**St. Petersburg Regional Campus of State Autonomous Institution of Higher Education National Research University Higher School of Economics**

**INTERNSHIP DIARY**

**Student:**

*(****last name, first name, middle name/patronymic****)*

**Faculty:** St. Petersburg School of Economics and Management

**Educational programme:** “International Business and Management Studies”

**Field/specialization:** 38.03.02 “Management”

**Type of internship:** educational

**Type of internship:** educational

**Year** 4, Group BMH \_\_\_\_\_\_\_\_\_\_

Start: 04.03.2021

Completion: 17.03.2021

Grade:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Internship Supervisor on behalf of HSE University

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

*(full name, position)*

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*(signature)*

**St. Petersburg**

**2021**

1. **Key Provisions for Organizing the Internship**
	1. Prior to the start of their internship, the student shall receive an internship diary from the study office.
	2. The diary is the student’s main document during the internship period.
	3. Upon their arrival to the host organization, the student should provide the internship supervisor (at the host organization) the diary, take part in safety and fire training, learn about their workplace and the rules of the equipment used (computer and office equipment), as well as agree with the supervisor of the host organization in regards to the technical map for their internship.
	4. During the internship, the student must strictly follow the internal work rules of the host organization.
	5. The student shall write up a report on the internship in line with its technological map and additional instructions from the supervisors of the internship (on behalf of both HSE University and the host organization, respectively).
	6. After the completion of the internship, the diary should be reviewed by the internship’s supervisors, who shall provide feedback and sign off on the document.
	7. Students who fail to meet the criteria of the internship and have received an unsatisfactory grade, must repeat the internship.

**2. Individual assignment carried out during the internship**

**Name of programme:** “International Business and Management Studies”

**Level of education**: Bachelor’s

**Programme field**: 38.03.02 “Management”

Location of internship \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 *(full name of organization, department/subdivision)*

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Full name of Internship Supervisor (on behalf of HSE University) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*(full name)*

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Full name of Internship Supervisor (on behalf of host organization) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*(full name)*

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| --- | --- | --- |
| Internship timetable | from | 04.03.2021 |
|  |  |  |  | until | 17.03.2021 |

Internship timetable:

|  |
| --- |
| Training and expansion of the student’s theoretical knowledge and acquisition of practical skills and competencies in their chosen field. Internship goals: |

• acquisition, systematization and enhancement of theoretical and practical knowledge in a given specialization, and adaption to workplace areas;

• inclusion of Bachelor’s student’s professional knowledge and skills in real life business process with an in-depth understanding about its organization and implementation.

Internship content (issues to be considered):

|  |  |
| --- | --- |
| 1. | Describe the company’s operations in general – as the place of internship, the company’s organizational and legal form, the organizational and functional structure, as well as the staff structure. Industry-specific aspects should be included in the description (such as key technologies, the type of the core market, and typical output produced by the enterprise); |
| 2. | Describe a setup of the organizational structure and define its type, forms of interactions between the organizational units and applicable mechanisms for coordination of staff activities. The organizational structure can be drawn in MS Visio or ARIS); |
| 3. | Provide a detailed SWOT-analysis of the organization; |
| Planned outcomes  |
| 1. |
| 2. |
| 3. |
| 4. |
| 5. |
| 6. |
| 7. |
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| --- |
| Internship Supervisor on behalf of HSE University: |
|  |  |  |  |  |
| *(position)* |  | *(signature)* |  | *(last name, initials)**Stamp* |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| APPROVED BY |
| Internship Supervisor (on behalf of host organization)  |
|  |  |  |  |  |
| *(position)* |  | *(signature)* |  | *(last name, initials)**Stamp* |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Assignment accepted | 04.03.2021 |
| Student |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  | *(signature)* |  | *(full name and initials)* |  |

1. **Confirmation of instruction**

Student of National Research University Higher School of Economics (HSE University)

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*(student’s full name)*

studying in the fourth year of the Management programme (field 38.03.02 “Management), has been taken on for an internship at:

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*(name of host organization)*

and has acquainted themselves with:

* labour requirements;
* safety equipment requirements;
* fire safety requirements;
* the organization’s internal work regulations.

Internship Supervisor (on behalf of profile organization):

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

*position signature full name*

04.03.2021

**4. Report on work activities**

|  |  |  |  |
| --- | --- | --- | --- |
| Period of execution | Short description of work activity (to be filled in by intern) | Directives/ comments of Internship Supervisor  | Note on completion of work (signature of Internship Supervisor) |
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Student/ intern \_\_\_\_\_\_\_\_\_\_ / \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ /

 *signature full name*

**5. Technological Map for Pre-Diploma Internship**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| № | 1.Internship stages | 2. Technological component of stage  | 3. Skills developed | 4. Result/product of this stage  | 5. Assessment of stage (on a 10-point scale) |
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| 1. Final grade
 |  |

 Columns 1-4 shall be filled in by the intern, 5-6 – by the Internship Supervisor (on behalf of the organization)

**6. Feedback on student’s performance during internship**

This feedback should cover:

* the professional tasks carried out by the student;
* the volume and quality of the execution of the internship programme;
* the student’s attitude to internship assignments;
* assessment of the student’s ability to acquire skills as planned (description of skills development);
* conclusions about the student’s preparedness; if necessary - comment on their personal and professional qualities.

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

**Signature** Internship Supervisor (one behalf of host organization)

*Stamp of host organization*

***(obligatory)***  “ ” \_\_\_\_\_\_\_\_\_\_\_\_2021