National Research University Higher School of Economics – Saint-Petersburg

Saint-Petersburg School of Economics and Management

Master’s Program “International Business”

**REPORT**

**Practice in Obtaining Professional Skills and Professional Experience**

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

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

(*Name*)

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

*(signature)*

 **Checked by:**

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

*(Supervisor from Organization, name, position)*

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

 *(grade) (signature)*

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

**Stamp**  *(date)*

*Veselova Liudmila Sergeevna, associate Professor of the HSE*

*(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.

3. A brief description of the place of internship with a description of the scope of activity, organizational structure, economic indicators.

4. Description of professional tasks solved by the student during the internship (in accordance with the goals and objectives of the internship program and an individual task).

5. Completed individual task.

6. Conclusion (including self-assessment of the formation of competencies).

7. Applications (graphs, charts, tables, algorithms, illustrations, etc.).

8. Student’s signature

National Research University Higher School of Economics,

Saint-Petersburg

**THE INDIVIDUAL INTERNSHIP ASSIGNMENT**

for the student of\_\_\_\_\_ year of study full-time program

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ *(*student’s full name*)*

|  |  |
| --- | --- |
| Educational program | Master in International Business |
|  |  |  |  |  |
| Degree | Master's programme |
| Field of study | 38.04.02 Management |
|  | *(code and title)* |
| Faculty | St.Petersburg School of Economics and Management |
| Form of internship |  |
| Type of internship |  |
| Internship period | from | \_\_\_.\_\_\_.20\_\_  |
|  |  |  |  | to | \_\_\_.\_\_\_.20\_\_ |
|  |  |  |  |  |  |

Goals of internship[[1]](#footnote-1):

|  |
| --- |
| systematization and extension of the theoretical and practical knowledge gained during studies at the University, |
| practical application of management skills for solving professional tasks (…) |
|  |
|  |
|  |
| Objectives of internship[[2]](#footnote-2): |
| solidify theoretical knowledge (for example, state-of-the-art IT solutions, statistical methods of analysis, machine learning methods for data mining, staffing analytics and performance evaluation, marketing models, management solutions information support, consumer behaviour, etc.); |
| collect, process, analyze and systematize the information on the research topic (for example, related to current applied procurement practices, consumer behaviour, their expenditures and expectations, market performance, arrangement of financial and information flows, etc.); |
| develop research tools (including, if applicable, theoretical and marketing models of the studied processes, phenomena and subjects) and implement them in professional practice; |
| solidify theoretical knowledge (for example, state-of-the-art IT solutions, statistical methods of analysis, machine learning methods for data mining, staffing analytics and performance evaluation, marketing models, management solutions information support, consumer behaviour, etc.); |
|  |

Internship plan (content) (questions to be studied):

|  |  |
| --- | --- |
| 1. |  |
| 2. |  |
| 3. |  |
| 4. |  |
| 5. |  |
| Planned results: |
| 1. |  |
| 2. |  |
| 3. |  |
| 4. |  |
|  |  |

|  |
| --- |
| Internship supervisor (HSE academic staff member): |
|  |  |  |  |  |
| *(position)* |  | *(signature)* |  | *(print name)* |
| APPROVED |
| the Organization’s Internship Supervisor |
|  |  |  |  |  |
| *(position)* |  | *(signature)* |  | *(print name)* |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| The task accepted | \_\_\_.\_\_\_.20\_\_ |
| Student |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  | *(signature)* |  | *(print name)* |  |

National Research University Higher School of Economics – Saint Petersburg

**INTERNSHIP SCHEDULE**

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

(Student Name)

Field of Study: 38.04.02 Management

Programme Master in International Business

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

Faculty: St.Petersburg School of Economics and Management

Internship Type: \_\_\_\_\_\_\_

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

HSE Internship Supervisor:

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

Organization Name

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

Internship Supervisor from Organization

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

(*name, position*)

|  |  |  |
| --- | --- | --- |
| №  | Dates | Work details |
| 1 | 17.01.2022 | 1. Organizational Meeting |
| 2 | 17.01.2022 | 2. Safety training |
| 3 | 17.01.2022 | 3. Excursion |
| 4 |  | 4. Individual Task Completion |
| 5 |  | 5. Consultations |
|  |  |  |
|  |  |  |
| 6 | 27.02.2022 | 6. Internship Report Preparation and Submission |

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

Student \_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ / \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 signature name

Internship Supervisor from HSE

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_/\_\_\_\_Veselova L.S.\_\_

 signature name

Internship Supervisor from Organization

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

 signature name

*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 program 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 2023**

**Confirmation of the passing of the safety induction course**

Student of the National Research University Higher School of Economics *(Full name)*

Study on:

­­­\_\_\_\_ year course of the educational program International Business, 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*

*Date*

1. According to the internship program. [↑](#footnote-ref-1)
2. According to the internship program. [↑](#footnote-ref-2)