**Программа практики**

**оСНОВНАЯ Образовательная программа ВЫСШЕГО ОБРАЗОВАНИЯ –** ПРОГРАММА МАГИСТРАТУРЫ

«ПРИКЛАДНАЯ И МЕЖДИСЦИПЛИНАРНАЯ ИСТОРИЯ»

|  |  |
| --- | --- |
|  | Утверждена  Академическим советом ООП  Протокол № 1 от «28» августа 2018г. |

|  |  |
| --- | --- |
| Автор | Крайковский Алексей Викторович, кандидат ист. наук, доцент. |
| Объем практики в з.е., кредитах | 6 з.е.. |
| Продолжительность практики в академических часах, в т.ч. объем контактной работы в час, или продолжительность практики в неделях | 228 ак. Часов. |
| Курс | 1, 2. |
| Вид практики | Производственная |
| Тип практики | Научно-исследовательская |

# general description

# Aim and objectives of research practice

Practice goal: to consolidate professional skills and abilities, to improve competencies, to check the readiness of future historians for independent work, to collect material for the final qualification work, to master the competences necessary for the use of professional historical knowledge and skills in the applied field.

The practical tasks of the practice are: performance of search, analytical and research activities in the organization in accordance with the profile and level of training of students.

# Place of practice (internship) in the structure of the educational program

The internship is a part of the block 2 “Internships, projects and Research”.

Before the internship the students have to take the course “Heritage policy and practices”.

The main provisions of the practice should be used in further preparation of graduate qualification papers.

## Type of internship

Stationary*.*

## Form of Internship

*Discrete according to the periods. The periods of 2, 4 and 4 weeks are reserved in the schedule.*

# the planned results and competences

As a result of the internship the student learns the following competences:

| **Learning Outcome Code** | **Learning Outcome Description** |
| --- | --- |
| УК-5 | Is able to make management decisions and ready to take responsibility for them |
| УК-6 | Is able to analyze, verify, evaluate the completeness of information in the course of professional activities, to add and synthesize missing information if necessary |
| УК-7 | Able to organize and manage multilateral communication |
| УК-8 | Able to perform professional activities, including research and development activities in the international environment |
| ОПК -1 | Able to work with information: identify, evaluate and use information from a variety of sources for scientific and professional purposes (including with a systematic approach) |
| ОПК-7 | Capable of conducting independent research, including problem analysis, setting goals and objectives, identifying the object and subject of research, choosing the mode and methods of research, and assessing its quality |
| ПК-1 | Is able to conduct independent fundamental and applied research using classical and modern methodology, analysis of problems, setting goals and objectives, selection of the object and subject of research, choice of research mode and methods, as well as assessment of its quality |
| ПК-2 | Is able to analyze and propose scientific interpretation of historical events in their interrelation in accordance with the requirements of modern historical science |
| ПК-3 | Is able to present the results of research with special terminology |
| ПК-5 | Is able to analyze the obtained information using modern software |
| ПК-7 | Capable of extracting, selecting and structuring information from a variety of types of sources according to professional objectives |
| ПК-8 | Able to motivate other people to independent work |
| ПК-10 | Is able to perform historical and cultural expertise and analysis |
| ПК-11 | Is able to develop strategies aimed at preservation, recognition of items and objects as monuments and sites of cultural and historical heritage |
| ПК-12 | Is able to give cultural and educational lectures, participate in cultural and educational events organized by mass media |
| ПК-13 | Is able to prepare for publication texts in Russian, foreign and ancient languages, including the use of software. |

# Structure and content of internship

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Таблица 2

|  |  |  |  |
| --- | --- | --- | --- |
| № п/п | Types of activities | Activities | Competences |
| 1 | Research | - Collection and preparation of the data for the needs of the public history institutions | ОПК -1, ОПК-7, ПК-1, ПК-2. |
| 2 | Management | Organizational activities and paperwork for the Public history institutions | УК-5, УК-6, УК-7,  УК-8 |
| 3 | Representation | Representation of Historical content for the general public as required by the Public History institutions | ПК-3, ПК-5, ПК-7, ПК-8, ПК-10, ПК-11, ПК-12, ПК-13 |

In the academic years 2018-2019 and 2019-2020, the distributed practice is conducted in three stages:

28.01. - 08.02.2019, 3 module of 1 year of training - practical training, reporting.

15.05 - 14.06.2019, 4 module 1 year of training - practical training, reporting.

02.09 - 27.09.2019, 1 module 2 years of training - practical training, reporting.

The practice is carried out on the basis of agreements with external organizations related to the practical use of historical knowledge. First of all, students are sent to museums and exhibition centers. Students are also trained by commercial companies and non-profit organizations, as well as government agencies. An obligatory condition is to involve the student in practically significant work, which will allow him/her to acquire new skills important for a specialist in working with heritage.

The Head of Practice from the History Department performs the following functions:

\*At the preparatory stage:

-Hold a meeting with Masters students to discuss the general objectives and requirements of research practice

-Ensure that the host organisation's agreements are implemented (agreement to organise an internship, organise an orientation meeting, etc.)

-Participates in the orientation meeting of students and the head of the internship from the organization at the place of the internship

\*" at the beginning

-will ensure that students are provided with assignments

\*" during the internship period

-solves current problems (students' non-appearance at the internship, etc.)

-controls the course of practice

\*" in the final stage

-receives reporting work

-is holding a final meeting with the students

***Functions of a practice leader from the host organization:***

\*" at the preparatory stage

-Hold an orientation meeting with students at the internship site

\*" at the beginning

-provides students with assignments

\*" during the internship period

-solves current problems (students' non-appearance at the internship, etc.)

-controls the course of practice

-accepts current reporting works

\*" in the final stage

-accepting final reporting works

-Write a review of the students' internship

# Forms of internship paperwork

*After the internship the student is expected to provide the report, the daily record of activities and the evaluation certificate from the internship organization signed by the supervisor*.

The practice diary shall contain the following information:

- Cover page with the surname, name, patronymic of the student, name of the faculty, course, group, number and name of the training direction (page 1);

- the place of the internship and the name of the organization; the terms of the internship in accordance with the curriculum; the signatures of the dean of the faculty and the head of the internship from the organization with the indication of the position of the latter; the date of arrival and departure from the organization; the seals of the Department and of the internship organization (page 2);

- individual task, which is given by the head of practice from the university and signed by him (page 3);

- The calendar schedule of passing the main stages of practice with the brief description of the executed works, signed by the head of practice from the organization, the student, and also the head of practice from the department (page 4);

- brief feedback and assessment of the student's work in practice by the head of practice from the organization, signed by the head of the organization and certified by the seal of the organization, the conclusion of the head of practice from the university on the work of the student with a credit assessment of practice on the basis of the results of protection of practice (filled in by the head of practice from the university on the results of the offset) (page 5).

Evaluation tools

Review - evaluation criteria

The head of the internship from the organization, on the basis of personal observations, acquaintance with the report and the diary of the student makes a review of his work during the internship.

The following should be covered in the feedback:

- The nature of the work performed by the student,

- whether the work was carried out independently or under the supervision of a practice manager,

- the conditions under which the work proceeded,

- what difficulties were encountered in the performance of the duties assigned to the student,

- how the student did the work, whether he was capable of independent professional activity,

- if there were any incentives or comments.

Review is signed by the head of practice from the organization and sealed.

Report evaluation criteria

The report on production practice is the result of the research work performed by the student himself.

The report must contain:

• - data on the location and timing of the internship,

• - Description of the organization's activities - internship base,

• - Own analysis of various aspects of the organization's work,

• - Description of the work performed in the course of practice with a summary of the content of the activities,

• - Analysis of the most complex and interesting, as well as controversial problems faced by the student during his internship,

• - their conclusions, comments, suggestions.

The report is submitted on an examination week and counts as part of the final evaluation of the research internship. After the written report is submitted, the supervisor of the university internship will conduct an interview based on the report submitted.

# Internship attestation

The attestation has the form of exam;

The exam has the form of the internship documents evaluation*.*

## Criteria for evaluating the performance of practical tasks

The instructor evaluates the work of students during their internship, based on the data from the practice diary, current and final tasks performed, given by the head of the practice from the organization and agreed with the head of the practice from the university, as well as oral credit and interview.

|  |  |
| --- | --- |
| **Grade** | **Description** |
| 10- Excellent  9- Great  8- Almost great | The set of documents is complete, all documents are signed and certified properly. The purpose of the practice was fully or completely fulfilled: either a full-fledged product of research activity was created outside the framework of the course work (a database was created, a scientific article, scientific journalistic or analytical articles, translated materials, etc. were published or prepared for publication); or three or more professional competencies have been fully developed and put into practice (numerous examples and results of activities with comments by representatives of the organization, which are evaluated expertly) are presented.  The published (or ready for publication) performance results are authorized (preferably with affiliation with the Higher School of Economics). There are no comments from representatives of the enterprise or organization |
| 7- Very Good  6- Good | The set of documents is complete, but some documents are not signed or are not properly certified. The goal of the practice was almost completely fulfilled: either an acceptable product of research activity was created outside the framework of the course work (a partial database was created, assistance was provided in preparing for publication of a scientific article, scientific journalistic or analytical articles, translated materials, etc.); or three or less professional competencies have been partially worked out and put into practice (some examples and results of activities are briefly presented without comments from the organization’s representatives, which are evaluated expertly). Published (or ready for publication) results are not authorized. Minor comments from representatives of the enterprise or organization. |
| 5- Quite satisfactory  4- Satisfactory | The set of documents is complete, but some documents are not signed or are not properly certified. The purpose of the practice was partially fulfilled: either a certain product of research activity was created outside the framework of the course work (a partial database was collectively started to be created, minimal assistance was provided in preparing for publication of a scientific article, scientific journalistic or analytical articles, translated materials, etc.); or three or less professional competencies are not sufficiently developed and applied in practice (some examples and results of activities are briefly presented without comments from the organization’s representatives, which are evaluated in an expert way). The results of the activity are not published. Comments from representatives of the enterprise or organization. |
| 3- Bad  2- Very Bad  1- Very inappropriate | The set of documents is incomplete. The purpose of the practice has not been partially fulfilled: either the product of the research activity created outside the framework of the term paper is of dubious quality (or its authorship is doubtful); either professional competencies are not developed or poorly applied in practice (there are no examples and results of activity). Serious comments from representatives of the enterprise or organization. |

The accumulated assessment for the current control takes into account the results of the student on all types of works as follows:

Оacc= 0,3\*Оdiary+ 0,7\* Оtasks

Method of rounding up the accumulated estimate: arithmetic, in favor of the student..

The final assessment for the course is calculated as follows:

Оres = 0,5\* Оacc + 0,5\*·Оsem

Method of rounding up the resulting assessment in the form of a workshop: arithmetic, in favor of the student.

Students who fail to complete a valid internship program are provided with the opportunity to take part in internships in their spare time.

Students who fail to complete an apprenticeship program without a valid reason or who receive a negative grade are considered academically ineligible.

The results of the internship are recorded in a credit report and are taken into account in the ranking of students.

# Educational, methodical and informational support of the discipline

**Literature and internet resources**

|  |  |
| --- | --- |
| **№ п/п** | **Title** |
| Main literature | |
| **1** | Cuyler, Antonio C., and Anne R. Hodges. “From the Student Side of the Ivory Tower: An Empirical Study of Student Expectations of Internships in Arts and Cultural Management.” International Journal of Arts Management, vol. 17, no. 3, 2015, pp. 68–79., www.jstor.org/stable/24587171. |
| **2** | Stewart, Richard W. “The Chief’s Corner: History and Museum Interns and Professional Development.” Army History, no. 96, 2015, pp. 4–5. www.jstor.org/stable/26300412 |
| **3** | Isaac-Menard, Rachel. “Transferable Skills and the Nontraditional Workplace: A Case Study of Internships with an Art and Design Theory-Focused Journal.” Art Documentation: Journal of the Art Libraries Society of North America, vol. 34, no. 2, 2015, pp. 339–348. www.jstor.org/stable/10.1086/683389. |
| Additional reading | |
| **1** | Museums and Higher Education Working Together : Challenges and Opportunities, edited by Anne Boddington, Routledge, 2013. ProQuest Ebook Central, https://ebookcentral.proquest.com/lib/hselibrary-ebooks/detail.action?docID=4513348. |
| Internet resources | |
| **1** | **https://www.louvre.fr/** |
| **2** | **https://www.rijksmuseum.nl/** |
| **3** | **https://www.youtube.com/watch?v=ChjgPDHLcjs** |
| **4** | **https://www.amsterdammuseum.nl/ru** |
| **5** | **https://www.youtube.com/watch?v=6YnbRJDYfms** |

# 9. Material and technical support of discipline.

If necessary, the student use a PC, Power Point presentation, Excel software, Adobe, GIS tools, voice recorder

# Special conditions for organization of learning process for students with special needs

If necessary, students with disabilities (at the request of the student) may be offered individual tasks and the following options for the perception of educational information, taking into account their individual psychophysical characteristics, including with the use of e-learning and distance technologies:

1. *for persons with vision disorders:* a printed text in enlarged font; an electronic document; audios (transferring of learning materials into the audio); an individual advising with an assistance of a sign language interpreter; individual assignments and advising.
2. *for persons with hearing disorders: a* printed text; an electronic document; video materials with subtitles; an individual advising with an assistance of a sign language interpreter; individual assignments and advising.
3. *for persons with muscle-skeleton disorders: a* printed text; an electronic document; audios; individual assignments and advising.

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Приложение 1

Образец дневника и отчёта по практике

Appendix 1

Internship Diary and Report Template

National Research University Higher School of Economics,

Saint-Petersburg

Faculty Saint-Petersburg School of Humanities and Arts

'Applied and Interdisciplinary History «Usable Pasts»'

Master’s Degree

**46.04.01 “History”**

**REPORT**

**Research Internship**

*(form of internship)*

Executed by the student of\_\_\_\_\_\_ group

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

*(student’s full name)*

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

*(signature)*

**Verified:**

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

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

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

*(grade) (signature)*

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

*(date)*

*E.A.Kalemeneva, Senior Lecturer*

*(position, full name of HSE Internship supervisor)*

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

*(grade) (signature)*

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

*(date)*

**Report structure.**

1. Introduction (goals and objectives of internship).
2. Main part (content).
3. Fulfilled individual assignment.
4. Conclusion (including self-assessment of competences)
5. . Appendix (graphs, charts, tables, algorithms, illustrations, etc.).

**Main part of the report** should include:

1. Brief description of the Organization (place of internship) with a description of the field of activities, organizational structure, economic indicators.
2. Description of professional problems solved by the student during internship (according to goals and objectives of internship and individual assignment).

**REVIEW**

**of students’ performance during internship**

The review of students’ performance during internship is formed by the the Organization’s Internship Supervisor.

The review should specify – name of the student, the place of internship, the time of 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 internship;
* assessment of formation of the planned competences

|  |  |  |
| --- | --- | --- |
| Code of the competences | Description of competences | Assessment of formation (in words or points) |
|  |  |  |
|  |  |  |
|  |  |  |

* conclusions about professional suitability of the student; if necessary – the comment on the personal and professional qualities

The review should be signed by the Organization’s Internship Supervisor and stamped.

**National Research University/ Национальный исследовательский**

**Университет**

**“Higher School of Economics” / "Высшая школа экономики"**

**Faculty Saint-Petersburg School of Humanities and Arts/**

**Факультет**

**Санкт-Петербургская школа гуманитарных наук и искусств**

**RESEARCH INTERNSHIP DIARY (DAILY RECORD)**

**ДНЕВНИК НАУЧНО-ИССЛЕДОВАТЕЛЬСКОЙ**

**ПРАКТИКИ СТУДЕНТА**

**г. Санкт-Петербург**

**Студент/Student (full name)**

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

(фамилия, имя, отчество)

Магистерская программа «Прикладная и междисциплинарная история»/Master Program

“Master Program in Applied and Interdisciplinary History” 2 курса/year of study, группы/group \_\_\_\_\_\_\_\_\_, направляется на (в)/is recommended for internship at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (учреждение, предприятие/name of the organization)

1. **Календарные сроки практики / Internship dates**

По учебному плану /according to study plan

начало /start date \_\_\_\_\_\_\_\_\_\_\_ конец /end date \_\_\_\_\_\_\_\_\_\_\_\_

Дата прибытия на практику/ date of arrival at the internship place «\_\_» \_\_\_\_\_\_\_\_\_ 201

Дата выбытия с места практики / date of leaving the internship place «\_\_» \_\_\_\_\_\_\_\_\_\_\_201

**2. Координатор практики от МП / Internship coordinator at the Masters’ programme**

Фамилия /surname **Kalemeneva**

Имя /first name **Ekaterina**

Отчество /patronymic **Alexeevna**

1. **Руководитель практики от предприятия, учреждения /**

**Internship supervisor at the organization**

Должность/position \_\_\_\_\_\_\_\_\_

Фамилия /surname \_\_\_\_\_\_\_\_\_\_

Имя / first name \_\_\_\_\_\_\_\_\_

Отчество/ patronymic \_\_\_\_\_\_\_\_\_\_

**4. Ежедневные записи студентов по практике / Daily notes on the internship activity**

|  |  |  |
| --- | --- | --- |
| **Дата / date** | **Описание работы, выполненной студентом /**  **activities done by the intern, accomplishments,**  **daily work, etc.** | **Отметки руководителя / notes of the internship supervisor** |
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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*)*

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Educational program | | | 'Applied and Interdisciplinary History «Usable Pasts»' | | | | |
|  |  |  | |  |  | | |
| Degree | | Master’s | | | | | |
| Field of study | | | | | | 46.04.01 “History” | |
|  | | | | | | *(code and title)* | |
| Faculty | | | | Saint-Petersburg School of Humanities and Arts | | | |
| Form of internship | | | | Производственная | | | |
| Type of internship | | | | Научно-исследовательская / Research | | | |
| Internship period | | | | | | from | \_\_\_.\_\_\_.201\_\_ |
|  |  |  | |  | | to | \_\_\_.\_\_\_.201\_\_ |
|  |  |  | |  | |  |  |

Goals of internship[[1]](#footnote-1):

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| --- |
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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. |  |
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| 6. |  |
| 7. |  |
| Planned results: | |
| 1. |  |
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| 3. |  |
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| 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 | | | | | | | | \_\_\_.\_\_\_.201\_\_ | | | | | | |
| Student | | | | |  |  |  |  |  |  |  |  |  |  |
|  |  |  | | | |  |  | | | | | | |  |
|  |  | *(signature)* | | | |  | *(print name)* | | | | | | |  |

National Research University Higher School of Economics,

Saint-Petersburg

**AN INTERNSHIP PLAN (SCHEDULE)**

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

(student’s full name)

Field of Study 46.04.01“History”\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Educational program 'Applied and Interdisciplinary History «Usable Pasts»'

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

(underline)

Faculty Saint-Petersburg School of Humanities and Arts

Type of internship Research Internship / Научно-исследовательская практика

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)

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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) \_\_\_\_\_\_\_\_\_\_\_\_\_\_ /\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

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