Federal State Autonomous Educational Institution For Higher Professional Education

National Research University Higher School Of Economics

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| --- | --- |
|  | Approved by  Academic Council of the HSE and University of London Parallel Degree Programme in International RelationsProtocol № \_\_ from «\_\_» \_\_\_\_ 20\_\_   |

**Internship program**

**educaitonal program of higher education – bachelor’s program**

**«HSE and University of London Parallel Degree Programme in International Relations»**

# General provisions

|  |  |
| --- | --- |
| Author  | Entina Ekaterina Gennadievna, PhD in political science, associate professor  |
| Internship volume in credit units  | 5 c.u. |
| Internship duration in respect with academic hours including volume of contact work per hour, or the duration of the internship in weeks  | 190 academic hours |
| Year of education | 3 |
| Internship kind  | Organizational  |

This Program has been compiled in accordance with:

- The educational standard of the Federal State Autonomous Educational Institution of Higher Professional Education "National Research University Higher School of Economics" on the specialization 41.03.06 Public Policy and Social Sciences (qualification: Bachelor) (approved by the Academic Council of the Higher School of Economics, protocol dated 28.09.2018 No. 10 (hereinafter referred to as the Educational Standard);

- Regulations on the project, research and internship student activities at the Higher School of Economics (approved by the Academic Council of the Higher School of Economics. (Protocol dated 07.06.2016 No. 07), put into effect by directive of the Higher School of Economics (dated 09.09.2016 No. 6.18.1-01 / 0509-02);

- Methodological recommendations for organizing and conducting student internship at the Faculty of World Economy and International Affairs of the Higher School of Economics (approved by the Academic Council of the Faculty of World Economy and International Affairs (Protocol No. 64 dated 12/21/2017).

## Goals and objectives of the internship

**The goal of Internship** 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”.

Before internship implementation students is required to master in the following disciplines:

1. History of International Relations
2. Introduction to International Relations
3. Economic Theory
4. Foreign Language

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**

Stationary

**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 (4 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  |
| ОПК-1 | Ability to perform operational management, coordination of work in the field of professional activity |
| ОПК-2 | Ability to determine the tasks of professional activity within the set goal, analyze significant problems and offer socially responsible solutions to them |
| ОПК-3 | Ability to perform consultations and business communications in the field of professional activity |
| ОПК-4 | Ability to search, collect, primary process and store statistical data and other information necessary for solving tasks. |
| ОПК-5 | Ability to study the problem on the basis of incoming information, organize and support discussion of various solutions to problems in the field of intercultural communication |
| ОПК-6 | Ability to competently and argumentatively publicly present the results of their professional activities using various forms and techniques of arrangement. |
| ОПК-7 | Ability to search for sources of information independently in the chosen area of specialization, including sources in foreign language |
| ПК-1 | Ability to organize and conduct various formats of training activities as part of the educational programs of social orientation |
| ПК-2 | Ability to create and edit information resources, collect, prepare and present relevant information for the public through the media |
| ПК-3 | Ability to organize and control the process of issuing publications in the online magazine / news agency |
| ПК-4 | Ability to organize media products promotion |
| ПК-5 | Ability to design and implement organizational andcommunication processes in an organization usingtools and methods from various fields of social sciences |
| ПК-6 | Ability to support activities in the corporate social policy organization and operativehuman resources and department management |
| ПК-7 | Ability to carry out organizational, documentary andinformation support of the organization's activities, to provide informative-analytical support andadministrative-organizational support forthe organisation's executive activities |
| ПК-8 | Ability to manage the process and carry out operational activities for the organization of trade and industrial exhibitions |
| УК-1 | Ability to learn, acquire new knowledge, skills, including other spheres besides professional |
| УК-2 | Ability to identify the scientific nature of problems in professional sphere |
| УК-3 | Ability to solve problems in professional environment based on analysis and synthesis |
| УК-4 | Ability to assess required resources and plan their expolitation while performing tasks in professional environment |
| УК-5 | Ability to work with information: find, evaluate, and useinformation from various sources necessary for solving scientific problemsand professional tasks (including those based on a systematic approach) |
| УК-6 | Ability to conduct research, including problem analysis,setting goals and objectives, determining the object and subject of research, and selecting techinques and methods of research, and quality assessment  |
| УК-7 | Ability to work as part of a team |
| УК-8 | Ability to skillfully manage communication, based on the goals and situation of communication |
| УК-10 | Ability to carry out industrial or applied labour in an international environment |
| УК-9 | Ability to critically evaluate and rethink the accumulated experience (both personal and learned), reflect on professional and social activities |

# STRUCTURE AND CONTENT OF INTERNSHIP

|  |  |  |  |
| --- | --- | --- | --- |
| № п/п | Types of student’s internship activity  | Activity content | Formed competencies  |
| 1 | Scientific and research activity  | - selecting and processing of quantitative and qualitative data for the conduction of scientific research;- participation in working seminars, doctrinal and scientific-practical conferences, round tables, and presentation of results of scientific activity;- preparation of expert-analytical texts (articles, monograph’s sections, reviews etc.) for the publication in scientific journals- completion of biographic reviews, annotations, abstracts, explanatory notes, sections of scientific and analytical reports on the results of scientific, theoretical and empirical research work  | ОПК-4ОПК-7УК-1УК-2УК-5УК-6УК-9 |
| 2 | Management activity  | - participation in development of proposed management decisions, including the development and substantiation of proposals for their improvement - participation in management processes along with the preparation for negotiations  | ОПК-1 ОПК-2ОПК-3ОПК-5ОПК-6ПК-1 ПК-3 ПК-4 ПК-5 ПК-6 ПК-8 УК-4УК-7УК-8УК-10 |
| 3 | Expert-analytical activity  | - systematization, verification and analysis of information on foreign policy process for applied purpose; - participation in information and communication processes at different levels as well as in organization and conduct of information campaigns; - participation in writing qualified opinions on international relations issues, including for a wide audience of non-specialists; - participation in expert advice and development of long-term (forward-looking) programs for the promotion of international development  | ОПК-2ОПК-4 ОПК-7 ПК-2 ПК-7 УК-3УК-4УК-6УК-9 |

The organization and coordination of internship on the educational program "HSE and University of London Parallel Degree Programme in International Relations" is carried out by the management of the educational program.

The content of the internship is determined by the specifics of the organization in which students are carrying out the internship, so that the mandatory requirement for organizations is the correspondence of students’ work to the received education in the specialization 41.03.06 “Public Policy and Social Sciences”. If the place of internship is not approved, the internship results cannot be accepted.

The internship is carried out in the relevant state and municipal bodies (Federal and regional bodies of power, bodies of local government), state and private organizations and media (Russian and international), commercial and non-profit organizations, institutions, enterprises, structural units of the NRU HSE and other universities

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

* Specialized state and non-state institutions engaged in carrying out economic, political, historical and cultural studies (specialized institutions and divisions of the Russian Academy of Science, Russian Council on International Affairs, Ministry of Foreign Affairs, Ministry of Economic Development of the Russian Federation and others, including research units of the National Research University “Higher School of Economics” and training departments of the Faculty of World Economy and World Politics, conducting research activities);
* Large private organizations, as well as branches of foreign firms, specializing in economic, political, cultural, etc. research activities;
* Non-specialized firms and institutions with international relations research departments and conducting specific studies, including the conduct of practically oriented activities with foreign partners.

Students can search for the place of internship independently, agreeing the place of the internship with the programme management. In this case, students submit to the faculty a letter form the organization (enterprise, institution) confirming the internship or the consent to sign a relevant contract with the University.

The internship is carried out continuously - by allocating in the calendar curriculum a continuous period in the second module of the fourth year.

In the presence of valid reasons and in coordination with the head of internship and academic supervisor, students can conduct internship in a different period, but no later than the end of the second module of the fourth year of education. To do this, the student must submit an application on transferring the internship time period and submit the document, stating the circumstances. If the transferred time period happens during academic vacation, their vacation period is transferred to the initially designated for internship period during second module.

The duration of the student’s working day during the period of internship at the enterprise, institution, organization, should not exceed 35 hours per week for students aged 16-18 (Article 92 of the Labor Code of the Russian Federation (hereafter referred to as the Code of Labor of Russian Federation), at the age of 18 and above not more than 40 working hours per week (Article 91of the LC of RF). For students aged 15-16, the duration of the working day at the passage of the internship should not exceed 24 hours per week (Article 91 of the Labor Code of the Russian Federation). From the moment of admission of students during the period of internship as trainees to the workplace, they are subject to the labor protection rules and internal regulations, operating at the enterprise, institution or organization.

# INTERNSHIP REPORTING FORMS

Following the internship, the student provides the set of the following documents:

* Internship journal
* A review of the students’s work from the organization where internship takes place, signed by the head of internship from this organization
* Internship report
* Training session validation from the organization (if the internship is not conducted by NRU HSE)

In 5 days after the end of internship, the students must submit the documentation on paper to the study office.

Completeness, detail, relevance, reliability of information regarding student internship activities, as well as the timeliness of the documents submission are the basis for the assessment.

**Internship report** is prepared solely bythe student in English.

Student’s report should reflect the following:

* Goals of the internship
* Objectives of the intership
* Brief profile of the organization (place of the internship conduct) with the field description of the activity, including the structure of organization and economic indicators.
* Professional tasks description solved by the student during the internship (in accordance with goals and objectives of the internship program and individual tasks prescribed).
* New skills and knowledge base acquired during internship.
* Student’s feedback on the organization and content of the internship.

The student can attach any visual materials demonstrating intermediate and final results of the completed tasks.

On the title page of the report of internship grade for the internship is preferably put by the head of the organization.

Sample of the report is given in Appendix 1.

**Internship journal** isfilled in during the internship in English. It contains:

* student’s algorithm of the activity during the internship period, a description of the results of the activity, examples of competence development in the internship with the notes by the head of internship from the organization;
* a technological map, if the student worked out some competencies or performed a specific practical task.

The sample form of journal and the technological map is presented in the Appendixes 2 and 3 respectively.

**Organization’s review on the student’s work done during the period of the internship**. The review is written in free form, although should include the description of professional tasks performed by the student, an assessment of the completeness and quality of the implementation of the internship program, the student’s professional suitability, commentaries on the personal and professional qualities could be depicted by the head of the internship is necessary.

The review is signed by the head of the internship from the enterprise (organization) and sealed accordingly, or the review could be done on the certified (official) blank of the organization (allowed without being sealed).

A review sample is given in Appendix 4, Training session validation sample in Appendix 5.

#  INTERIM ASSESSMENT OF THE internship

Interim assessment of the internship is carried out in the form of an exam. Prior the examination, students undergo ongoing assessment in the form of personal consultations with the programme head of internship.

The exam is held in the form of public presentation of the internship results (group presentation is possible). According to the results of the defense, the head of the internship from the faculty makes an assessment on the title pages of the report on internship on the 10-point scale adopted in the Higher School of Economics. The resulting grade is put into a students performance record.

## Criteria and assessment scale for the intermediate internship certification

During the public presentation, the commission (the commission can include only the head of internship from the faculty) evaluates the results of the internship in accordance with the following approximated scale:

|  |  |
| --- | --- |
| **Grade by a 10-point scale**  | **Approximate grade formation (description)**  |
| 1. Brilliant
2. Great
3. Almost great
 | The full set of documents is presented, and all documents are signed and certified properly. The purpose of the internship is performed completely or moreover: or a full product of the research activity is created outside the framework of the graduation work (a database is created, scientific article, scientific journalistic or analytical articles is published or prepared for publication, including translated materials, etc.); either 3 or more professional competencies are fully developed and applied in practice (numerous examples and results of activities with comments of the representatives of the organization are applied, which are evaluated in an expert manner). Published (or ready to-to-publish) results of the activity are authorized (preferably with the affiliation with NRU HSE). Comments from representatives of the enterprise/ organization are not presented.  |
| 1. Very good
2. Good
 | The full set of documents is presented, but some documents are not signed or undersigned. The purpose of the practice is almost complete: either an acceptable product of the research activities is created outside the framework of the graduation work (a partial database is created, assistance was provided in preparing for the publication of a scientific article, scientific journalistic or analytical articles, translated materials, etc.); either 3 or less professional competencies are partially developed and applied in the internship (some examples and results are briefly presented without comments from the organization’s representatives, which are evaluated in an expert manner). Published (or ready-to-publish) results are no authorized. There are minor comments from the representatives of the enterprise or organization.  |
| 1. Highly satisfactory
2. Satisfactory
 | The set of documents is complete, but some of them are not signed or undersigned. The purpose of the internship is partially fulfilled: or a certain product of research activities is created outside the framework of the graduation work (collectively a partial database is created, minimal assistance was provided in preparation of a scientific article, scientific-journalistic or analytical articles, translated materials, etc.); either 3 or less professional competencies are not sufficiently developed and applied (some examples and results of activities are briefly presented without comments from the organization’s representatives, which are evaluated in an expert manner). The results of the activities have not been published. There are some comments from representatives of the enterprise or organization.  |
| 1. Bad
2. Very bad
3. Highly unsatisfactory
 | The set of documents is incomplete. The purpose of the internship is not partially fulfilled: either the created product of the research activity has questionable quality outside the framework of the course work (or causes doubts on its authorship); or professional competencies were not worked out or poorly applied in internship (there are no examples and results of the activity). There are serious reprimands from the representatives of the enterprise or organization. |

Resulting grade is put in accordance with the following formula:

***Орез = 0,3·Оreport+0,3·Оjournal + 0,4·ОreviewО***, where

*Оreport* – assessment for the student’s report on the results of the internship (displayed on the title page of the report on internship),

*Оjournal* – assessment for filling the internship journal (it is placed either on the title page of the report on internship, or in the review),

*Оreview* – assessment of the work performed by the Head of the internship of the profile organization on the results of the student’s work.

The final grade is adjusted arithmetically (≥0,5 = 1).

Plagiarism and falsification of documents are estimated at 0 points.

## Assessment fund on implementation of the intermediate internship certification

Assessment fund on the internship encompasses individual tasks in accordance with objectives of the internship.

Assessment fund includes:

- sample questions and tasks for internship sections (phases) accomplished by the student independently;

- sample individual tasks in accordance with objectives of the internship;

- topics’ examples of computational or visual results, made during the internship

- others.

Listed above assessment fund tools are send to students annually.

# educational and methodological and informaitonal software of the intenrship

**List of literature and sources of The Internet necessary for the internship conduct**

|  |  |
| --- | --- |
| **№ п/п** | **Name**  |
| Required readings  |
|  | Радаев В.В. Как организовать и представить исследовательский проект: 75 простых правил / В.В. Радаев. – М.: ГУ-ВШЭ : ИНФРА-М, 2001. – 203 с. (in HSE Library; index 316 Р15) |
| Recommended  |
|  | Галло К. Презентация. Уроки убеждения от основателя Apple Стива Джобса / Кармин Галло; пер. с англ. М. Фербера. – 5-е изд. – М.: Манн, Иванов и Фербер, 2012. – 208 с. (in HSE Library; index – 65 Г165) |
| Internet sources |
|  | М.Вилкинсон Секреты фасилитации: SMART-руководство по работе с группамиURL: <https://hse.alpinadigital.ru/book/18663> |
|  | Эффективные коммуникации.URL: <https://hse.alpinadigital.ru/book/14789> |
|  | Д.Лазарев Корпоративная презентация: Как продать идею за 10 слайдовURL: <https://hse.alpinadigital.ru/book/269> |

**List of informational technologies used along the internship implementation including the list of information software and helpdesk (if necessary)**

During the conduct of the internship, students can use information technologies, including computer simulation, tools for automation of design and software development, used in the profile organization, internet- technologies, etc.

# description of the material and technical basis necessary for the conduct of the intenrhsip.

The logistical support of the internship is reflected in contracts for the conduct of the internship with the organization particularly (with the consent of the latter to conclude such a treaty). The stated above material technical support must meet the current sanitary and fire regulations as well as safety requirements, as well as the safety requirements for the work).

**Appendix 1**

***Sample of the report title page on the internship conduct***

The Federal State Autonomous Educational Institution of Higher education «National Research University «Higher School of Economics»

Faculty\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

(name of the Educational Program)

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

(level of education)

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

(Profile/ specialization(if present)

**Report**

**On the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ internship**

 *(kind of internship)*

Completed by the student\_\_\_\_\_\_

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

 (FCs)

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

 *(signature)*

 **Approved by:**

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

*(office held, FCs of the head o the internship from the enterprise/ organization)*

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

 *(grade) (signature)*

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

MP *(date)*

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

*(office held, FCs of the head of the faculty)*

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

 *(grade) (signature )*

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

 *(date)*

**Report structure.**

1. Introduction (goals and objectives should be depicted in the section)
2. Content.

Brief profile of the organization (place of the internship conduct) with the field description of the activity, including the structure of organization and economic indicators.

1. Professional tasks description solved by the student during the internship (in accordance with goals and objectives of the internship program and individual tasks prescribed).
2. Completed individual task.
3. Conclusion (including formational self-esteem of the competencies).
4. Appendix (graphs, schemes, tables, algorithms, illustrations etc.).

**Appendix 2**

***Sample of the internship journal***

Federal State Autonomous Educational Institution of Higher Education «National Research University «Higher School of Economics»

Faculty\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

(Name of the Educational Program)

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

(level of education)

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

(Profile/ Specialization (if present)

**Journal**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ student’s internship**

 *(kind of practice is required)*

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ group \_\_\_\_\_ course

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

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

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

*(FCs)*

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

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

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

Head of the internship (FCs, office held) \_\_\_\_\_\_\_\_\_\_\_\_\_/signature/

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

Place of the internship conduct \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Office held, FCs of head of the internship\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Record of the work performed**

|  |  |  |  |
| --- | --- | --- | --- |
| Date for implementation | Brief content of the work (filled in by the intern)  | instructions/comments (filled in by heads of the internship) | Grad eon the work carried out (signed by the head of the intenrhsip) |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

 Student – intern \_\_\_\_\_\_\_\_\_\_ / \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ /

 *Signature decipherement of the signature*

**Appendix 3**

**Technological map of \_\_\_\_\_\_\_\_\_\_\_\_\_ internship**

Name of the EP \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(code and name)

Level of education\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Program direction \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(profile / specialization (if present)

Place of internship conduct \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

FCs of the head of the internship\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| №п/п | 1.Stages of the internship[[1]](#footnote-1) | 2. Technological content of the stage  | 1. Competencies developed
 | 1. Result/ product gained at the current stage
 | 5 .grade of the head of the internship for the stage (in accordance to 10-point scale) |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
| 6.Final grade |  |

**Appendix 4**

*Sample of the review of the student work*

**Review**

**Of the student work at the place where the internship was conducted**

The review is drawn up for the student at the end of the internship by the head of the internship form the organization where the internship is conducted.

The review should contain student’s surname, initials, place of the internship and period of conduct.

The review should reflect the following aspects:

* Carried out by the student professional tasks;
* Comprehensiveness and quality of the carried out internship program by the student;
* Student’s attitude to carried out tasks during a given period of the internship;
* Assessment of the planned competencies (descriptors of their formation);
* Conclusions about the student’s professional suitability; if necessary the comments on the personal and professional qualities shown by the student could be included.

The review is singed by the head of the internship from the organization and sealed.

**Appendix 5**

*Recommended form of conducting the internship in a specialized organization*

**Moscow 20\_\_**

**Training session validation**

Student of the Federal State Autonomous Educational Institution of Higher education «National Research University «Higher School of Economics» *FCs*,

Studying at:

\_\_- course of the educational program «\_\_\_\_\_» (area \_\_\_\_ «\_\_\_\_\_\_»),

Designated to complete the internship in *name of the organization*,

Was acquainted with:

* labor protection requirements,
* safety requirements,
* fire prevention arrangements
* rules of internal labor order of the *organization*.

Head of the internship and the office held:

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

*office signature*

*1st day of the internship*

*date*

1. Columns 1-4 are filled in by the intern, 5-6 -are filled in by head of the internship [↑](#footnote-ref-1)