**Appendix D**

**to the Practice program**

**for 2020 and 2021 students recruiting**

St. Petersburg Regional Campus of

State Autonomous Institution of Higher Education

National Research University Higher School of Economics

**AN INTERNSHIP PLAN (SCHEDULE)**

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

*(last name, first name, middle name/patronymic)*

Field of Study 38.03.02 Management

Educational Program: International Business and Management Studies

Full time / part-time program, of 4 year of study, group БМН\_\_\_\_\_\_\_\_

Faculty St. Petersburg School of Economics and Management

Type of internship: Work Experience Internship

Internship period: from “15” January 2024 to “23” March 2024

Internship supervisor from University: Maria A. Malinina, Guest Lecturer, Department of Management, St. Petersburg School of Economics and Management

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

Organization’s Internship Supervisor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*(full name, position)*

|  |  |  |
| --- | --- | --- |
| №  | Time period | Internship plan |
| 1 | 15.01.2024 | Organizational meeting |
| 2 | … | Personnel safety notification |
| 3 | … | Welcome tour |
| 4 | … |  |
| 5 | … |  |
| 6 | … |  |
| 7 | … | Performance of an individual task |
| 8 | … | Preparation and providing report on internship |
| 9 | … |  |

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

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

 *(signature) (name)*

Internship supervisor (HSE academic staff member) Malinina M.A. /\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

 *(signature) (name)*