National Research University Higher School of Economics – Saint-Petersburg

Saint-Petersburg School of Economics and Management

Master’s Programme “International Business”

**REPORT**

**Work Experience Internship**

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

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

(*Name*)

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

*(signature)*

**Checked by:**

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

*(Supervisor from Organisation, 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.

3. A brief description of the place of internship with a description of the scope of activity, Organisational 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 2nd year of study full-time programme

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

*(*student’s full name*)*

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Educational programme | | | International Business | | | | |
|  |  |  | |  |  | | |
| Degree | | Master | | | | | |
| 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):

|  |
| --- |
| systematisation 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, analyse and systematise 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 Organisation’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’s Name)

Field of Study: 38.04.02 Management

Programme “International Business”

2nd year, group \_\_\_\_

Faculty: St. Petersburg School of Economics and Management

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

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

HSE Internship Supervisor:

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

Organisation Name

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

*(Internship Supervisor from Organisation)*

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

(*name, position*)

|  |  |  |
| --- | --- | --- |
| № | Dates | Work details |
| 1 | 17.01.2022 | 1. Organisational 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 Organisation 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

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_/ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ a

(signature) (name)

Internship Supervisor from Organisation

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

(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 Organisation.

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 Organisation and certified by a stamp.

*Recommended form when practicing in a specialised Organisation*

**Saint Petersburg**

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

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

Study on:

­­­2nd year course of the educational programme “International Business”, sent to internship in the *name of the Organisation*,

has been acquainted with:

* labour protection requirements,
* safety requirements,
* fire safety requirements,
* the rules of the internal labour schedule of the *Organisation name*.

Internship Supervisor from Organisation:

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

*(position) (signature) (name)*

*Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

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