**National Research University/ Национальный исследовательский**

**Университет**

**“Higher School of Economics” / "Высшая школа экономики"**

**Faculty Saint-Petersburg School of Social Sciences and Area Studies/**

**Факультет**

**Санкт-Петербургская школа социальных наук и востоковедения**

**R E P O R T /ОТЧЕТ**

**for the\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Internship**

*(fill the practice’s type in)*

**по \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ практике**

*(указать вид практики)*

Performed by: Group №.

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

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

(Student Name )

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

*(signature)*

**Checked by:**

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

*(position and name of the supervisor from the organization)*

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

*(Mark) (signature)*

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

*(date)*

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*(position and name of the faculty supervisor)*

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*(Mark) (signature)*

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

*(date)*

**Структура отчета.**

1. Введение (в разделе должны быть приведены цели и задачи практики)
2. Содержательная часть.
3. Исполненное индивидуальное задание.
4. Заключение (включая самооценку сформированности компетенций)
5. Приложения (графики, схемы, таблицы, алгоритмы, иллюстрации и т.п.).

**Содержательная часть отчета** должна включать следующие разделы:

1. Краткая характеристика организации (места прохождения практики) с описанием сферы деятельности, организационной структуры, экономическими показателями.
2. Описание профессиональных задач, решаемых студентом на практике (в соответствии с целями и задачами программы практики и индивидуальным заданием).

**Report Structure:**

1. Introduction (must contain the aims and tasks of the internship)
2. Main Part
3. The Individual Task fulfilled
4. Conclusion (contains the self-assessed of the skills learned)
5. Appendixes (tables, schemes, graphics, illustrations, algorithms etc.)

**The Main Part must contain:**

1. Short characteristics of the organization of the Internship (work sphere, organization structure, economics statistics)
2. The description of the professional tasks of the student during Internship (according to the Internship program aims and individual tasks)

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**Санкт-Петербургская школа социальных наук и востоковедения**

**RESEARCH INTERNSHIP DAILY RECORD/**

**ДНЕВНИК НАУЧНО-ИССЛЕДОВАТЕЛЬСКОЙ**

**ПРАКТИКИ СТУДЕНТА**

**г. Санкт-Петербург**

**Студент/Student (full name)**

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(фамилия, имя, отчество)

Магистерская программа «Прикладная и междисциплинарная история»/Master Program

“Master Program in Applied and Interdisciplinary History”\_\_\_\_\_\_\_\_\_\_\_курса/year of study, группы/group\_\_\_\_\_\_\_\_\_\_\_, направляется на (в)/is recommended for internship at

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

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1. **Календарные сроки практики / Internship dates**

По учебному плану /according to study plan

начало /start date\_\_\_\_\_\_\_\_\_\_\_\_\_конец /end date\_\_\_\_\_\_\_\_\_\_\_\_

Дата прибытия на практику/ date of arrival at the internship place «\_\_\_\_»\_\_\_\_\_\_\_\_\_\_\_20\_\_\_г.

Дата выбытия с места практики / date of leaving the internship place «\_\_\_\_»\_\_\_\_\_\_\_\_\_20\_\_\_г.

**2. Координатор практики от кафедры / Internship coordinator at the**

**Faculty of Social Sciences**

Фамилия /surname

Имя /first name

Отчество /patronymic

**3. Руководитель практики от предприятия,**

**учреждения / Internship supervisor at the organization**

**Должность/position** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Фамилия /surname\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Имя / first name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Отчество/ patronymic \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**4. Ежедневные записи студентов по практике / daily notes on the internship activity**

|  |  |  |
| --- | --- | --- |
| **Дата / date** | **Описание работы, выполненной студентом /**  **activities done by the intern, accomplishments,**  **daily work, etc.** | **Отметки руководителя / notes of the internship supervisor** |
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**5. Отзыв и оценка работы студента на практике / Evaluation of student’s work during the internship (given by the Internship supervisor** **at the organization)**

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(предприятие)

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**Подпись руководителя практики от предприятия/**

**Signature by the Internship supervisor** **at the organization**

**\_\_\_\_\_\_\_\_\_\_\_\_\_ Печать /Stamp «\_\_\_\_\_\_» \_\_\_\_\_\_ 2016г.**