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National Research University Higher School of Economics

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UNDERGRADUATE INTERNSHIP PROGRAMME

for the Educational Programme “Economics and Politics of Asia” in the area of
study 41.03.01 Regional Studies

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Volume of internship in credits	12
Duration of internship in academic hours, including the amount of contact work per hour.	456 hours, including: Contact work: 160 hours (for students aged 18 years and older (according to Article 91 of the Labor Code of the Russian Federation)). Contact work: 144 hours (for students aged 16 to 18 years (according to Article 91 of the Labor Code of the Russian Federation)).
Studying year	4
Type of internship	Undergraduate

I. GENERAL PROVISIONS

The purpose and objectives of undergraduate internship

The purpose of the internship is the acquisition by students of professional experience, improvement of competences obtained in the learning process, as well as improvement of skills in typical spheres of professional activity of a specialist in regional studies.

The objectives of the internship are:

- consolidation and deepening of theoretical knowledge in the disciplines learned during the study at the university;
- creating conditions for the practical application of knowledge in the field of general professional, specialized regional studies disciplines;
- the formation and improvement of basic professional skills in the field of application of modern information technologies;
- the formation of information competence in order to successfully work in professional activities;
- ensuring the success in further professional career.

The place of undergraduate internship in the structure of the EP

The discipline is a part of Block 2. Internship(s), Student Project Work and Research. Study form – without using an online course.

The student must be fluent in English and Asian language of specialization at a level not lower than Upper-Intermediate and successfully master all the disciplines of the EP preceding undergraduate internship.

A student who has not completed undergraduate internship cannot be permitted to defend of the final thesis.

The method of conducting undergraduate internship

Undergraduate internship is stationary and can be carried out in state, municipal, public, commercial and non-profit organizations, structural divisions of the Higher School of Economics, including the Faculty of World Economy and International Affairs (hereinafter referred to as Organizations), that carry out activities in the profile of study, the content of which corresponds to the professional competencies mastered in the framework of the EP.

Format of professional internship: internship is mandatory for all students and allows students to independently search for places of internship.

Students working in the sphere of regional studies can undergo an internship at their place of work with the provision of providing the relevant reporting documents: agreement with the Organization or a letter from the Organization confirming acceptance of the student for internship for a specified period and indicating a summary of the proposed work; application from the student; internship assignment approved by the internship head; internship report).

The internship is carried out continuously – by highlighting a continuous period in the calendar curriculum during the fourth module of the fourth year. The workload of internship is 12 credits.

II. LIST OF PLANNED LEARNING OUTCOMES THE STUDENT HAS TO OBTAIN IN THE PROCESS OF CARRYING OUT INTERNSHIP

The internship process is aimed at the forming of the following competencies* :

Table 1

Competency code	Competency statement	Content of competency which is formed during the internship (development descriptors)	Professional tasks that require this competency
YK-10	Able to carry out industrial or applied activities in the international environment.	Able to develop and implement organizational and managerial decisions according to the profile of activity.	
OIK-1	Able to carry out applied research in the field of international, regional and cross-border interaction.	Able to develop proposals and recommendations for applied research and consulting; Able to prepare analytical materials, expert opinions, and author's comments on current problems of regional and international development.	
OIK-5	Able to apply scientific approaches, concepts and methods developed in the framework of the theory of regional studies, international relations, comparative political science, economic theory to the study of specific problems of regions and countries of specialization.	Able to analyze and synthesize tasks in the field of country and regional studies; Able to apply the basic theories of domestic and foreign scientific schools in country and regional studies.	
PIK-5	Able to take responsibility in the implementation of collective agreements in the framework of official duties.	Able to develop and implement organizational and managerial decisions on the profile of activity.	
PIK-10	Able to critically evaluate the proposed options for managerial decisions, develop and justify proposals for their improvement.	Able to develop proposals and recommendations for applied research and consulting.	
PIK-20	Able to initiate and organize projects on the	Able to develop and implement organizational	

* Competencies should be selected from the OS in accordance with the EP competency matrix

	subject of regional studies and country studies.	and managerial decisions on the profile of activity.	
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III. STRUCTURE AND CONTENT OF INTERNSHIP

The total complexity of production internship is 12 credits, 4 weeks.

Table 2

№	Types of practical work	Activity content	Formed competencies
1	Analysis of the scope of the Organization	The study of regulatory acts in the unit for its functional purpose, mode of operation, paperwork structure of this organization.	УК-10, ПК-5
2	Work with sources of information	The collection and analysis of theoretical information necessary to carry out the tasks in practice	ОПК-1, ОПК-5
3	The solution of tasks	<ul style="list-style-type: none"> • Choosing the best solution to the problem and carrying out work on the implementation of the research project; • Participation in the preparation and implementation of planned activities provided for in the internship program; • Fulfillment of certain official tasks (instructions) of the head of internship. 	ПК-10, ПК-20
4	Preparation of an internship report	Collection and compilation of material necessary for the preparation of internship reporting documents	ОПК-5

IV. INTERNSHIP REPORTING FORMS

The format of the internship report is determined by the developer of the internship program, based on the purpose and objectives of the internship. Mandatory internship report parts:

- internship report, which is a student's document reflecting the work performed by them during the internship, their acquired skills and competencies (Appendix 1).
- internship diary, which reflects the student's activity during the internship period (Appendix 2).
- review from the place of internship with an assessment of the head of the internship (Appendix 3).

After completing the internship (within 15 calendar days after its completion), the student is obliged to submit documentation on the internship (diary, report, review from the organization with an assessment) in hard copy to the Programme Office.

The internship *report* is filled out individually by every the student. To fully reflect the internship, any visual materials demonstrating the intermediate and final results of completed tasks can be attached to the report. On the cover page of the report, it is necessary to affix the internship assessment by the head of internship from the Organization.

The internship *diary* is filled out by the student during the internship. Student fills the internship diary by recording the work performed, indicating deadlines, a brief summary of the work, instructions/comments of the head of internship, notes of the head of internship on the performance of work.

The *review* from the organization with an assessment of completeness, detail, relevance, reliability of information about the student's activities during the internship, as well as the timeliness of the delivery of a package of documents are the basis for the assessment.

Review from the organization is given in free form. It is desirable for the review to reflect

student's professional tasks; quality of the program of internship; student's attitude to completing assignments received during the internship period; conclusions about the professional suitability of the student; if necessary, comments on his personal and professional qualities.

The review must contain an assessment of the student's activity during the internship. It should coincide with the assessment on the cover page of the internship report.

The organization review with an assessment is signed directly by the student's supervisor or senior manager. The signature is certified by the seal of the Organization. If it is not possible to obtain the seal, student is permitted to receive review on the official letterhead of the Organization.

V. GRADING POLICY

The examination for the internship is carried out in the form an assessment of reporting documentation.

5.1. Grading Policy

The report is graded by the head of the internship from the faculty. The grade is written on the cover pages of the internship reports. A 10-point scale adopted by the Higher School of Economics is used. The head of the internship evaluates the results of the internship on the following approximate scale:

Grade on a 10-point scale	Approximate content of the assessment
10 Brilliant	The set of documents is complete, all documents are signed and certified properly. The purpose of the internship has been fulfilled or three or more professional competencies have been fully developed and put into practice (numerous examples and results of activities with comments by representatives of the organization, which are evaluated expertly) are presented. There are no rebukes from representatives of the enterprise or organization.
9 Excellent	
8 Almost excellent	
7 Very good	The set of documents is complete, but some documents are not signed or are not properly certified. The purpose of the internship was fulfilled almost completely or partially worked out and put into practice three or less professional competencies (some examples and results of activities are briefly presented without comments from the organization's representatives, which are evaluated expertly). Minor rebukes from representatives of the enterprise or organization.
6 Good	
5 Very satisfactory	The set of documents is complete, but some documents are not signed or are not properly certified. The purpose of the internship has been partially or insufficiently worked out and three or less professional competencies have been put into practice. Rebukes from representatives of the enterprise or organization.
4 Satisfactory	
3 Very unsatisfactory	The set of documents is incomplete. The purpose of the internship is not fulfilled. Serious rebukes from representatives of the enterprise or organization.
2 Bad	
1 Very bad	

The resulting grade is set by the formula:

$$G_{result} = 0,3 \cdot G_{report} + 0,3 \cdot G_{diary} + 0,4 \cdot G_{review}, \text{ where}$$

G_{report} – assessment for the student's report (on the cover page of the internship report),

G_{diary} – assessment for filling in the diary (either on the cover page of the internship report or in the review),

G_{review} – assessment for the work performed, done by the head of the internship of the organization according to the results of the student work.

The resulting grade is rounded arithmetically ($\geq 0.5 = 1$).

Plagiarism and falsification of documents are graded as "0".

VI. EDUCATIONAL, METHODOLOGICAL AND INFORMATION SUPPORT OF INTERNSHIP

1.1. Main literature

№	Name
1	Методы и средства научных исследований: Учебник / А.А.Пижурин, А.А.Пижурин (мл.), В.Е.Пятков - М.: НИЦ ИНФРА-М, 2015. - 264 с.: 60x90 1/16. - ISBN 978-5-16-010816-2 http://znanium.com/catalog.php?bookinfo=502713 [available from the HSE network]

1.2. Additional literature

№	Name
1	Основы научных исследований / Б.И. Герасимов, В.В. Дробышева, Н.В. Злобина, Е.В. Нижегородов, Г.И. Терехова. — Москва : ФОРУМ, 2013. — 272 с. - ISBN 978-5-91134-340-8. http://znanium.com/catalog.php?bookinfo=390595 [available from the HSE network]

1.3. Methodical recommendations of the faculty/EP

№	Name
1	Regulations on the Academic Ethics in the written works of students of the Faculty of World Economy and International Affairs of HSE. https://www.hse.ru/mirror/pubs/share/direct/304903719

1.4. Databases, reference and search engines

№	Name	Access/download terms
1	Консультант Плюс	From the university's internal network

VII. MATERIAL AND TECHNICAL SUPPORT OF INTERNSHIP

Material and technical support of internship is reflected in the agreements for the internship with individual organizations. The specified material and technical support must meet the current sanitary and fire safety standards, as well as safety requirements during work.

Sample internship report cover page

Federal State Autonomous Institution
for Higher Professional Education
National Research University Higher School of Economics

Faculty of World Economy and International Affairs
Bachelor Educational Programme
“Economics and Politics in Asia”

(profile/specialization(if any))

R E P O R T
on undergraduate internship

done by the student of the group _____

(full name)

(signature)

Checked by:

(position, full name of the Organization supervisor)

(grade)

(signature)

(date)

(position, full name of the Faculty supervisor)

(grade)

(signature)

(date)

Report structure.

1. Introduction (the goals and objectives of the internship)
2. The contents part.
3. Completed individual task.
4. Conclusion (including self-assessment of the formation of competencies)
5. Appendices (graphs, charts, tables, algorithms, illustrations, etc.).

The content part of the report should include the following sections:

1. A brief description of the organization (place of internship) with a description of the scope of activity, organizational structure, economic indicators.
2. Description of professional tasks solved by the student in practice (in accordance with the goals and objectives of the internship program and an individual task).

Sample internship diary

Federal State Autonomous Institution
for Higher Professional Education
National Research University Higher School of Economics

Faculty of World Economy and International Affairs
Bachelor Educational Programme
“Economics and Politics in Asia”

(profile/specialization(if any))

DIARY
of undergraduate internship
of the student of the group
_____ group, 4th year

(full name)

Started _____
Finished _____

Grade _____

Internship supervisor (full name, position) _____/signature/

Place of internship _____

Position, full name of internship supervisor from the organization _____

ACCOUNTING OF PERFORMED WORK

Deadline	Summary of work (filled out by a trainee)	Guidelines/comments from internship supervisors	Mark on the performance of work (signature of the internship supervisor)

Student-trainee _____ / _____ /
signature *full name*

Undergraduate internship chart

The name of the EP _____
(code and full name)

The level of education _____

EP's area of study _____
(profile/specialization(if any))

Internship place _____

Full name of internship supervisor _____

№	1.Internship stages ¹	2.Technological content of the stage	3.Formable competencies	4. The result/product obtained at this stage	5. Grade of the supervisor by stage (on a 10-point scale)
6. Final grade					

¹ Columns 1-4 are filled in by the trainee, 5-6 – by the organization internship supervisor

REVIEW
of student's work from the place of internship

Review is written at the end of the internship by the organization's internship supervisor.

In the review the surname, initials of the student, place of internship, time of internship must be specified.

The review should reflect:

- professional tasks performed by the student;
- completeness and quality of the implementation of the internship program;
- the student's attitude to completing assignments received during the internship period;
- assessment of the formation of planned competencies (descriptors of their formation)

Competency code	Statement of competency/descriptors	Formation assessment (point, verbal)

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

The review is signed by the organization's internship supervisor and certified by a seal.