Приложение 1

Образец дневника и отчёта по практике

Appendix 1

Internship Diary and Report Template

National Research University Higher School of Economics,

Saint-Petersburg

Faculty Saint-Petersburg School of Humanities and Arts

'Applied and Interdisciplinary History «Usable Pasts»'

Master’s Degree

**46.04.01 “History”**

**REPORT**

**Research Internship**

*(form of internship)*

Executed by the student of\_\_\_\_\_\_ group

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

*(student’s full name)*

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

*(signature)*

**Verified:**

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

*(position, full name of the Organization’s Internship Supervisor)*

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

*(grade) (signature)*

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

*(date)*

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

*(position, full name of HSE Internship supervisor)*

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

*(grade) (signature)*

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

*(date)*

**Report structure.**

1. Introduction (goals and objectives of internship).
2. Main part (content).
3. Fulfilled individual assignment.
4. Conclusion (including self-assessment of competences)
5. . Appendix (graphs, charts, tables, algorithms, illustrations, etc.).

**Main part of the report** should include:

1. Brief description of the Organization (place of internship) with a description of the field of activities, organizational structure, economic indicators.
2. Description of professional problems solved by the student during internship (according to goals and objectives of internship and individual assignment).

**REVIEW**

**of students’ performance during internship**

The review of students’ performance during internship is formed by the the Organization’s Internship Supervisor.

The review should specify – name of the student, the place of internship, the time of internship.

The review should include:

* professional tasks performed by the student;
* completeness and quality of implementation of the internship;
* student's attitude to the assignments received during internship;
* assessment of formation of the planned competences

|  |  |  |
| --- | --- | --- |
| Code of the competences | Description of competences | Assessment of formation (in words or points) |
|  |  |  |
|  |  |  |
|  |  |  |

* conclusions about professional suitability of the student; if necessary – the comment on the personal and professional qualities

The review should be signed by the Organization’s Internship Supervisor and stamped.

**National Research University/ Национальный исследовательский**

**Университет**

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

**Faculty Saint-Petersburg School of Humanities and Arts/**

**Факультет**

**Санкт-Петербургская школа гуманитарных наук и искусств**

**RESEARCH INTERNSHIP DIARY (DAILY RECORD)**

**ДНЕВНИК НАУЧНО-ИССЛЕДОВАТЕЛЬСКОЙ**

**ПРАКТИКИ СТУДЕНТА**

**г. Санкт-Петербург**

**Студент/Student (full name)**

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

(фамилия, имя, отчество)

Магистерская программа «Прикладная и междисциплинарная история»/Master Program

“Master Program in Applied and Interdisciplinary History” 2 курса/year of study, группы/group \_\_\_\_\_\_\_\_\_, направляется на (в)/is recommended for internship at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (учреждение, предприятие/name of the organization)

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 «\_\_» \_\_\_\_\_\_\_\_\_ 201

Дата выбытия с места практики / date of leaving the internship place «\_\_» \_\_\_\_\_\_\_\_\_\_\_201

**2. Координатор практики от МП / Internship coordinator at the Masters’ programme**

Фамилия /surname **Kalemeneva**

Имя /first name **Ekaterina**

Отчество /patronymic **Alexeevna**

1. **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** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |