**Appendix B**

**Internship Programme**

**GUIDELINES FOR WORK EXPERIENCE INTERNSHIP**

**MASTER’S PROGRAMME “International Business”**

# GENERAL PROVISIONS

In accordance with the Regulations on Practical Training of Students under Core Bachelor’s, Specialist and Master’s Programmes at HSE University the goal of the Work Experience Internship (hereinafter - 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.

The master’s degree students have to develop the internship programme on their own and to undertake actions in accordance with the internship goals and tasks defined in this programme.

The 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 2 year. It weights 9 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 could be prepared individually or in groups. The maximum number of students in a group is determined by the characteristics of the assignment.

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

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# II. LIST OF INTENDED LEARNING OUTCOMES

The internship is aimed at the development of the following сompetences:

**International Business Operations (General track)**

| The competency code | The competency description |
| --- | --- |
| GPC-1 | Able to solve professional problems based on knowledge (at an advanced level) of economic, organizational and management theory, innovative approaches, generalisation and critical analysis of management practices |
| GPC-2 | Able to apply modern techniques and methods of data collection, advanced methods of data processing and analysis, including the use of intelligent information and analytical systems, when solving management and research problems |
| GPC-3 | Able to independently make informed organisational and managerial decisions, evaluate their operational and organisational effectiveness and social impact, ensure their implementation in a complex (including cross-cultural) and dynamic environment |
| GPC-4 | Able to manage project and process activities in an organisation using modern management practices, leadership and communication skills, identify and evaluate new market opportunities, develop strategies for the creation and development of innovative activities and corresponding business models  |
| PC-3 | Able to develop reasonable practical solutions to reach organizational goals |
| UC-4 | Able to use modern communication technologies, including those in foreign languages, for academic and professional interaction |
| UC-6 | Able to determine and implement priorities for one’s own activities as well as ways for improving one’s performance using self-assessment and life-long learning |

**Entrepreneurship and Innovation in Global Markets (Research track)**

| The competency code | The competency description |
| --- | --- |
| GPC-1 | Able to solve professional problems based on knowledge (at an advanced level) of economic, organizational and management theory, innovative approaches, generalisation and critical analysis of management practices |
| GPC-2 | Able to apply modern techniques and methods of data collection, advanced methods of data processing and analysis, including the use of intelligent information and analytical systems, when solving management and research problems |
| GPC-3 | Able to independently make informed organisational and managerial decisions, evaluate their operational and organisational effectiveness and social impact, ensure their implementation in a complex (including cross-cultural) and dynamic environment |
| GPC-4 | Able to manage project and process activities in an organisation using modern management practices, leadership and communication skills, identify and evaluate new market opportunities, develop strategies for the creation and development of innovative activities and corresponding business models  |
| PC-1 | * Able to apply appropriate methods and techniques for research projects in the international business area
 |
| PC-2 | Able to identify main risks and business opportunities in the global economy |
| UC-4 | Able to use modern communication technologies, including those in foreign languages, for academic and professional interaction |
| UC-6 | Able to determine and implement priorities for one’s own activities as well as ways for improving one’s performance using self-assessment and life-long learning |

# III. Reports forms

On completing the Work Experience Internship, a student must have the following documents: 1) individual assignment, 2) schedule, 3) report 4) review from Work Experience Internship Supervisor.

**Individual assignment**, which is confirmed by supervisor from University and supervisor from Organization. The assignment should include the following items: goal of internship, objectives of internship, internship plan (questions to be studied), planned results. The form of the document is presented in Appendix B-2.

**The 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 presented in Appendix B-3.

The **report** 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 Appendix B-1.

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 (description of the company's division).
* The list of professional tasks that have been solved by the student (activities in which the student has been involved, features of tasks, description of the process of solving problems).
* The main results that were obtained in the research programme (the draft of the empirical/practical part of the dissertation).

The report should be presented in an appropriate manner. The provisional length is 10-15 pages (Times New Roman, 12 pt, 1.5 space intervals). The criteria for the report are presented in Appendix B. The report structure should include: Introduction (goals and objectives of internship); Main part (content); Fulfilled individual assignment; Conclusion (including self-assessment of competences); Appendix (slides of the presentation, graphs, charts, tables, algorithms, illustrations, etc.).

**The review from the Work Experience Internship Supervisor** contains a comprehensive part of the internship. The elements of the review from the Organization’s Internship Supervisor are presented in the Appendix B-4.

The completeness of all documents is mandatory.

# IV. current and INTERIM INTERNSHIP ASSESSMENT

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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, and in the form of a written report. On completion of the Work Experience Internship, students present its results in a written report. The proposals/recommendations on the improvement of the organization business processes in the area of management or analytics are very welcome.

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

The final grade is calculated as follows:

FG = 0,6 \* GSupervisor + 0,4 \* Greport,

where GSupervisor is the recommended grade of the Organization’s Internship Supervisor (indicated in the review from the Internship Supervisor), Greport is the grade for the written report.

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 Regulations for Interim and Ongoing Assessments of Students at National Research University Higher School of Economics.

Besides observance of dates and regulations established by the department as regards the Work Experience Internship (submitting internship agreements, applications, reports) also influences the grade.

# Appendix B-1

# Template for the title list of the report

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

**Appendix B-2**

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)* |  |

**Appendix B-3**

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 |  | 1. Organisational Meeting |
| 2 |  | 2. Safety training |
| 3 |  | 3. Excursion |
| 4 |  | 4. Individual Task Completion |
| 5 |  | 5. Consultations |
|  |  |  |
|  |  |  |
| 6 |  | 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)

**Appendix B-4**

**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; **recommended grade (on a 10-point scale)\*.**

The review is signed by Internship Supervisor from Organisation and certified by a stamp.

\*

|  |  |
| --- | --- |
| **10-point scale** | **5-point scale**  |
| 10 | Excellent |
| 9 | Excellent |
| 8 | Excellent |
| 7 | Good |
| 6 | Good |
| 5 | Satisfactory |
| 4 | Satisfactory |
| 3 | Fail |
| 2 | Fail |
| 1 | Fail |

**Appendix B-5**

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

# Appendix B-6. Criteria for the report

|  |  |
| --- | --- |
| Report grading criteria  | *Grade* |
| The master’s degree student submits in time an internship report written in accordance with the established requirements; the report covers fully all aspects of the internship; the individual assignment is completed correctly and completely without critical remarks from the internship supervisor. The report is characterized by the high level of prepared material, all elements of the individual assignment are thoroughly covered and reflect the depth of the research undertaken or the problem addressed. The student has demonstrated proactiveness and a high level of communication with internship supervisors from the university and the organization. | *Excellent, 10 points* |
| The master’s degree student submits in time an internship report written in accordance with the established requirements; the report covers fully all aspects of the internship; the individual assignment is completed correctly and completely without critical remarks from the internship supervisor. The report is characterized by the high level of prepared material, all elements of the individual assignment are thoroughly covered. | *Excellent,**9 points* |
| The master’s degree student submits in time an internship report written in accordance with the established requirements; the report covers fully all aspects of the internship; the individual assignment is completed correctly and completely without critical remarks from the internship supervisor.  | *Excellent,**8 points* |
| The master’s degree student submits in time an internship report; the report covers fully different aspects of the internship; but the student has received insignificant critical remarks regarding the format of the reporting documents; the individual assignment is completed correctly but with insignificant critical remarks from the internship supervisor. | *Good,* *7 points* |
| The master’s degree student submits in time an internship report; the report covers fully different aspects of the internship; but the student has received critical remarks regarding the format of the reporting documents; the individual assignment is completed correctly but with critical remarks from the internship supervisor | *Good,* *6 points* |
| The master’s degree student submits in time an internship report; but the student has received significant critical remarks regarding the format of the reporting documents; the report does not cover fully different aspects of the internship. | *Satisfactory, 5 points* |
| The master’s degree student submits in time an internship report; but the student has received significant critical remarks regarding the format of the reporting documents; the report does not cover fully different aspects of the internship. The report is completed superficially, does not demonstrate a thorough approach to addressing the problem. The response to the requests from the university internship supervisor and the organization internship supervisor was not timely and adequate.  | *Satisfactory, 4 points* |
| The master’s student has not completed the internship programme; the reporting documents are assessed with numerous critical remarks; failed to complete an individual plan. | *Poor,**3 points* |
| The master’s degree student has not completed the internship program, has not submitted a report on the internship or there are many comments to the reporting documents; failed to complete an individual plan. | *Poor,**2 points* |
| The master’s degree student has not completed the internship program and has not submitted a report on the internship or reporting documents; there are many comments; did not fulfill an individual plan. | *Poor,* *1 point* |

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