

**INTERNSHIP PROGRAMME**  
**MAIN EDUCATIONAL PROGRAMME OF HIGHER EDUCATION**  
**MASTER'S PROGRAMME**  
**BUSINESS AND POLITICS IN MODERN ASIA**  
**AREA OF STUDIES 58.04.01 "ASIAN AND AFRICAN STUDIES"**

Approved by

Academic Director of the Programme

S.V. Krivokhizh

«23» August 2019

|   |   |
|---|---|
| Author  | Veselova Liudmila Sergeevna, candidate of Historical Sciences, associate professor, Department of Political Science |
| Volume of internship in credits   | 6 credits   |
| Duration of internship in academic hours, including the amount of contact work per hour, or the duration of the internship in weeks | 228 academic hours, incl. 4 hours of contact work   |
| Course  | 2   |
| Form of internship  | Work Placement Internship   |
| Type of internship  | Research Internship   |

**I. GENERAL THESIS**

**The goals and objectives of the internship**

The goals of the internship are the development and improvement of professional competencies of research, organizational and managerial, expert and analytical activities.

During the internship, the theoretical training of the student is consolidated and deepened, practical skills and competencies are improved, as well as experience of independent research and practical work in the field of Asian studies and other related fields.

The objectives of the internship are:

- formation of professional horizons in the field of research;
- development of skills of independent scientific research and work as part of a team;
- development of the ability to make conclusions on the basis of research;
- development of skills for conducting scientific discussion using adequate reasoning;
- improving the ability to process and interpret empirical data using adequate methods of scientific analysis;
- mastery of the basics of management, including time management, in relation to the organization of independent research activities;
- development of skills to present own scientific results, using foreign languages and modern technical means.

### **Place of internship in the structure of Programme**

Internship is included in block M.3. “Internships and research work” of the study plan. The master's programme “Business and Politics in Modern Asia” (direction 58.04.01 “Asian and African Studies”) allows to acquire knowledge of the relevant discipline and individual subjects, methodological expertise and professional qualifications necessary for successful career development in the public and private sectors. It is assumed that graduates of the programme can find their professional place in various private business structures, companies and holdings, analytical and research centers, government and international organizations, the media, as well as in secondary and higher educational institutions. In this regard, the programme involves obtaining and developing competencies related to research activities. To this end, the curriculum of the educational programme includes a research internship, which is distributed over time in the second academic year.

Before passing the internship, the student must successfully master the following disciplines:

1. The key problems in Asian studies research
2. Methodology for Sociopolitical Research in East Asia
3. Introduction to Business and Cross-Cultural Communication in Asian Countries
4. Research Seminar
5. Research Seminar "Cross-Cultural Communication in Asia"
6. National Identity, Social and Political Development in Asia
7. Politics, Elites and Governance in Asia
8. Russia and Asian Countries

**Know:**

- The history and theory of international relations of Asian countries in their projection to research and expert and analytical activities;
- The main methods of negotiation processes;
- The main patterns and trends of world political and economic processes associated with Asian countries.

**Be able to:**

- carry out written and oral communication on professional topics, logically, reasonably and clearly build oral and written speech;
- carry out social interaction on the basis of moral standards adopted in society;
- work with various sources of information;
- use the methods of modern science about Asian countries and apply them in research;
- carry out the selection of sources of reliable information, verify the information received and process it;

**Own:**

- the ability to social interaction, cooperation and conflict resolution;
- the skills of scientific and expert analytical studies of foreign policy processes and international relations;
- basic negotiation skills.

**The method of internship:**

Stationary

**Internship form**

The internship is carried out discretely by type of internship - by allocating 1 continuous period of study time of 6 weeks each in the calendar training schedule.

**II. LIST OF INTENDED LEARNING OUTCOMES**

The internship process is aimed at the formation of the following competencies:

Table 1

| Competence code | Formulation of competence                          | Professional tasks that require this competence  |
|-----------------|--|--|
| UC 3            | Able to independently master new research methods, | The student demonstrates the ability to independently search and analyze bibliographies using library catalogs and modern online resources |

|       |   |  |
|-------|---|--|
|       | changing the scientific and industrial profile of their activities  | within the framework of oriental disciplines, draw general conclusions   |
| UC 4  | Able to improve and develop intellectual and cultural level, build the trajectory of professional development and career  | Research activities;<br>Organizational and management activities;<br>Project activity.   |
| UC 5  | Able to make managerial decisions and ready to bear for them responsibility   | Research activities;<br>Information and analytical activity  |
| UC 6  | Able to analyze, verify, evaluate the completeness of information in the course of professional activity, if necessary, to fill in and synthesize missing information | The student analyzes and critically uses sources specific to the studied oriental disciplines. Finds additional literature on his own libraries. Able to correctly compose references to used literature.  |
| UC 7  | Able to organize multilateral communication and manage it   | Organizational and management activities;<br>Project activity.<br>Information and analytical activity.   |
| UC 8  | Able to conduct professional, including scientific international research   | Organizational and management activities;<br>Project activity.<br>Information and analytical activity.   |
| UPC 3 | Able to consciously choose strategies for interpersonal interaction with representatives of countries and bearers of cultures of Asia and Africa                      | The student competently and reasonably presents the results of his participation in the scientific and humanitarian examination of projects, plans and development programmes implemented by state and municipal authorities, public organizations, commercial structures in relations with the countries of Asia and Africa |
| UPC 6 | Able to understand and analyze the scientific, political and journalistic literature on the development of Asia and Africa, including in foreign languages            | The student finds sources of information, provides interpretation and translation, abstracting and adaptation of texts   |
| UPC 7 | Able to freely carry out professional and scientific communication in foreign languages   | The student uses foreign language in solving social and professional problems.   |

|       |   |  |
|-------|---|--|
| UPC 8 | Able to seek information on relevant issues in Asia and Africa (including using advanced ICTs at an advanced level) and process it using modern methods of qualitative and quantitative                                 | Organizational and management activities;<br>Project activity.<br>Information and analytical activity.   |
| PC 1  | Student is able to independently determine the problem field of research activity in the field of various aspects of research in Asia and Africa  | - Preparation of scientific and expert analytical texts (articles, sections of monographs, reviews, etc.) for publication in scientific journals |
| PC 3  | Able to verify, comment and prepare for publication written and oral sources; edit scientific, popular science and informational and publicistic texts, reports, reports on the development problems of Asia and Africa | collection, processing and analysis of information in various expert analytical centers, media outlets, including preparation Asian publications |
| PC 4  | Able to formulate and justify proposals for joint oriental research, scientific, analytical and applied work.   | Organization of joint research projects with representatives of countries and bearers of Asian cultures  |
| PC 7  | Able to organize activities for the development, testing and implementation in internship of the results of research work.  | Conducting round tables in the framework of research with Russian and foreign researchers  |

### III. THE STRUCTURE AND CONTENT OF THE INTERNSHIP

The structure and content of the internship are rpresented in the table below:

Table 2

| №<br>п/п | Types of student<br>practical work | Content of activity* | Code of formed<br>competencies |
|----------|------------------------------------|----------------------|--------------------------------|
|----------|------------------------------------|----------------------|--------------------------------|

|   |  |   |  |
|---|--|---|--|
| 1 | Research activity                            | <ul style="list-style-type: none"> <li>• collection and processing of quantitative and qualitative data for research;</li> <li>• participation in seminars, scientific-theoretical and scientific-practical conferences, round tables, presentations of the results of scientific activities;</li> <li>• preparation of scientific texts (articles, sections of monographs, reviews, etc.) for publication in scientific journals;</li> <li>• compilation of bibliographic reviews, annotations, abstracts,</li> <li>• explanatory notes, sections of scientific and analytical reports on the results of scientific, theoretical and empirical research</li> </ul> | UC 2, UC 4, UC 5, UC 6, UC 7, UC 8, PC 1, PC 3, PC 4, PC 7 |
| 2 | organizational and administrative activities | <ul style="list-style-type: none"> <li>• participation in the development of proposed management decisions, development and justification of proposals for their improvement</li> <li>• participation in management processes, including in preparation for negotiation activities</li> </ul>   | UPC 3, UPC 6, UPC 7, UPC 8, PC 1, PC 4                     |
| 3 | expert and analytical activity               | <ul style="list-style-type: none"> <li>• systematization, verification and analysis of information on foreign policy processes for applied purposes;</li> <li>• participation in information and communication processes at various levels, in the organization and conduct of information campaigns;</li> <li>• participation in the writing of qualified opinions on issues of international relations,</li> </ul>  | UPC 7, PC 3, PC 4, PC 7                                    |

|  |  |  |  |
|--|--|--|--|
|  |  | including for a wide audience of non-specialists; <ul style="list-style-type: none"> <li>• participation in the preparation of expert opinions and the development of promising programmes for promoting international development.</li> </ul> |  |
|--|--|--|--|

The internship is carried out in the 1st year of the master's programme in the 4th module, the exact dates are set each year by the RUE. The duration of the internship according to the curriculum of the programme "Business and Politics in Modern Asia" is 4 calendar weeks of 6 business days (a total of 24 business days of 6 astronomical hours each). By agreement with the dean of the faculty, a student can internship at other times during the school year in his spare time from classroom studies.

The internship is conducted in the specialized structural divisions of the University, including research divisions and departments, including the faculty of world economy and world politics, conducting research activities, as well as in relevant state, municipal, public, commercial and non-profit organizations, institutions, enterprises (hereinafter - specialized organizations).

Organizations conducting historical, political, economic, and other studies, mainly in the field of Asian studies, or studies similar in structure and subject, or conducting practical activities with foreign partners, are considered to be relevant.

The place of internship may be:

- specialized government and non-government institutions involved in economic, political, historical and cultural studies (specialized institutes and units of the Russian Academy of Sciences, the Russian International Affairs Council, the Ministry of Foreign Affairs, the Ministry of Economic Development of the Russian Federation and others, including the research departments of the Higher School of Economics);
- large private firms, as well as branches of foreign firms specializing in interaction with the Asian region;
- non-specialized firms and institutions having departments for the study of international relations and conducting specific studies, as well as conducting practical activities with Asian partners.

Students can independently search for places of internship, coordinating the place of internship with the HSE Internship Supervisor. In this case, students submit to the faculty a letter from the organization (enterprise, institution) on the provision of a place to internship, indicating the duration of the training and the internship supervisor from the organization.

The content of industrial internship is determined by the specifics of the institution in which internship is making, therefore, a mandatory requirement for institutions is the correspondence of students' work to their education in the field of "Asian and African Studies". In the absence of confirmation of the place of internship by the HSE Internship Supervisor, the latter has the right not to count this internship.

The length of the student's working day in internships at enterprises, institutions, organizations is not more than 35 hours per week for students aged 16 to 18 years (Article 92 of the Labor Code

of the Russian Federation (hereinafter referred to as the Labor Code of the Russian Federation), from 18 years old and older, no more than 40 hours a week (Article 91 of the Labor Code of the Russian Federation). For students aged 15 to 16 years, the length of a working day during internships at enterprises, institutions, organizations is no more than 24 hours a week (Article 91 of the Labor Code of the Russian Federation). From the moment of enrollment of students in the period internship as interns for jobs they are subject to the rules of labor protection and the internal rules in force at the enterprises, institutions and organizations.

#### IV. INTERNSHIP REPORT FORMS

Based on the results of the internship, the student is provided with a set of documents, which includes:

**1. Internship report** - a student's document reflecting the work performed by student during the internship, the skills and abilities acquired by student, and the generated competencies. The internship report must necessarily reflect the fulfillment of the goal of the chosen form of internship:

- either the contribution of the results of the internship to the final qualification work (undergraduate internship);

- either the results of research activities outside the framework of the final qualification work (in any form - a database / review / translation / article, etc.) (research internship);

- either professional competencies (at least three) are given that were internshipd and applied during internship, together with examples and results of activities (internship in applying professional skills and professional experience).

On the title page of the internship report, the supervisor from the enterprise/organization gives an assessment for the internship (in any format and scale). Also on the cover page of the report on internship, the HSE Internship Supervisor gives an assessment for the internship on a 10-point scale. An exemplary form is presented in Appendix 1;

**2. Individual task for internship.** A standard form where the columns are filled in according to the internship programme. It is issued by the internship teacher from the HSE, signed by the student, as well as by both leaders of the internship from the HSE and the organization. Stamp is optional. (Appendix 2)

**3. Internship schedule.** The standard form is filled out by the student: it briefly indicates what types of work / research / excursions / training were carried out on which day. All days of internship should be affected (if the types of work are the same, then dates can be set by period, for example: 18-24.06 - "compiling a list of partners of the organization", etc.). It is issued by the internship teacher from the HSE, signed by the student, as well as by both leaders of the internship from the HSE and the organization. Printing is optional. (Appendix 3)

**4. Internship diary.** Filled out by the student in the form (Appendix 4). Must have 3 main parts:

A. Basic information about the organization, including name and position of internship leader.



B. Actually diary entries - every day separately, what student was making on a given day. For each day there is a column where the supervisor from the organization signs, assuring the correctness of the information.

C. Review from the supervisor from the organization (with signature and stamp - required). Review can be made both in the form of the HSE, or on the letterhead of the organization (Appendix 5).

**5. Confirmation of the passing of the safety induction course** - a document confirming that the student has been instructed at the place of internship (Appendix 6).

## **V. ONGOING ASSESMENT AND INTERIM INTERNSHIP ASSESMENT**

### **A. ONGOING ASSESMENT**

The ongoing assessment provides an assessment of the practical training of students and is carried out in discrete time intervals by the supervisor of internship from the HSE in the following forms:

- monitoring compliance with the internship schedule;
- monitoring the implementation of individual tasks.

Examples of questions for monitoring in internship

- Goals, objectives, organizational structure of the organization (structural unit of the HSE) - places of internship
- The main regulatory documents of the organization (structural unit of the HSE)
- Priorities in the activities of the organization, mission, target groups of consumers, place and role of the organization - places of internship in the industry, economy of the region
- Functions of the structural unit of the organization - places of internship
- Ethical standards of the organization (structural unit of the HSE) and its employees in the respective positions
- Organization working hours (structural unit of HSE)
- Compliance with the functions and tasks that the student performs in the course of internship, job descriptions of employees of the structural unit of the organization
- Relevance of the content of tasks received at the workplace to an individual task for internship
- Examples of independently found solutions to problems at the workplace
- Areas of research, analytical, consulting activities of the organization (structural unit of the Higher School of Economics) (for research or undergraduate internships)
- Collected data, materials for the implementation in the MA thesis (for undergraduate internship)

## B. INTERIM INTERNSHIP ASSESMENT

Interim internship assessment is carried out in the form of an exam; the exam is held in the form of public defense of the results of internship (group protection is possible). Based on the results of the defense, Internship Supervisor from HSE puts a mark on the title pages of the internship report on a 10-point scale adopted by the Higher School of Economics.

The resulting grade is set in the statement.

### Criteria and grading scale for interim internship assessment

During public defense, the commission (it is possible that commission consists of only the Internship Supervisor from HSE) evaluates the results of the internship on the following approximate scale:

| Score on a 10-point scale                     | Estimated content of the score   |
|---|--|
| 10- Excellent<br>9- Very good<br>8- Very good | There is the complete set of documents which are signed and certified properly. The purpose of the internship was fully or completely fulfilled: either a full-fledged product of research activity was created outside the framework of the course work (a database was created, a scientific article, scientific journalistic or analytical articles, translated materials, etc. were published or prepared for publication); or three or more professional competencies have been fully developed and put into internship (numerous examples and results of activities are presented with comments by representatives of the organization, which are evaluated expertly). The published (or ready for publication) performance results are authorized (preferably with affiliation with the Higher School of Economics). There are no comments from supervisor from the enterprise or organization. |
| 7- Good<br>6- Good                            | The set of documents is complete, but some documents are not signed or are not properly certified. The goal of the internship was almost completely fulfilled: either an acceptable product of research activity was created outside the framework of the course work (a partial database was created, assistance was provided in preparing for the publication of a scientific article, scientific journalistic or  |

|                                    |  |
|------------------------------------|--|
|                                    | analytical articles, translated materials, etc.); or three or less professional competencies have been partially worked out and put into internship (some examples and results of activities are briefly presented without comments from the organization's representatives, which are evaluated expertly). Published (or ready for publication) results are not authorized. Minor comments from supervisor from the enterprise or organization.   |
| 5- Satisfactory<br>4- Satisfactory | The set of documents is complete, but some documents are not signed or are not properly certified. The purpose of the internship was partially fulfilled: either a certain product of research activity was created outside the framework of the course work (a partial database was collectively started to be created, minimal assistance was provided in preparing for publication of a scientific article, scientific journalistic or analytical articles, translated materials, etc.); or three or less professional competencies are not sufficiently developed and applied in internship (some examples and results of activities are briefly presented without comments from the organization's representatives, which are evaluated in an expert way). The results of the activity are not published. Comments from supervisor from the enterprise or organization. |
| 3- Fail<br>2- Fail<br>1- Fail      | The set of documents is incomplete. The purpose of the internship has not been partially fulfilled: either the product of the research activity created outside the framework of the term paper is of dubious quality (or its authorship is doubtful); either professional competencies are not developed or poorly applied in internship (there are no examples and results of activity). Serious comments from supervisor from the enterprise or organization.   |

The final score is set by the formula:

$$\text{Final Score} = 0.3 \cdot \text{Report} + 0.3 \cdot \text{Diary} + 0.4 \cdot \text{Review}$$

Score for Report - an assessment for the student's report on the results of the internship (exhibited on the cover page of the internship report)

Score for Diary - assessment for filling out the diary (put up either on the cover page of the internship report or in a recall)

Score for review - assessment for the work performed, set by the Supervisor from Organization according to the results of the student.

The final score is rounded arithmetically ( $\geq 0.5 = 1$ ).

Plagiarism and falsification of documents are rated at 0 points.

### **Assessment tools for interim internship assessment**

The appraisal fund consists of individual internship assignments, templates for reporting documents, a response template from the place of internship, examples of questions for ongoing assessments in internship, assessment criteria, an assessment scale, and an assessment formula for interim certification.

A list of the above assessment tools is sent to students annually.

## **VI. ACADEMIC AND INFORMATION SUPPORT OF INTERNSHIP**

### **The list of educational literature and resources of the Internet, necessary for internship**

| <b>№</b>                  | <b>Name</b>  |
|---------------------------|--|
| <b>COMPULSORY READING</b> |  |
|                           | Rens Bod, Jaap Maat, Thijs Weststeijn. The Making of the Humanities: Volume III: The Modern Humanities. Amsterdam University Press, 2014. URL: <a href="https://www.jstor.org/stable/j.ctt12877vs.30">https://www.jstor.org/stable/j.ctt12877vs.30</a> |
|                           | Brian Kennett. Planning and Managing Scientific Research: A guide for the beginning researcher. ANU Press, 2014. URL: <a href="https://www.jstor.org/stable/j.ctt6wp816">https://www.jstor.org/stable/j.ctt6wp816</a>                                  |
| <b>OPTIONAL READING</b>   |  |
|                           | Armstrong S., Westland T. Asian Economic Integration in an Era of Global Uncertainty. Anu Press, 2018  |
|                           | Stremmelaar J., Velde van der P. What about Asia? Revisiting Asian Studies, <a href="#">Amsterdam University Press</a> , 2006  |
| <b>INTERNET RESOURCES</b> |  |
|                           | <ul style="list-style-type: none"> <li>• A single collection of digital educational resources. <a href="http://school-collection.edu.ru/catalog/pupil/?subject=21">http://school-collection.edu.ru/catalog/pupil/?subject=21</a></li> </ul>            |

|  |  |
|--|--|
|  | <ul style="list-style-type: none"> <li>• Ministry of education and science of the Russian Federation. <a href="http://mon.gov.ru/dok/akt/8267/">http://mon.gov.ru/dok/akt/8267/</a></li> <li>• Portal “Information and communication technologies in education”. <a href="http://www.ict.edu.ru">http://www.ict.edu.ru</a> Russian education. Federal portal. <a href="http://www.edu.ru/">http://www.edu.ru/</a></li> <li>• Society and social sciences: a selection of materials. <a href="http://posysaev1.narod.ru/index.htm">http://posysaev1.narod.ru/index.htm</a></li> <li>• Russian general education portal. <a href="http://www.school.edu.ru/default.asp">http://www.school.edu.ru/default.asp</a> Federal Portal <a href="http://www.humanities.edu.ru/">http://www.humanities.edu.ru/</a></li> <li>• Socionet: informational portal for social sciences <a href="http://socionet.ru">http://socionet.ru</a></li> <li>• Festival of pedagogical ideas “Otkritii urok”. <a href="http://festival.1september.ru/articles/subjects/21?page=58">http://festival.1september.ru/articles/subjects/21?page=58</a></li> </ul> |
|--|--|

**The list of information technologies used in the internship, including a list of software and information help systems (if necessary)**

In the process of internship, students can use information technology, including computer simulations, computer aided design and software development tools used in specialized organizations, Internet technologies, etc.

**VII. MATERIAL AND TECHNICAL SUPPORT OF INTERNSHIP**

The material and technical base necessary for conducting the internship is classrooms or other rooms equipped with a personal computer with access to the Internet information and telecommunication network, and the software necessary to complete the student’s individual assignment.

The specified material and technical support must satisfy the current sanitary and fire safety standards, as well as the safety requirements for work.

**VIII. SPECIAL CONDITIONS FOR ORGANIZATION OF LEARNING PROCESS FOR STUDENTS WITH SPECIAL NEEDS**

If necessary, students with disabilities (at the request of the student) may be offered individual tasks and the following options for the perception of educational information, taking into account their individual psychophysical characteristics, including with the use of e-learning and distance technologies:

1. *for persons with vision disorders:* a printed text in enlarged font; an electronic document; audios (transferring of learning materials into the audio); an individual advising with an assistance of a sign language interpreter; individual assignments and advising.
2. *for persons with hearing disorders:* a printed text; an electronic document; video materials with subtitles; an individual advising with an assistance of a sign language interpreter; individual assignments and advising.
3. *for persons with muscle-skeleton disorders:* a printed text; an electronic document; audios; individual assignments and advising.



National Research University Higher School of Economics – Saint-Petersburg  
Saint-Petersburg School of Social Sciences and Area Studies

Master’s Programme “Business and Politics in Modern Asia”

**REPORT**

\_\_\_\_\_  
*(type of internship)*

The assignment was made by the student of \_\_\_\_\_group

\_\_\_\_\_  
*(Name)*

\_\_\_\_\_  
*(signature)*

**Checked by:**

\_\_\_\_\_  
*(Supervisor from Organization, name, position)*

\_\_\_\_\_  
*(grade)*

\_\_\_\_\_  
*(signature)*

Stamp

\_\_\_\_\_  
*(date)*

\_\_\_\_\_  
*(HSE Internship Supervisor, name, position)*

\_\_\_\_\_  
*(grade)*

\_\_\_\_\_  
*(signature)*

\_\_\_\_\_  
*(date)*

## **Structure of report**

1. Introduction (the goals and objectives of the internship should be given in the section)
2. The content part.
  - 2.1. A brief description of the organization (place of internship) with a description of the scope of activity, organizational structure, economic indicators.
  - 2.2. Description of professional tasks solved by the student in internship (in accordance with 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. Applications (graphs, charts, tables, algorithms, illustrations, etc.).



National Research University Higher School of Economics – Saint-Petersburg

**INDIVIDUAL TASK FOR INTERNSHIP**

for a \_\_ year student

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(Name)

Programmeme «Business and Politics in Modern Asia»

Level Master

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58.04.01 «Asian and African Studies»

Field of Study

Faculty Saint Petersburg School of Social Sciences and Area Studies

Internship Form Production

Internship Type Research Internship

From \_\_.\_\_.20\_\_

Internship Dates Till \_\_.\_\_.20\_\_

Internship Aims<sup>1</sup>:

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Practicing of main approaches and methods of performing research

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Internship Objectives<sup>2</sup>:

- Formation of professional perspective in the research sphere
  - Development of skills of independent and in-team heuristics and research work
  - Development of ability of making reasonable conclusions based on research
  - Development and training of skills of performing scientific discussion and reasonable argumentation
- 

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<sup>1</sup> According to the internship's programme

<sup>2</sup> According to the internship's programme

- Development of skill of processing and interpreting empiric data using reasonable methods of research analysis
- Mastering management basics, including research organization time-management
- Refinement of skills of presentation of research results, especially in foreign languages and with modern technical devices

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Internship Content:

1. Internship Individual Plan preparation
- 
2. Internship maintenance in a research or other organization
- 
3. Internship Diary preparation
- 

Planned Results:

1. The student is able to articulate a research question, search for corresponding methods and literature.
- 
2. The student has skills of team and research interactions, is able to suggest means of solving common problems
- 
3. The student is able to interact in a professional way according to the cross-culture principles
- 
4. The student pays attention to the auditory age specifics and finds proper form for knowledge and information transfer
- 

**HSE Internship Supervisor:**

\_\_\_\_\_

*(position)*

\_\_\_\_\_

*(signature)*

\_\_\_\_\_

*(Name)*

**Approved**

**Supervisor from Organization**

\_\_\_\_\_

*(position)*

\_\_\_\_\_

*(signature)*

\_\_\_\_\_

*(Name)*

Task is accepted

\_\_\_\_.\_\_\_\_.20\_\_

Student

\_\_\_\_\_

*(signature)*

\_\_\_\_\_

*(Name)*

National Research University Higher School of Economics – Saint Petersburg

**INTERNSHIP SCHEDULE**

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(Student Name)

Field of Study: 58.04.01 «Asian and African Studies»

Master's Programmeme «Business and Politics in Modern Asia»

\_\_\_\_\_ year, group \_\_\_\_\_

Faculty: Saint-Petersburg School of Social Sciences and Area Studies

Internship Type: Research Internship

Internship Dates: from \_\_\_\_\_ 20\_\_ till \_\_\_\_\_ 20\_\_

HSE Internship Supervisor:

Liudmila S. Veselova, candidate of historical sciences, associate professor

Organization Name

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Internship Supervisor from Organization

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*(name, position)*

| № | Dates | Work details                                    |
|---|-------|---|
| 1 |       | 1. Organizational Meeting                       |
| 2 |       | 2. Safety training                              |
| 3 |       | 3. Excursion                                    |
| 4 |       | 4. Individual Task Completion                   |
| 5 |       | 5. Consultations                                |
| 6 |       | 6. Internship Report Preparation and Submission |

|  | Student  | Internship Supervisor                            | Organization |
|--|--|--|--------------|
| 1. The student got a workplace   | Confirmed<br>_____/_____/_____<br>Signature name | Confirmed<br>_____/_____/_____<br>Signature name |              |
| 2. Internship is held according to the sanitary and occupational safety and health rules | Confirmed<br>_____/_____/_____<br>Signature name | Confirmed<br>_____/_____/_____<br>Signature name |              |
| 3. Occupational safety, fire safety and internal work rules training passed              | Confirmed<br>_____/_____/_____<br>Signature name | Confirmed<br>_____/_____/_____<br>Signature name |              |

Student \_\_\_\_\_ / \_\_\_\_\_  
signature name

Internship Supervisor from HSE

\_\_\_\_\_/\_\_\_\_\_  
signature name

Internship Supervisor from Organization

\_\_\_\_\_/\_\_\_\_\_  
signature name

National Research University Higher School of Economics – Saint-Petersburg  
Saint-Petersburg School of Social Sciences and Area Studies

Master’s Programme “Business and Politics in Modern Asia”

**Diary**

\_\_\_\_\_

(*type of internship*)

\_\_\_\_\_ group \_\_\_\_\_ year

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

(*name*)

**Start from** \_\_\_\_\_

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

Grade \_\_\_\_\_

HSE Internship Supervisor: (name, title) \_\_\_\_\_/signature/

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

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

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

**ACCOUNTING OF PERFORMED WORK**

| Dates                               | Summary of work<br>(to be completed by the student) | Instructions / comments of the Internship<br>Supervisor from Organization | Mark on the performance<br>of work (signature of the<br>Internship Supervisor from<br>Organization) |
|-------------------------------------|---|---|---|
| <i>First date of<br/>internship</i> |   |   |   |
|                                     |   |   |   |
|                                     |   |   |   |
|                                     |   |   |   |
|                                     |   |   |   |
|                                     |   |   |   |
| <i>Last day of<br/>internship</i>   |   |   |   |

Student \_\_\_\_\_ / \_\_\_\_\_ /  
*Signature Name*

## Appendix 5

### *Sample of feedback*

#### **REVIEW of the student's work from the place of internship**

Feedback is made to the student at the end of the internship by Internship Supervisor from Organization.

In the review you must specify - the surname, initials of the student, place of internship, time of internship.

The review should reflect:

- professional tasks performed by the student;
- the completeness and quality of the implementation of the programme 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 is signed by Internship Supervisor from Organization and certified by a stamp.

*Recommended form when practicing 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*)

Study on:

\_\_\_\_ course of the educational programme “Business and Politics of Modern Asia”  
(direction «African and Asian Studies”),

sent to internship in the *name of the organization*,

has been acquainted with:

- labor protection requirements,
- safety requirements,
- fire safety requirements,
- the rules of the internal labor schedule of the *organization name*.

Internship Supervisor from Organization:

\_\_\_\_\_  
*position*

\_\_\_\_\_/\_\_\_\_\_  
*signature name*

(first date of internship)  
*date*