National Research University Higher School of Economics,

HSE – Saint-Petersburg

**AN INTERNSHIP PLAN (SCHEDULE)**

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

(student’s full name)

Field of Study 38.04.01 Economics / 38.04.02 Management

Educational program “Data Analytics for Business and Management”

Full time / part-time / program, of 2 year of study, group № \_\_\_\_\_\_\_\_

(underline)

Faculty St. Petersburg School of Economics and Management

Type of internship Professional Internship, Work Experience Internship

Internship period: from «13» January 2025 to «15» March 2025.

Internship supervisor from University Pleshkova Anastasiia Yurievna, senior lecturer, Department of Management

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

the Organization’s Internship Supervisor

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

(full name, title)

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| --- | --- | --- |
| № | 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) \_\_\_\_\_\_\_\_\_\_\_\_\_\_ / Pleshkova A.Yu.

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