**GUIDELINES FOR PASSING AND REPORTING ON INTERNSHIP 1**

**MASTER’S PROGRAMME “MASTER IN INTERNATIONAL BUSINESS”**

Area of Studies: 38.04.02 “Management”

Level: masters

Approved by Academic Supervisor of Master’s programme “Master in International Business”, Trubnikov D.

01.03.2021

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| Author | Trubnikova E. |
| Internship scope in credit points, credits | 4 ECTS |
| Internship duration | 152 academic hours, including face-to-face meetings, self-study and practical assignment |
| Year of study | 1 |
| Class of internship | Study internship |
| Type of internship | Science and research internship |

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# GENERAL THESIS

#### **Internship Goal and Tasks**

In accordance with the Regulation on Project, Scientific Research Activities and Internship of the Students of the National Research University Higher School of Economics *the goal of the scientific research internship is further systematizing and extending of the theoretical and practical knowledge gained in the University* in management subjects, practical application of *management knowledge* in order to solve the tasks of *professional occupation*.

*In the course of internship, a master's degree student has to accomplish the following objectives:*

*Research and teaching:*

1. solidify the theoretical knowledge of the state-of-the-art management solutions, statistical methods of analysis, information support etc.;
2. search, collection, processing, analysis and systematization of information on the topic of research;
3. selection, adaptation, development and use of methods and tools for research and analysis of results;
4. summarize, critically analyze and implement the results obtained by researchers on the research topic, discover promising trends.

*Managerial and entrepreneurial:*

1. development, implementation and evaluation of the effectiveness of projects aimed at the development of the organization;
2. search and evaluation of market opportunities, development of business models and business plans;
3. evaluate and describe the relevance, theoretical and practical significance of the chosen subject of the scientific research for the chosen research target;
4. reinforce and improve skills of search and handling information sources in order to perform statistical analysis;
5. collect, process, analyze and systematize the information on the research topic;
6. develop tools for the conducted researches;
7. develop skills of preparing reports on scientific as well as research-and-practice activity for further career path.

*Consulting:*

1. development of methodological support for consulting activities, including on the basis of ongoing research;
2. preparation and submission of reviews, reports and recommendations.

The master’s degree student has to develop the internship programme on its own and to undertake a scientific research in accordance with the internship goals and tasks defined in such programme.

**The Place of Internship in the Curriculum**

Science and Research Internship 1 (*Internship*) is a compulsory part of the curriculum and is designed to help students gain professional experience, as well as improve and strengthen their knowledge and competencies acquired in the course of theoretical education.

The internship is aimed at the development of the research and professional skills of students, their competencies in self-organisation, independent professional activities, and proper time management. It also serves the need to collect primary data for completing research.

The internship is held in the spring semester of the 1 year. It weights 4 ECTS and can take place in research divisions of HSE, or in external organizations.

The internship is graded on a 10-point grading scale, and assessment results are included into the student performance rating. Students who failed to complete their internship for no valid reason or who received a fail grade shall be facing academic failure.

The internship supervisor from the programme and the student’s supervisor from the place of internship (internship coordinator) together supervise the students’ activities during the internship.

#### **Internship Methods**

The internship is conducted in **stationery** methodinside the University (in research laboratories or departments) or outside the University (in companies, banks, public organizations, etc.).

**Internship Modes**

The internship is undertaken in the 4th educational module. A period is assigned in the calendar educational schedule for the science and research internship. The period of the internship coincides with the study period of the educational module.

The internship may be undertaken remotely.

# LIST OF INTENDED LEARNING OUTCOMES

The internship is aimed at the development of the following learning outcomes:

Table 1

| The competency code | The competency description | Professional tasks that require this competency |
| --- | --- | --- |
| UC-2 | Able to create new theories, invent new ways and tools of professional activity. | Selection, adaptation, development and use of methods and tools for research and analysis of results; |
| UC-3 | Able to self-master new research methods, change the scientific and industrial profile of their activities. | Selection, adaptation, development and use of methods and tools for research and analysis of results; preparation of reviews, reports and scientific publications; |
| UC-4 | Able to improve and develop his intellectual and cultural level, build a trajectory of professional development and career | Develop skills of preparing reports on scientific as well as research-and-practice activity for further career path. |
| PC-6 | able to present research results in the form of teaching materials for use in management disciplines teaching | Search, development and implementation of educational programs in the field of management. |
| PC-10 | able to form a network of business processes in an organization | The formation of the organizational structure and networks of business processes of organizations. |
| PC-14 | able to develop organizational development programs and ensure their implementation | Development, implementation and evaluation of the effectiveness of projects aimed at the development of the organization. |
| PC-18 | able to formulate and manage a project of consulting works in the field of management | Development of methodological support for consulting activities, including on the basis of ongoing research; preparation and submission of reviews, reports and recommendations. |

# STRUCTURE AND CONTENT of internship

Table 2

|  |  |  |  |
| --- | --- | --- | --- |
| № | Types of student practical work | Description of activities | The competency code |
| 1 | Research and teaching | Participation in the preparation and implementation of activities provided by the internship program | PC-1; PC-2; PC-3; PC-4 |
| 2 | Managerial and entrepreneurial | The implementation of certain official tasks (instructions) given by the internship supervisor  The study of regulatory acts for its functional purpose, mode of operation, paperwork, structure of organization | PC-4; PC-15; PC-17 |
| 3 | Consulting | Collection and generalization of materials necessary for the preparation of internship report | PC-5 |

# Internship Reports forms

1. On completing the internship, a student must have the following documents:

* **Individual internship assignment**, which is confirmed by supervisor from University and supervisor from Organization.
* **The Internship schedule**, that is to be filled weekly, and reflect the content of a student's activity. The schedule is signed after the student's report to both supervisors. The form of the schedule is given on the website.
* The **report on internship** should reveal the student’s activities, and also knowledge, skills and competencies that have been acquired. The template for the title list of the report is presented in the Appendix A.

The report is the result of independent student’s work and should be a consistent, logical and completed piece of writing. It should include following parts:

* The brief description of the organization (sector of economy, organizational structure, market, financial performance).
* The list of professional tasks that have been solved by students (activities in which the student has been involved).

The report should be presented in an appropriate manner, with the title list, introduction, the body, conclusions, references and appendices (if needed). The provisional length is 10-15 pages (Times New Roman, 12 pt, 1.5 space intervals). The printed presentation for the oral defence should be attached to the report.

* **The review from the Internship Supervisor** contains a comprehensive part of the internship.

2. The completeness of all documents is mandatory.

3. The criteria for the report are presented in Appendix B.

4. The criteria for the of the presentation, internship performance and the oral defense are presented in Appendix C.

5. The elements of the review from the Organization’s Internship Supervisor are presented in the Appendix D.

# current and INTERIM INTERNSHIP ASSESSMENT

# 

## Current assessment

The current assessment provides an assessment of the practical training of students and is carried out in discrete time intervals by the internship coordinator in the forms of monitoring of the implementation of individual tasks.

## Interim assessment

Interim internship assessment is carried out in the form of exam.

Exam carried out in the form of public presentation of internship outcomes and written report.

**The public presentation of internship outcomes**

On completion of the internship, students present its results during the oral defense. The oral defence is organized by Study office after completing the internship. The presentation lasts for 10-15 minutes and should reflect all the activities that were fulfilled, as also the achievements in their research programme implementation made during the internship. The proposals/recommendations on the improvement of the organization business processes in the area of management or analytics are very welcome.

During the oral defence a student demonstrates the presentation and answers the questions from the defence committee. It is permissible to held the internship defence in the presence of one teacher.

**Criteria and grading scale for interim internship assessment**

The final grade is calculated as follows:

FG = 0,2 \* Greport + 0,8 \* Goral defence,

where Greport is the grade for the written report, Goral defence – the grade of the presentation, internship performance and the oral defence.

The final grade is rounded using the arithmetic approach.

The grade given for the internship is considered equivalent to the grades given for classroom training and is taken into account when summing up the results of the students’ overall performance.

The students who have failed to carry out the internship programme for a valid reason have an opportunity to undertake the internship again in their study-free time. The students who have failed to carry out the internship programmes without valid excuse or have got a poor grade may be expelled from NRU HSE as students with academic failure in the manner provided for in the Regulation on Modes of Knowledge Assessment of the Students of NRU HSE.

Besides observance of dates and regulations established by the department as regards the internship (submitting guarantee letters, applications, reports) also influences the grade.

# ACADEMIC AND INFORMATION SUPPORT OF INTERNSHIP

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

|  |  |
| --- | --- |
|  | **Name** |
| Mandatory literature | |
|  | 1. Creswell, J.W. (2014). Research design: qualitative, quantitative, and mixed methods approaches. / J.W. Creswell . – 4th ed . – Los Angeles, London : SAGE, 2014 . – 273 . – На англ. яз. - ISBN 978-1-4522-2609-5 . |
| Resources of the Internet | |
|  | 1. International Monetary Fund – [www.imf.org](http://www.imf.org) 2. The World Bank – [www.worldbank.org](http://www.worldbank.org) 3. World Trade Organization – [www.wto.org](http://www.wto.org) 4. UN Conference on Trade and Development (UNCTAD) – [www.unctad.org](http://www.unctad.org) 5. International Labour Organization – [www.ilo.org](http://www.ilo.org) 6. US Bureau of Labor Statistics – [www.bls.gov](http://www.bls.gov) 7. European Bank for Reconstruction and Development – [www.ebrd.com](http://www.ebrd.com) 8. Organization for Economic Co-operation and Development – [www.oecd.org](http://www.oecd.org) 9. The National Bureau of Economic Research (USA)– [www.nber.org](http://www.nber.org) 10. Information on corporate finance and valuation [www.damodaran.com](http://www.damodaran.com) 11. [www.merryllynch.com](http://www.merryllynch.com) 12. [www.cfin.ru](http://www.cfin.ru) 13. <https://zakupki.gov.ru/epz/main/public/home.html> |

# DESCRIPTION OF THE MATERIAL AND TECHNICAL BASIS NECESSARY FOR internship.

Classrooms or other premises for the internship must be equipped by a computer with access to the Internet, and, if necessary for a student’s assignment, specialized software.

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

# 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.

# Appendix A. The template for a title list of the report

National Research University Higher School of Economics,

Saint-Petersburg

St. Petersburg School of Economic and Management

Master’s Programme “Master in International Business”

Master

**38.04.02 Management**

**REPORT**

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

*(form of internship)*

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

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

*(student’s full name)*

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

*(signature)*

**Verified:**

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

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

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

*(signature)*

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

*(date*

**Verified:**

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

*(position, full name of Internship Supervisor on behalf of HSE University)*

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

*(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 (slides of the presentation, graphs, charts, tables, algorithms, illustrations, etc.).

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

1. Brief description of the Case that has been analysed.
2. Description of professional problems solved by the student during internship (according to the objectives of the internship and individual assignment).

# Appendix B. Criteria for the report

|  |  |
| --- | --- |
| Grading criteria | *Maximum points* |
| Correctness of the documents and complexity of all the necessary elements. | *3 points* |
| Demonstration of the acquired skills | *3 points* |
| Logic and structure of the report | *2 points* |
| Scientific and technical formulation of the text of the document, grammar and quality of the material | *2 points* |

The final grade of report is rounded using the arithmetic approach.

# Appendix C. Criteria for the presentation, internship performance and the oral defence

|  |  |
| --- | --- |
| Grading criteria | *Maximum points* |
| Case study evaluation (team evaluation) incl. | *75%* |
| * overall structure and logic of the developed strategy / suggestion | *2 points* |
| * analysis thoroughness, deepness and quality of assumption | *2 points* |
| * non-standard approach to ideas | *2 points* |
| * quality and clearness of final presentation | *2 points* |
| * team involvement (bonus mark) | *2 points* |
| Team feedback (individual evaluation) | *25%* |
| * team value contribution | *5 points* |
| * collaboration quality and involvement | *5 points* |

# Appendix D. Review of students’ performance during internship

**Review of students’ performance during internship**

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

The review should specify – the 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;
* conclusions about professional suitability of the student; if necessary – the comment on the personal and professional qualities; **final grade.**

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