**Moscow 2023**

**Validation of the instruction session provision**

Student of the Federal State Autonomous Educational Institution of Higher education «National Research University «Higher School of Economics» [*FULL STUDENT NAME HERE]*

Studying at:

4 course of the educational program «International Program 'International Relations and Global Studies'»» (focus 41.03.05 «International Relations» or 41.03.06 Public Policy and Social Sciences),

Designated to complete the internship in [*FULL NAME OF ORGANIZATION HERE]*,

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 held signature*

*[START DATE OF PRACTICE HERE (usually 05/06/2023)]*

Federal State Autonomous Educational Institution of Higher Education

«National Research University «Higher School of Economics»

Faculty of World Economy and International Affairs

Bachelor programme «International Program 'International Relations and Global Studies'»

Focus 41.03.05 “International Relations” or 41.03.06 Public Policy and Social Sciences

**INTERNSHIP REPORT**

Carried out by the student:\_\_\_\_\_\_

[*FULL STUDENT NAME HERE]*

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

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

 *(Signature)*

 **Verified by:**

M.V. Bratersky, programme academic supervisor

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

 *(grade) (signature)*

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

 *(date)*

[Руководитель практики от организации, должность]

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

 *(grade) (signature)*

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

 *(date)*

**Report structure:**

1. Introduction (goals and tasks are required)
2. Content.

Brief overview of the organization’s profile (where the internship is carried out) including the description of the field of activity, organizational structure and economic performance.

1. Competency profile tasks addressed to the student during the practice (in accordance with goals and objectives of internship program and individual tasks assigned).
2. Executed individual assignment
3. Conclusion (including the self-evaluation of competencies formation).
4. Appendix (graphs, schemes, tables, algorithm, illustration etc.).

Federal State Autonomous Educational Institution of Higher Education

«National Research University «Higher School of Economics»

Faculty of World Economy and International Affairs

Bachelor programme «International Program 'International Relations and Global Studies'»

Focus 41.03.05 “International Relations” or 41.03.06 Public Policy and Social Sciences

**INTERNSHIP JOURNAL**

Carried out by the student:\_\_\_\_\_\_

[*FULL STUDENT NAME HERE]*

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

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

 *(Signature)*

 **Started \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **Finished \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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

[Руководитель практики от организации, должность] \_\_\_\_\_\_\_\_\_\_\_\_\_/signature/

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

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

[Руководитель практики от организации, должность] \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**ACCOUNTING OF WORK PERFORMED**

|  |  |  |  |
| --- | --- | --- | --- |
| Period of internship | Brief overview of the completed work (filled in by the intern)  | Instructions/ comments (filled in by the head of the internship) | Grade for the work carried out (signature of the head of the internship) |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

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

 *Signature signature decipherement*

**Technological map of \_\_\_\_\_\_\_\_\_\_\_\_\_ practice**

Educational program \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(code and name)

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

Profile \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(profile / specialization (if present)

Internship place \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| № | 1.Stages of the internship[[1]](#footnote-1) | 2.Technological content of the stage  | 3. Competencies built | 1. Outcome /product obtained at the described stage
 | 5 Grade of the head of the internship for the stage (10-scale) |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
| 6.Final grade |  |

**Feedback on the student’s work at the internship organization**

**This is not a form!** **Do not print *this* text!**

Feedback on the student is written by the head of the internship at the end of the practice period.

The feedback should contain the following aspects: surname, initials, place where the internship is carried out, period of the internship.

There should be reflected:

* Carried out by the student professional tasks (professional tasks carried out by the student);
* Completeness and quality of the internship program carried out;
* Student attitude to performed tasks, assigned during the internship period;
* Self-evaluation grade formation of the planned competencies (descriptor of its formation)
* Conclusion over the student’s professional suitability; if necessary – comments over the demonstrated individual and professional competencies.

Review is signed by the head of the internship enterprise (organization) and sealed. Preferably printed on a letterhead.

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