National Research University Higher School of Economics

**ASSIGNMENT FOR THE PTE COMPLETION for**

a full-time 4 - 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[[1]](#footnote-1) | St. Petersburg School of Social Sciences and Area Studies  |
| Internship | *Work placement*  |
| Type of internship | *Graduation internship* |
| *(PTE type)*PTE duration[[2]](#footnote-2) | from | \_\_\_\_. \_\_\_\_\_\_. 2024 |
|  |  |  |  | to | \_\_\_\_. \_\_\_\_\_\_. 2024 |

|  |  |
| --- | --- |
| **PTE topic (title)** *(except professional internship)* | *-* |
| **PTE workload (in credits)**  | *5* |
| **PTE goal** | Acquisition of practical skills and competencies in the field of professional activity (research, managerial, project, analytical) |
| **PTE objectives** | 1. Empirical data collection for the bachelor’s thesis (“thesis title”)
2. Development of universal and professional competencies through involvement in the working process of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (*place of the internship*).
 |
| **Requirements to PTE outcomes** | 1. Empirical data collected
2. Understanding of how the working process of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (*place of the internship*) is organized
 |
| **Reporting format** | Report  |
| **Mandatory / optional presentation of outcomes**  | No |
| **Requirements to students completing a PTE assignment** | 1. Ability to systematically gather and analyze empirical data
2. Basic business communication skills
 |

**PTE Schedule[[3]](#footnote-3)**

|  |  |  |
| --- | --- | --- |
| **PTE stage**  | **Document** | **Deadline** |
| 1. Signing an assignment
 | Assignment signed by student  | \_\_\_.\_\_\_\_.2024 |
| 1. Interim results
 | Report draft | \_\_\_.\_\_\_\_.2024 |
| 1. Final report
 | Report | \_\_\_.\_\_\_\_.2024 |

|  |
| --- |
| 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**

**WORK PLACEMENT (GRADUATION) 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)* |  |

 **STRUCTURE OF THE REPORT**

**INTRODUCTION**

The goals and objectives of the practice should be given in the section (according to the individual task)

**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 + tasks that were given you in the organization during the internship.

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

 **GRADUATION 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**  |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*(student’s name, signature)* | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*(supervisor’s name, signature)* | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ *(supervisor’s name, signature)* |
|  « » 20\_\_ г. |  « » 20\_\_ г. |  « » 20\_\_ г. |

|  | **Student** | **Internship Supervisor from HSE University / 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 Work Placement (Graduation) 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 a graduation 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 (**The feedback must have a grade (on a 10-point scale)**).

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

*(Internship supervisor from Organization)*

 «\_\_\_»\_\_\_\_\_\_\_\_\_\_\_\_\_\_2024.  **Stamp.**

1. A faculty refers to any subdivision at HSE University (including an institute), engaged in the provision of degree programmes at the Bachelor’s, Specialist and Master’s level. [↑](#footnote-ref-1)
2. A PTE denotes an element of practical training, as per a given degree programme’s curriculum. [↑](#footnote-ref-2)
3. Three mandatory deadlines. The PTE supervisor may add other deadlines (PTE completion stages) at their own discretion. [↑](#footnote-ref-3)