National Research University Higher School of Economics

**ASSIGNMENT FOR THE PTE COMPLETION for**

a full-time 3 - year student

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ *(last name, first name, middle name/patronymic (if any))*

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Degree programme (DP) | | | | Political Science and World Politics | | |
|  |  |  |  | *(programme)* | | |
| at the | | Bachelor’s level | | | | |
| in the field of/qualification | | | | | 41.03.04 Political Science | |
|  | | | | | *(code of field of study/qualification)* | |
| faculty | | | St. Petersburg School of Social Sciences and Area Studies | | | |
| Internship | | | Professional Internship | | | |
| Type of internship | | | Educational Internship  (Introductive Training) | | | |
| *(PTE type)*  PTE duration | | | | | from | \_\_\_.\_\_\_.2024 |
|  |  |  |  | | to | \_\_\_.\_\_\_.2024 |

|  |  |
| --- | --- |
| **PTE topic (title)**  *(except professional internship)* | *-* |
| **PTE workload (in credits)** | *3* |
| **PTE goal** | The goals of the educational internship are the organization of conditions for immersing students in a professional environment, as well as the development of professional competencies, primary practical skills in the selected professional field, including primary skills of research activities. |
| **PTE objectives** | - acquaintance of students with the key principles and practical aspects of the activities of state and local authorities, political parties, international organizations and associations, non-profit organizations, the media, commercial organizations, whose activities are related to the provision of consulting, advertising and information-analytical services, research and analytical structures;  - provision of conditions for practical application of knowledge, skills and competencies acquired during training;  - the formation of students' professional competencies through involving in the activities of governmental, commercial and non-profit organizations as part of a professional collective. |
| **Requirements to PTE outcomes** | Understanding the specifics of the organization's activities  Involving in the activities of governmental, commercial, and non-profit organizations as part of a professional collective. |
| **Reporting format** | Report |
| **Mandatory / optional presentation of outcomes** | No |
| **Requirements to students completing a PTE assignment** | Able to sustain communication, based on the goals of communication, has basic business communication skills |

**PTE Schedule**

|  |  |  |
| --- | --- | --- |
| **PTE stage** | **Document** | **Deadline** |
| 1. Signing an assignment | Assignment signed by student |  |
| 1. Interim results | Report draft |  |
| 1. Final report | Report |  |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| PTE Supervisor at HSE University: | | | | | | | | | | | | | | | |
|  | | | | | |  |  | | | |  |  | | | |
| *(position)* | | | | | |  | *(signature)* | | | |  | *(last name, initials)* | | | |
|  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |
| PTE Supervisor in Organization: | | | | | | | | | | | | | | | |
|  | | | | | |  |  | | | |  |  | | | |
| *(position)* | | | | | |  | *(signature)* | | | |  | *(last name, initials)* | | | |
|  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |
| The assignment was received on | | | | | | | |  | | | | | | | |
| Student | | | | |  |  |  | |  |  |  |  |  |  |  |
|  |  |  | | | |  |  | | | | | | | |  |
|  |  | *(signature)* | | | |  | *(last name, initials)* | | | | | | | |  |

National Research University Higher School of Economics

St. Petersburg School of Social Sciences and Area Studies

BA Program in Political Science and World Politics

Bachelor’s Program

**REPORT ON**

**EDUCATIONAL INTERNSHIP**

|  |  |
| --- | --- |
|  | **Student’s name**  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_    **group** \_\_\_\_\_\_\_\_  *\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*  *(student’s signature)* |
| **Checked by:**  *\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*  *(position, PTE Supervisor at HSE University’s name)*  *\_\_\_\_\_\_\_\_\_\_\_\_     \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*  *(grade)               (signature)*  *\_\_\_\_\_\_\_\_\_*  *(date)* | **Final Grade:**  «\_\_\_\_» \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  *\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*  *(position, PTE Supervisor at HSE University’s name)*  *\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_*  *(signature)               (date)* |
| *\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*  *(position, PTE Supervisor in Organization)*  *\_\_\_\_\_\_\_\_\_\_\_\_\_     \_\_\_\_\_\_\_\_\_\_\_\_\_\_*  *(grade)               (signature)*    ***Stamp.*** *\_\_\_\_\_\_\_\_\_\_*  *(date)* |  |

**INTRODUCTION**

The introduction should include the period and place of internship, the topic, goal and tasks of the internship, as specified in the individual assignment.

**MAIN PART**

1. Brief characteristics of the organization (place of internship), description of its organization structure and key direction of activities.

2. The key activities of internship, description of professional tasks solved during the internship (in line with the individual assignment), results of the individual assignment.

3. Summary (summary of the internship, self-assessment and reflection on acquired competencies and skills)

**EDUCATIONAL INTERNSHIP SCHEDULE**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **№** | **Activities, tasks completed** | | | **Period** |
| 1 | Safety Induction Course | | |  |
| 2 |  | | |  |
| 3 |  | | |  |
| 4 |  | | |  |
| 5 |  | | |  |
| 6 |  | | |  |
| 7 |  | | |  |
| 8 |  | | |  |
| 9 |  | | |  |
| 10 |  | | |  |
| **Confirmation of Accomplishment** | | | | |
| **Student’s signature** | | **Supervisor from the Organization** | **Supervisor from the HSE University** | |
|  | |  |  | |
| «\_\_\_\_»\_\_\_\_\_\_ 2024\_ | | «\_\_\_\_»\_\_\_\_\_\_ 2024\_ | «\_\_\_\_»\_\_\_\_\_\_ 2024\_ | |

|  |  |  |
| --- | --- | --- |
|  | **Student** | **Internship Supervisor from Organization** |
| Workplace is provided | **Confirm**  \_\_\_\_\_\_\_\_\_\_\_\_/\_\_\_\_\_\_\_\_\_\_\_\_\_\_/  signature name | **Confirm**  \_\_\_\_\_\_\_\_\_\_\_\_/\_\_\_\_\_\_\_\_\_\_\_\_\_\_/  signature name |
| Safe conditions for internship for a student that meet sanitary rules and labor protection requirements are provided | **Confirm**  \_\_\_\_\_\_\_\_\_\_\_\_/\_\_\_\_\_\_\_\_\_\_\_\_\_\_/  signature name | **Confirm**  \_\_\_\_\_\_\_\_\_\_\_\_/\_\_\_\_\_\_\_\_\_\_\_\_\_\_/  signature name |
| The student was instructed with the requirements of labor protection, safety, fire safety, as well as internal regulations | **Confirm**  \_\_\_\_\_\_\_\_\_\_\_\_/\_\_\_\_\_\_\_\_\_\_\_\_\_\_/  signature name | **Confirm**  \_\_\_\_\_\_\_\_\_\_\_\_/\_\_\_\_\_\_\_\_\_\_\_\_\_\_/  signature name |

**Feedback on Educational Internship**

The fourth-year student of the BA Program in Political Science and World Politics (41.03.04 Political Science, Bachelor) of the National Research University Higher School of Economics (St. Petersburg Campus):

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**(Full Name)

conducted an educational internship from «\_\_\_\_»\_\_\_\_\_\_\_\_\_\_\_\_\_ 2024 to «\_\_\_\_»\_\_\_\_\_\_\_\_\_\_\_\_ 2024 in \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*(name of organization)*

During the Internship the following tasks have been solved:

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

During the internships the following skills, qualities, competencies have been demonstrated: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Results of the Internship: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

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

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

Recommended grade: \_\_\_\_\_\_\_ out of 10\*.

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

*(Internship supervisor from Organization)*

«\_\_\_\_\_» \_\_\_\_\_\_.\_\_\_\_\_\_\_\_  **Stamp.**

**\* The feedback must have a grade (on a 10-point scale).**