National Research University Higher School of Economics – Saint-Petersburg

Saint-Petersburg School of Social Sciences and Area Studies

Master’s Programme 'Comparative Politics of Eurasia'

**REPORT**

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

*(type of internship)*

Group ID\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

*(Student’s Name)*

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

*(Student’s signature)*

**Examined:**

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

*(Internship Organization Supervisor name, position)*

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

 *(grade) (signature)*

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

 STAMP *(date)*

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

*(HSE Internship Supervisor, name, position)*

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

 *(grade) (signature)*

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

 *(date)*

**Structure of the report**

1. Introduction (the goals and objectives of the practice should be given in the section)

2. The content part.

2.1. A brief description of the internship organization with a description of the scope of activity, the organizational structure, economic indicators.

2.2. Description of professional tasks fulfilled by the student during internship (according to the goals and objectives of the internship programme and an individual task).

3. Completed individual task.

4. Conclusion (including self-assessment of the formation of competencies).

5. Appendices (graphs, charts, tables, algorithms, illustrations, etc.).

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**Internship Journal**

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

 *(internship type)*

 group study year

|  |
| --- |
|  |
|  |
|  |

 *(name)*

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

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

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

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

*HSE Internship Supervisor: (name, title)*

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

 *signature*

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

Internship organisation\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Position, name of the Internship Supervisor from Organization\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**RECORD OF FULFILLED TASKS**

|  |  |  |  |
| --- | --- | --- | --- |
| Dates | Summary of work(to be completed by the student) | Instructions / comments of the Internship Supervisor from Organization | Signature of the Internship Supervisor from Organization |
| *First internship date* |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| *Last internship date* |  |  |  |

Student \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ / \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ /

 *Signature Name*

*Example of feedback*

**REVIEW**

**of the student’s work from the place of internship**

Feedback is provided to a student at the end of the internship period by the appointed Internship Supervisor from Organization. At the beginning of the review please indicate your name and surname, student’s name internship organisation, and internship period.

The review should include:

- professional tasks performed by the student;

- the completeness and quality of the implementation of the program of internship;

- the student’s attitude to completing assignments received during the internship period;

- assessment of the formation of planned competencies (descriptors of their formation)

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

The review should be signed by the Internship Supervisor from Organization and certified by a stamp.

*Recommended form when internship is conducted in a specialized organization*

**Saint-Petersburg 20\_\_**

**Confirmation of the passing of the safety induction course**

Student of the National Research University Higher School of Economics

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

 *(Full name)*

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Master’s Programme 'Comparative Politics of Eurasia',

*(study year)*

Saint-Petersburg School of Social Sciences and Area Studies, NRU HSE

Assigned to conduct his\her internship in the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*organization*

has been acquainted with:

* labor protection requirements,
* safety requirements,
* fire safety requirements,
* rules of the internal labor schedule of the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*organization*

Internship Supervisor from Organisation:

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

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

 *(position) signature name*

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

 *(first date of practice)*