$, where Orep – mark indicated in the reporting documents.

Criteria and evaluation scale for internship intermediate certification

Grade in 10-scale	Grade content
8 to 10 points – "Excellent"	All required documents are provided; individual plan is agreed in time with ICEF supervisor, internship stages are totally correlated with the content of internship programme; individual task has all required parts, goals, objectivities; internship report includes all parts, goals and objectives totally correlated with the individual plan, planned results are fully realized, total score is '5' (5-point scale) or from 8 to 10 (10-point scale), review has positive feedback.
6 to 7 points – "Good"	All required documents are provided; individual plan is agreed in time with ICEF supervisor, internship stages are totally correlated with the content of internship programme; individual task has all required parts, goals, objectivities; internship report includes all parts, goals and objectives totally correlated with the individual plan, planned results are fully realized, total score is '4' (5-point scale) or from 6 to 7 (10-point scale), review has positive feedback.
4 to 5 points – "Satisfactory"	All required documents are provided; individual plan is agreed in time with ICEF supervisor, internship stages are partly correlated with the content of internship programme; individual task has all required parts, goals, objectivities; internship report includes all parts, goals and objectives are partly correlated with the individual plan, planned results are realized, total score is '3' (5-scale) or between from 4 to 5 (10-scale), review has partly positive feedback.
1 to 3 points – "Fail"	Not all required documents are provided; individual plan is not agreed in time with ICEF supervisor, internship stages are not correlated with the content of internship programme; individual task has all required parts, goals, objectivities; internship report includes all parts, goals and objectives are not correlated with the individual plan, planned results are not realized, total score is '2' (5-scale) or from 1 to 3 (10-scale), review has negative feedback.

Fund of assessment tools for carrying out internship intermediate certification

Fund of assessment tools involves qualitative analysis of the necessary documents, conclusions and results obtained by the student during the internship. The necessary documents consist of the following:

- Internship programme,
- Internship plan (schedule),
- Internship diary,
- Agreed individual task,
- Internship report signed by the programme and organization supervisors,
- Review on the student's work from the internship organization signed by the internship supervisor from that organization.

VI. EDUCATIONAL-METHODICAL AND INFORMATION SUPPORT

Required reading	
1	ICEF Student Career Guide Presentations (available in ICEF Online System https://icef-info.hse.ru)
Optional reading	
2	Career counselling / R. Nathan, L. Hill. – 2nd ed. – London; Thousand Oaks; New Delhi: SAGE Publications, 2006.
3	Career management / J. H. Greenhaus, G. A. Callanan, V. M. Godshalk. – 3rd ed. – Fort Worth: The Dryden Press, 2000.
4	Encyclopedia of career development: in 2 volumes / Ed. by J. H. Greenhaus, G. A. Callanan. – London; Thousand Oaks; New Delhi: SAGE Publications, 2006.
Internet resources	
5	ICEF Online System https://icef-info.hse.ru

VII. SPECIAL EQUIPMENT AND SOFTWARE SUPPORT

During the internship students can use information technologies, including computer simulations, statistical software used in the organization, internet technologies and so on.

Appendix 1

Federal state autonomous educational institution for higher education
National research university Higher School of Economics

INDIVIDUAL TASK COMPLETED DURING THE INTERNSHIP

by the student of _____ year of education

_____

(name, surname)

of educational program "HSE and University of London Double Degree Program in Economics"

Degree: BSc
Major: 38.03.01 Economics
Department: International College of Economics and Finance
Type of internship: Educational experience internship
Nature of internship: internship focused on obtaining professional skills
Terms of internship: from ___.___.201__ to ___.___.201__

Aims of the internship:
The aims of internship are obtaining career advice, assessment, deepening and strengthening of the knowledge and practical skills obtained during the period of study at ICEF.

Tasks for the internship:

- Study the activity of the organizations where one can get an internship;
- To apply theoretical knowledge and professional skills acquired during the study to get the internship;
- Develop organizational, management and teamwork skills;
- Perform all tasks assigned by ICEF properly and timely;
- Provide accurate information about completed work in the internship report.

Content of the internship (questions to study):

1. Create and adapt the CV using certain format
2. Visit at least three career workshops proposed by careerguidance;
3. Professional tasks assigned by the organization.

Anticipated results:
Development of the following competences: working with information (ability to find, assess, and use information from various sources requested for solving research and professional tasks on the basis of systematic approach); teamwork; building of effective communication in Russian and English; critical assessment and interpretation of accumulated experience; reflection of professional and social activity; presentation of analytical and research activity results; self-organization according to professional assignments.

HSE internship supervisor:

Professor, Deputy director		Nikitin M.I.
(position)	*(signature)*	*(surname, initials)*

The task is accepted ___.___.201__
Student

_____

(signature) *(surname, initials)*

Appendix 2

Federal state autonomous educational institution for higher education
National research university Higher School of Economics

JOINT SCHEDULE (PLAN) OF THE INTERNSHIP

of the student of _____ year of education

_____

(name, surname)

of educational program "HSE and University of London Double Degree Program in Economics"

Degree: BSc
Major: 38.03.01 Economics
Department: International College of Economics and Finance
Forma of internship: Educational
Type of internship: Educational experience internship
Terms of internship: from ___.___.201__ to ___.___.201__

N	Stages of internship	Department	Duration (in days)
1.			
2.			

HSE internship supervisor:

Professor, Deputy director		Nikitin M.I.
(position)	*(signature)*	*(surname, initials)*

Internship supervisor at the organization

(position)	*(signature)*	*(surname, initials)*

Appendix 3

Federal state autonomous educational institution for higher education
National research university Higher School of Economics

Department: International College of Economics and Finance
Educational program “HSE and University of London Double Degree Program in Economics”
Degree: BSc
Major: 38.03.01 Economics

REPORT
on work experience internship

Completed by the student of _____ study group

_____
(name)

_____
(signature)

Checked by:

_____
(position, name of internship supervisor at the organization)

_____ _____
(grade) *(signature)*

_____
Stamp *(date)*

Professor, Deputy director, Nikitin Maxim Igorevich
(position, name of HSE internship supervisor)

_____ _____
(grade) *(signature)*

_____
(date)

INTRODUCTION

During the period from ___.___.201__ to ___.___.201__ I completed an internship at

_____

(name of organization)

The aims of internship were obtaining career advice, assessment, deepening and strengthening of the knowledge and practical skills obtained during the period of study at ICEF.

The **tasks** for the internship were:

- To study the activity of the organizations where one can get an internship;
- To apply theoretical knowledge and professional skills acquired during the study to get the internship;
- To develop organizational, management and teamwork skills;
- To perform all tasks assigned by ICEF properly and timely;
- To provide accurate information about completed work in the internship report.

MAIN PART

1. NRU HSE is a research university, exercising its mission through scientific-educational, project, expert-analytical, and socio-cultural activity on the basis of international scientific and organizational standards. International college of economics and finance is the department of NRU HSE, which implements the Double Degree Programme in Economics with University of London providing six specializations in Economics and Finance field. ICEF provides Bachelor and Master degree programmes. The courses are held in English with partial involvement of University of London experts.

2. Description of professional tasks completed during the internship

1.	Attendance of master classes in writing a CV
2.	Creating a CV
3.	Attendance of events held by organizations in accordance with the main student interests in terms of future develpment
4.	
5.	
6.	
7.	

CONCLUSION

In the course of the internship I completed the assigned **individual task** and obtained the **following competences**:

1.	Information structuring
2.	Team-work skills
3.	Public-speaking and negotiation skills
4.	Information search
5.	Basic skills in business problems solutions
6.	Skills in working with Excel, VBA, PowerPoint

Appendix 4

Internship supervisor at the organization's brief review of the student's performance (can be printed on the organization's typeface, but must be stamped)

The following points are recommended to include:

1) Brief overview of the student's work and the quality of his/her performance
2) What theoretical knowledge did the student demonstrate and what knowledge was missing?
3) What skills did the student demonstrate and which skills were missing?
4) What personal qualities did the student demonstrate and which ones should he/she develop in order to succeed in future work?

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_____

(position, name of internship supervisor at the organization)

_____

(signature)

Stamp _____ *(date)*