**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:** work experience

**Type of internship:** graduation

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

Start: 18.03.2021

Completion: 28.04.2021

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

Internship Supervisor on behalf of HSE University

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

*(full name, position)*

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

*(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)*

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

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

*(full name)*

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

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| --- | --- | --- |
| Internship timetable  | from | 18.03.2021 |
|  |  |  |  | until | 28.04.2021 |

Internship objective:

|  |
| --- |
| 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. | Present an analysis of the organization’s operational environment, i.e., relying on quantitative and qualitative methods of analysis, as well as justifying the research method (analysis of external environment).  |
| 2. | Present an analysis of the organization’s operations, including its economic indicators. If necessary, commercial secrets may be maintained by providing stats showing general trends (analysis of the organization’s operations).  |
| 3. | Present conclusions regarding the organization’s competitiveness and ideas for enhancing its abilities (based on analysis results) (organization’s competitiveness).  |
| 4. | Provide a detailed description of business processes where student was involved during their internship (in accordance with the activities of the department/subdivision where the student interned). This description should be accompanied with documents describing the business process. If such documents are unavailable, an analysis of the criteria for drawing up such documents and samples should be included. Documents containing commercial secrets may be presented as mock-ups, without specific information included (i.e., a description of business processes, which involved the student during their internship).  |
| 5. | Present a detailed description of the data (type of data, sources and etc.) that have been collected during the internship and explain how you can use them in your bachelor`s theses. |
| 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  | 18.03.2021 |
| Student |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  | *(signature)* |  | *(last name, initial)* |  |

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 programme «International Business and Management Studies» (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*

18.03.2021

1. **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.

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

*Stamp of host organization*

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