##### Appendix B

**Internship Programme**

**GUIDELINES FOR PREPARATION AND DEFENSE OF WORK EXPERIENCE INTERNSHIP/SCIENCE AND RESEARCH INTERNSHIP FOR** **MASTER’S PROGRAMME “MANAGEMENT AND ANALYTICS FOR BUSINESS”**

Area of Studies: 38.04.02 «Management»

Level: masters

## 

### 2.3.1. Goal, objectives, and the prerequisites

Work Experience Internship (for Customer Analytics and People Analytics tracks) or Science and Research Internship (for Research Distinction track) 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.

Work Experience Internship (for Customer Analytics and People Analytics tracks) or Science and Research Internship (for Research Distinction track) as one of the PTE is **aim**ed at organizing conditions for students to acquire professional skills and professional experience, immerse them in the environment of professional activity and develop professional competencies in the field of Management/Economics/Data analytics/Marketing. The main educational result obtained by students in the course of “Work experience internship”/ “Science and Research Internship” is direct acquaintance with the professional environment and the development of practical competencies of the chosen professional activity. The environment, the main methods and methods of students' activity in practice should be as close as possible to the methods and methods of the chosen professional activity. In the course of “Work experience internship”/“Science and Research Internship”, a master's degree student has to accomplish the following **objectives** according to the chosen Track:

**Professional competencies (Customer Analytics track)**

Be able to find and evaluate new market opportunities, form and evaluate business ideas (PC-1)

Be able to solve managerial problems using best practices of data analysis (PC- 2)

**Professional competencies (People Analytics track)**

Be able to apply various state-of-the art techniques to analyze HR data (PC- 2)

Be able to anticipate and identify HR problems and search for best solutions that have benefit within and/or outside the organization (PC- 3).

**Professional competencies (Research Distinction)**

Be able to apply appropriate research methods and techniques for the research projects (PC-1)

Be able to evaluate and validate novel and complex information from different sources (PC- 2)

The master’s degree student has to develop the work experience internship/science and research internship program on his/her own and undertake scientific research in accordance with the internship goals and tasks defined in such a program.

### 2.3.2. Milestones

Work Experience Internship (for Customer Analytics and People Analytics tracks) or Science and Research Internship (for Research Distinction track) is held in the spring semester of the second year, in the 3rd educational module. An uninterrupted period is assigned in the calendar educational schedule for the internship. It weighs 9 ECTS and can be conducted stationeryinside the university (in research laboratories) or outside the university (in companies, public organizations, etc.). Work Experience Internship (for Customer Analytics and People Analytics tracks) or Science and Research Internship (for Research Distinction track) can not be held at individual entrepreneur form of organization and within HSE departments of management or economics.

The student’s internship supervisor from the university and the student’s internship supervisor from the place of internship together supervise the students’ activities during the internship.

When doing the work experience internship/science and research internship, the master’s degree students are obliged to:

1. fulfill the individual task and follow the individual schedule;
2. follow the valid internal rules and regulations of the organization in which they do work experience internship.

### 

### 2.3.3. Special aspects and arrangements

The specified material and technical support must satisfy the current sanitary and fire safety standards, as well as the safety requirements for work.

As a place for internship students can not consider: individual entrepreneur form of organization; foreign organization without an official representative and/or subsidiary in Saint-Petersburg; organization where relative of the student is holding a top position (CEO, executive director, etc.); Management or Economics department of HSE.

If the student is doing the work experience internship/science and research internship in different from the standard hold dates he/she has to fill an application form at the Study Office.

### 2.3.4. Assessment and reporting procedures

Work experience internship/science and research internship is graded on a 10-point grading scale based on the report, and assessment results are included in the student performance rating. The final grade for Internship is the grade from the Internship supervisor from the university based on the report and the documents student has provided before the Internship started. Students who failed to complete their work experience internship for no valid reason or who received a ‘fail’ grade shall be facing an academic failure.

When starting the internship, a student should submit the following documents before starting the PTE “Work experience internship”/“Science and Research Internship” (except for №3, №4 and №5-8 if “Work experience internship” is held in HSE):

Table 1 – Forms of assessment

|  |  |  |  |
| --- | --- | --- | --- |
| **Form of assessment** | **Contents** | **Confirmed and signed by** | **Upload** |
| 1. Individual internship assignment | contains a comprehensive part of the internship | * Student * Internship supervisor from the hosting organization * Internship supervisor from the university | LMS |
| 2. Internship schedule | filled weekly, and reflect the content of a student’s activity. The schedule is signed weekly after the student’s report to both supervisors. | * Student * Internship supervisor from the hosting organization * Internship supervisor from the university | LMS |
| 3. Internship report | reveals the student’s activities, and also knowledge, skills and competencies that have been acquired | * Student * Internship supervisor from the hosting organization | LMS |
| 4. Internship review | contains a comprehensive part of the internship and depicts the internship supervisor from the hosting organization feedback about the student’s progress | * Internship supervisor from the hosting organization | LMS |
| If work experience internship is held outside HSE: | | | |
| 5. Internship agreement (if Work Experience Internship/ Science and Research Internship is held outside the university) | legal document | * Signing person from the hosting organization * Signing person from the university | Original – printed in 2 copies, held in hand  pdf-version: at Internship supervisor from university’s email |
| 6. Warranties (if Work Experience Internship/ Science and Research Internship is held outside the university) | legal document | * Signing person from the hosting organization | Original – printed in 2 copies, held in hand  pdf-version: at Internship supervisor from university’s email |
| 7. Power of attorney (if Work Experience Internship/ Science and Research Internship is held outside the university) and signing person is not acting on the basis of charter) | legal document needed for justification of signing rights of the signing person from the hosting organization |  | Original – printed, held in hand  pdf-version: at Internship supervisor from university’s email |
| 8. Reference (if Work Experience Internship/ Science and Research Internship is held outside the university) | contains information that organization is suitable and favorable | * Student * Academic Supervisor of the Program * Internship supervisor from the university | Original – printed, held in hand  pdf-version: at Internship supervisor from university’s email |

1. **Individual internship assignment**, which is confirmed and signed by student’s supervisor from university and supervisor from the hosting organization.

The assignment should include the following items:

* 1. the goal of work experience internship;
  2. objectives of work experience internship;
  3. work experience internship plan (questions to be studied);
  4. planned results.

The template for the individual internship assignment is presented in Appendix B-1.

1. **Internship schedule**, that should reflect the content of a student’s activity. The schedule should be signed by student’s internship supervisor from the university and internship supervisor from the hosting organization.

The template for the internship schedule is presented in Appendix B-2.

1. **Internship report** should reveal the student’s activities, knowledge, skills, and competencies that have been acquired.

The report should be consistent, logical, and include the following parts:

* + brief description of the organization (place of internship);
  + the field of activities, organizational structure, economic indicators of the organization (place of internship);
  + description of professional problems solved by the student during the internship (according to goals and objectives of internship in the individual assignment);
  + the main results that were obtained during the internship.

**Report structure:**

1. Introduction (goals and objectives of internship).
2. The main part (information about the company and description of the position).
3. Fulfilled individual assignment (description of tasks completed in detail).
4. Conclusion (including self-assessment of acquired competencies)
5. Appendix (graphs, charts, tables, algorithms, illustrations, etc.).
6. References (APA-style).

The internship report should be delivered in an appropriate manner: with title list, introduction, main body, conclusions, appendices (if needed) and references. The provisional length is 10-15 pages (Times New Roman, 12 pt, 1.5 space intervals). The template for the title page of the report is given in Appendix B-3.

Table 2 – Report grading criteria

|  |  |
| --- | --- |
| **Report grading criteria** | ***Grade*** |
| The master’s degree student submits in time a work experience internship/science and research 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. Visual aids are well prepared, informative, effective, and not distracting. The student has demonstrated proactiveness and an extremely high level of communication with internship supervisors from the university and the organization. The student has come up, introduced and implemented the project that brought feasible positive results for the place of internship. | *Excellent, 10 points* |
| The master’s degree student submits in time a work experience internship/science and research 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. Visual aids are well prepared, informative, effective, and not distracting. The student has come up, introduced and implemented the project that brought feasible positive results for the place of internship. | *Excellent,*  *9 points* |
| The master’s degree student submits in time a work experience internship/science and research 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. The report contains information or data about the important ideas and/or novelties that were introduced by the student for the company. | *Excellent,*  *8 points* |
| The master’s degree student submits in time a work experience internship/science and research 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 or has not answered fully to the questions raised in the internship report; the individual assignment is completed correctly | *Good,*  *7 points* |
| The master’s degree student submits in time a work experience internship/science and research 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 or has not answered all the questions in the internship report; the individual assignment is completed correctly | *Good,*  *6 points* |
| The master’s degree student submits in time a work experience internship/science and research internship, 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; not all the questions were answered at the internship report defense. | *Satisfactory, 5 points* |
| The master’s degree student submits in time a work experience internship/science and research internship, 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; not all the questions were answered at the internship report defense. 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 a work experience internship/science and research internship programme; the reporting documents are assessed with numerous critical remarks; failed to complete an individual plan; could not answer all the questions at the defense. | *Poor,*  *3 points* |
| The master’s degree student has not completed a work experience internship/science and research 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; could not answer all the questions while the defense. | *Poor,*  *2 points* |
| The master’s degree student has not completed a work experience internship/science and research internship program and has not submitted a report on the internship or reporting documents; there are many comments; did not fulfil an individual plan; could not answer a single question while the defense. | *Poor,*  *1 point* |

1. **Internship review** from the internship supervisor from hosting organization.

The review of students’ performance during internship is formed by the organization’s internship supervisor. The review should specify the student name, the place of internship, the time of the internship.

The review should include:

* professional tasks performed by the student;
* completeness and quality of implementation of the internship;
* student's attitude to the assignments received during the internship;
* assessment of the formation of the planned competencies;
* conclusions about professional suitability of the student; if necessary – the comment on the personal and professional qualities;
* recommended final grade on a ten-point scale (where excellent grades as “9” and “10” stand for unsurpassed result/s of a student’s activity/student’s introduction and/or implementation of the project that brought feasible positive results for the process/place of internship and have to be documentally supported)

The review should be signed by the Internship supervisor from the hosting organization, stamped (if stamp is used) and be present on the official letterhead (if official letterhead is used).

The final grade for Internship is the grade from the Internship supervisor from the university based on the report and the pool of documents student has provided for the Internship supervisor from the university. If one of the documents is missing without valid excuse then the student receives a poor grade. The students who have failed to carry out the internship program 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 programs without valid excuse or have got a poor grade may be expelled from the university as students with academic failure. The students who have failed to pass PTE “Work experience internship”/“Science and Research Internship” before module 4 are not allowed for the State final examination.

### 2.3.5. Resources

During the PTE period, students may harness information technologies, e.g., automation means for designing and developing software, or HSE Library Electronic Resources. Materials and technical support should satisfy set of sanitary and fire-safety rules, as well as workplace safety regulations and techniques. Students may use HSE classrooms or other premises for the internship element which are equipped with a computer with access to the Internet, and, if necessary for a student’s assignment, specialized software in accordance with the Regulations for ordering classrooms for training sessions and extracurricular activities at the Higher School of Economics - St. Petersburg.

##### Appendix B-1

National Research University Higher School of Economics,

Saint-Petersburg

**THE INDIVIDUAL INTERNSHIP ASSIGNMENT**

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

*(underline )*

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

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| --- | --- | --- | --- | --- | --- | --- | --- |
| Educational program | | |  | | | | |
|  |  |  | |  |  | | |
| Degree | |  | | | | | |
| Field of study | | | | | |  | |
|  | | | | | | *(code and title)* | |
| Faculty | | | |  | | | |
| Form of internship | | | |  | | | |
| Type of internship | | | |  | | | |
| Internship period | | | | | | from | \_\_\_.\_\_\_.202\_\_ |
|  |  |  | |  | | to | \_\_\_.\_\_\_.202\_\_ |
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Goals of internship[[1]](#footnote-1):

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|  |
| Objectives of internship[[2]](#footnote-2): |
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Internship plan (content) (questions to be studied):

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| --- | --- |
| 1. |  |
| 2. |  |
| 3. |  |
| 4. |  |
| 5. |  |
| 6. |  |
| 7. |  |
| Planned results: | |
| 1. |  |
| 2. |  |
| 3. |  |
| 4. |  |
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| 6. |  |
| 7. |  |
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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Internship supervisor (HSE academic staff member): | | | | | | | | | | | | | | |
|  | | | | | |  |  | | |  |  | | | |
| *(position)* | | | | | |  | *(signature)* | | |  | *(print name)* | | | |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| APPROVED | | | | | | | | | | | | | | |
| the Organization’s Internship Supervisor | | | | | | | | | | | | | | |
|  | | | | | |  |  | | |  |  | | | |
| *(position)* | | | | | |  | *(signature)* | | |  | *(print name)* | | | |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| The task accepted | | | | | | | | \_\_\_.\_\_\_.202\_\_ | | | | | | |
| Student | | | | |  |  |  |  |  |  |  |  |  |  |
|  |  |  | | | |  |  | | | | | | |  |
|  |  | *(signature)* | | | |  | *(print name)* | | | | | | |  |

Федеральное государственное автономное образовательное учреждение

высшего образования

«Национальный исследовательский университет «Высшая школа экономики»

**ИНДИВИДУАЛЬНОЕ ЗАДАНИЕ, ВЫПОЛНЯЕМОЕ В ПЕРИОД ПРАКТИКИ**

студенту \_\_\_\_\_ курса очной / очно-заочной / заочной формы обучения

*(нужное подчеркнуть)*

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ *(фамилия, имя, отчество при наличии)*

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| --- | --- | --- | --- | --- | --- | --- |
| образовательной программы | | | |  | | |
|  |  |  |  | *(наименование образовательной программы)* | | |
| уровня | |  | | | | |
| по направлению/ специальности | | | | |  | |
|  | | | | | *(код и название направления/ специальности)* | |
| факультета[[3]](#footnote-3) | | |  | | | |
| Вид практики | | |  | | | |
| Тип практики | | |  | | | |
| Срок прохождения практики | | | | | с | \_\_\_.\_\_\_.202\_\_ |
|  |  |  |  | | по | \_\_\_.\_\_\_.202\_\_ |

Цель прохождения практики[[4]](#footnote-4):

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|  |
| Задачи практики[[5]](#footnote-5): |
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|  |
|  |
|  |

Содержание практики (вопросы, подлежащие изучению):

|  |  |
| --- | --- |
| 1. |  |
| 2. |  |
| 3. |  |
| 4. |  |
| 5. |  |
| 6. |  |
| 7. |  |
| Планируемые результаты: | |
| 1. |  |
| 2. |  |
| 3. |  |
| 4. |  |
| 5. |  |
| 6. |  |
| 7. |  |
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|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Руководитель практики от НИУ ВШЭ: | | | | | | | | | | | | | | |
|  | | | | | |  |  | | |  |  | | | |
| *(должность)* | | | | | |  | *(подпись)* | | |  | *(фамилия, инициалы)* | | | |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| СОГЛАСОВАНО | | | | | | | | | | | | | | |
| Руководитель практики от профильной организации | | | | | | | | | | | | | | |
|  | | | | | |  |  | | |  |  | | | |
| *(должность)* | | | | | |  | *(подпись)* | | |  | *(фамилия, инициалы)* | | | |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Задание принято к исполнению | | | | | | | | \_\_\_.\_\_\_.202\_\_ | | | | | | |
| Студент | | | | |  |  |  |  |  |  |  |  |  |  |
|  |  |  | | | |  |  | | | | | | |  |
|  |  | *(подпись)* | | | |  | *(фамилия, инициалы)* | | | | | | |  |

##### Appendix B-2

National Research University Higher School of Economics,

Saint-Petersburg

**AN INTERNSHIP PLAN (SCHEDULE)**

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

(student’s full name)

Field of Study \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Educational program \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Full time / part-time / program, of\_\_\_\_ year of study, group № \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(underline)

Faculty\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Type of internship \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Internship period: from «\_\_\_» \_\_\_\_\_\_\_\_\_\_ 20\_\_\_ to «\_\_\_» \_\_\_\_\_\_\_\_\_\_ 20\_\_\_ .

Internship supervisor from University \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (full name, academic degree,academic title, position)

Name of the internship Organization \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

the Organization’s Internship Supervisor (full name, academic title)

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

|  |  |  |
| --- | --- | --- |
| № | Time period | Internship plan |
| 1 |  | 1. Organizational meeting |
| 2 |  | 2. Personnel safety notification |
| 3 |  | 3. Welcome tour |
| 4 |  | 4. Performance of an individual task |
| 5 |  | 5. Consultations |
| 6 |  | 6. Preparation and providing report on internship |

|  |  |  |
| --- | --- | --- |
|  | Student | Supervisor from  the of internship Organization |
| 1. The workplace is provided to the student | confirm  \_\_\_\_\_\_\_\_\_\_\_\_\_\_/\_\_\_\_\_\_\_\_\_\_\_/  signature print name | confirm  \_\_\_\_\_\_\_\_\_\_\_\_\_\_/\_\_\_\_\_\_\_\_\_\_\_/  signature print name |
| 2. The safe conditions of internship meeting health regulations and the requirements of labor protection are provided | confirm  \_\_\_\_\_\_\_\_\_\_\_\_\_\_/\_\_\_\_\_\_\_\_\_\_\_/  signature print name | confirm  \_\_\_\_\_\_\_\_\_\_\_\_\_\_/\_\_\_\_\_\_\_\_\_\_\_/  signature print name |
| 3. Personnel safety notification, fire safety and also is carried out by employment policies and procedures | confirm  \_\_\_\_\_\_\_\_\_\_\_\_\_\_/\_\_\_\_\_\_\_\_\_\_\_/  signature print name | confirm  \_\_\_\_\_\_\_\_\_\_\_\_\_\_/\_\_\_\_\_\_\_\_\_\_\_/  signature print name |

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

Internship supervisor (HSE academic staff member) \_\_\_\_\_\_\_\_\_\_\_\_\_\_ /\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

the Organization’s Internship Supervisor \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ / \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Санкт-Петербургский филиал федерального государственного автономного образовательного учреждения высшего образования

«Национальный исследовательский университет «Высшая школа экономики»

**РАБОЧИЙ ГРАФИК (ПЛАН) ПРОВЕДЕНИЯ ПРАКТИКИ**

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

(Ф.И.О. обучающегося)

Направление подготовки (специальность) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Образовательная программа \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Очной / очно-заочной / формы обучения, \_\_\_\_ курса, группы \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(нужное подчеркнуть)

Факультета \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Вид, тип практики \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Срок прохождения практики: с «\_\_\_» \_\_\_\_\_\_\_\_\_\_ 20\_\_\_ г. по «\_\_\_» \_\_\_\_\_\_\_\_\_\_ 20\_\_\_ г.

Руководитель практики от университета \_\_\_\_\_\_\_\_\_\_ (Ф.И.О., ученая степень, звание, должность)

Наименование профильной организации \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Руководитель практики от профильной организации (Ф.И.О., должность)

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

|  |  |  |
| --- | --- | --- |
| № п/п | Сроки проведения | Планируемые работы |
| 1 |  | 1. Организационное собрание |
| 2 |  | 2. Инструктаж по технике безопасности |
| 3 |  | 3. Экскурсия обзорная |
| 4 |  | 4. Выполнение индивидуального задания |
| 5 |  | 5. Консультации |
| 6 |  | 6. Подготовка и предоставление отчета о прохождении практики |

|  |  |  |
| --- | --- | --- |
|  | Обучающийся | Руководитель практики от профильной организации |
| 1. Рабочее место обучающемуся предоставлено | подтверждаю  \_\_\_\_\_\_\_\_\_\_\_\_\_\_/\_\_\_\_\_\_\_\_\_\_\_/  подпись расшифровка подписи | подтверждаю  \_\_\_\_\_\_\_\_\_\_\_\_\_\_/\_\_\_\_\_\_\_\_\_\_\_/  подпись расшифровка подписи |
| 2. Безопасные условия прохождения практики обучающемуся, отвечающие санитарным правилам и требованиям охраны труда, обеспечены | подтверждаю  \_\_\_\_\_\_\_\_\_\_\_\_\_\_/\_\_\_\_\_\_\_\_\_\_\_/  подпись расшифровка подписи | подтверждаю  \_\_\_\_\_\_\_\_\_\_\_\_\_\_/\_\_\_\_\_\_\_\_\_\_\_/  подпись расшифровка подписи |
| 3. Инструктаж обучающегося по ознакомлению с требованиями охраны труда, техники безопасности, пожарной безопасности, а также правилами внутреннего трудового распорядка проведен | подтверждаю  \_\_\_\_\_\_\_\_\_\_\_\_\_\_/\_\_\_\_\_\_\_\_\_\_\_/  подпись расшифровка подписи | подтверждаю  \_\_\_\_\_\_\_\_\_\_\_\_\_\_/\_\_\_\_\_\_\_\_\_\_\_/  подпись расшифровка подписи |

Обучающийся \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ / \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Руководитель практики от НИУ ВШЭ – Санкт-Петербург\_\_\_\_\_\_\_\_\_\_\_\_\_\_ /\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Руководитель практики от профильной организации \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ / \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

##### Appendix B-3

##### The template for a title list of the work experience internship/science and research internship report

**The Government of the Russian Federation**

**Federal State Autonomous Institution for Higher Professional Education National Research University Higher School of Economics**

**St. Petersburg Branch**

**St. Petersburg School of Economics and Management**

**REPORT ON INTERNSHIP**

**MASTER’S PROGRAMME “MANAGEMENT AND ANALYTICS FOR BUSINESS”**

Area of studies *38.04.02 «Management»*

Level: masters

Completed by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

student’s name

Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Verified:**

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

*(position, full name of Organization’s Internship Supervisor)*

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

*(signature)*

***stamp***  *\_\_\_\_\_\_\_\_\_\_\_\_\_*

*(date)*

**St.Petersburg, 2024**

1. According to the internship program. [↑](#footnote-ref-1)
2. According to the internship program. [↑](#footnote-ref-2)
3. Под факультетом понимается структурное подразделение НИУ ВШЭ, реализующее образовательные программы высшего образования – программы бакалавриата, специалитета, магистратуры. [↑](#footnote-ref-3)
4. В соответствии с программой практики. [↑](#footnote-ref-4)
5. В соответствии с программой практики. [↑](#footnote-ref-5)