**INTERNSHIP PROGRAM**

**MAIN EDUCATIONAL PROGRAM OF MASTER PROGRAM – GLOBAL BUSINESS**

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|  | Approved byAcademic Council of educational programReport №1 «31» of August 2019.  |
| Author | Krekhovets Ekaterina, academic supervisor of MA program "Global Business"  |
| ECTS  | 12 |
| Duration of internship in academic hours including duration in weeks | 418 academic hours, 8 weeks |
| Course  | 2 |
| Classification  | Educational  |
| Type of internship  | Educational  |

# OUTLINE

## Internship goal and tasks

#####  Educational internship is an integral part of educational programmes at National Research University "Higher School of Economics". Educational internship for master students is carried out during the second year according to the curriculum. The internship is focused on in-depth study of selected topics through acquiring practical experience and skills, as well as collecting data for writing the master thesis.

##### Goals of educational internship are:

* Collection and analysis of scientific and practical data on the topic of research;
* Development of original research proposals and research hypothesis on the research topic;
* Obtaining skills of independent research activity, as well as work as a part of research team.

Tasks of educational internship:

* Identification and formulation of relevant research problem;
* Formulation of research hypothesis, development of research program;
* Development of methods and instruments for research;
* Search, collection and systematization of data on the research topic.

## Place of internship in the structure of educational program

Educational internship is based on the professional courses of the program. To complete the internship student must have general competencies and professional skills which are formed during his study.

The knowledge and skills acquired in the framework of educational internship should be used in the preparation of the master thesis.

## The way of internship arrangement

Stationary and visiting. Visiting practice is carried out in Russian (excluding NRU HSE in Nizhny Novgorod) and foreign universities and commercial and non-commercial organizations. Stationary internship is carried out in NRU HSE in Nizhny Novgorod.

Form of internship

Discrete by type of interns. Educational practice is carried out by allocating a continuous period of study time in the calendar of internship schedule for interns.

# LIST OF PLANNED RESULTS OF INTERNSHIP RELATED TO RESUALT OF EDUCATIONAL PROGRAM

The internship is aimed to create a following competitiveness:

|  |  |  |
| --- | --- | --- |
| **Competitiveness Code** | **Competitiveness**  | **Professional tasks which require this competitiveness**  |
| ОПК-2 | Able to use social and intercultural differences to solve problems in professional and social activities. | - working in international professional team. -supervision of work of international team.-preparation and working under international project. |
| ОПК-3 | Able to determine and translate common goals in professional and social work. | -supervision of work of international team.-preparation and working under international project. |
| ОПК-7 | Able to generate and develop new ideas and project. | -generation of business and social project during working in international company.- generation and developing own business project. |
| ПК-3 | Able to choose instruments and modern technical means and informational technology for processing information for research task in the field of management. | -information search, collection and analysis of data which is necessary for particular research.- construction of theoretical and empirical models for particular research problem.- analysis and interpretation of indicators characterizing the solving problem. |
| ПК-5 | Able to present results of the study in the form of report, article, presentation | - preparation of analytical reports.- preparation of scientific article.- publicly presentation of research results |
| ПК-10 | Able to solve problems of forming professional business networks | * work as a part of international business network.
* creation professional ties in business society.
 |
| ПК-11 | Able to solve the problems of managing business related to operation in global market | -participation in the development of management strategy for international company.-development and design management solutions considering operational activity in global market.- participation in the development of design solution in the field of professional activity, preparation of proposals and activities for the implementation of developed project. |

# sTRUCTURE AND CONTENT OF INTERNSHIP

The total duration of educational internship if 11 ECTS, 8 weeks.

A month before the start of internship it is necessary to determine the place of internship. The place of internship may be the university department or faculty and (or) another unit of the faculty of management considering research topic of student.

In case of visiting internship, it is necessary to conclude an agreement (or an additional agreement, if an organization has already concluded an agreement with NRU HSE in Nizhny Novgorod) with organization for visiting internship (App 5). The agreements are concluded by drafting one document signed by the NRU HSE Nizhny Novgorod and the relevant Organization, according to the standard dorm of the contract for the internship of university students. Students can independently search the place for internship.

Students who combine internship with work are entitled to undergo internship in organization there they work in case if their professional activity in workplace meet the requirements for the research topic. Students taking internship in organization are required to:

* Perform individual tasks stipulated by the internship program;
* Comply with the labor regulations in force of the Organization;
* Comply with the requirements of labor protection and fire safety.

The general management of the internship is carried out by the staff of the NRU HSE in Nizhny Novgorod and specialists from the organization (in case of visiting internship). Contact work is carried out in the form of consultation. Control over all stages of internship is carried out by conducting an exam based on the results of educational internship in the form of report. Report of internship should be presented to the head of internship.

The content of the educational internship for writing final research project (master thesis) is determined by the specifics of the research field. Educational internship provides for the student to perform the functions of a professional specialists and researcher. In this regard, students must:

* Collect and summarize the data necessary for research;
* Develop and implement methods and instruments of research;
* Coordinate all stages of research with supervisor.

# INTERNSHIP REPORT FORMS

To present the results of internship student must to submit the full set of documents to the relevant department of NRU HSE in Nizhny Novgorod. The set of documents include:

Before the start of the internship:

* Individual internship assignment (App 2)
* Internship schedule (App 4)

At the end of the internship:

* Feedback, signed by supervisor (App 3)
* Internship report signed by supervisor (App1).

In the feedback form supervisor (or internal supervisor in case of visiting internship) evaluates the student perform, competencies and professional skills formation, development of student research skills as well as quality of work, discipline, and so on.

The internship report is the final document based on the results of educational internship, reflects the result of the individual task, acquired skills and competencies. The content and reliability of the report is checked by supervisor. After checking the report by the supervisor from NRU HSE in Nizhny Novgorod the fact of protecting the practice and checking the report is recorded by the signature of the supervisor.

Students who have not completed the internship program without a valid reason of who received an unsatisfactory grade, are considered to have academic debt. It can be eliminated in accordance with the Regulations on the organization of intermediate certification and current monitoring of student performance at the NRU HSE in Nizhny Novgorod.

Students who have not completed the established internship program are not admitted to the final state certification.

#  INTERMEDIATE EXAMINATION OF INTERNSHIP

The results of internship are determined by conducting intermediate certification in the form of exam. The exam is carried out in the form of presentation of research results to the supervisor from NRU HSE in Nizhny Novgorod considering the grade of internship from organization supervisor. Exam grade= 0,7\* grade of supervisor from NRU HSE in Nizhny Novgorod + 0,3 \* grade for independent work. Independent work assessment includes examination of student work in the company during the consultation with supervisor from NRU HSE in Nizhny Novgorod.

 The report presented within 5 days. Presentation of report is evaluated o the ten-point system and considered when summing up the student’s total performance.

Grading scale for exam:

* The highest grade of 10 points is set with excellent performance and presentation of the report of internship. In case of complete, original and correct presentation and high-quality design of report as well as a full detailed answer to the question during the presentation
* Grades 7, 8, 9 points are set if there are correct and complete presentation and high-quality design of report but in the absence of several characteristics of answer such as detailed calculation and explanation additional data and so on
* Grade 6 points is set in the presence of certain inaccuracies in answering to the question during the presentation of research or in the presence of comments on the report of a non-fundamental nature (grammatical, arithmetical errors and so on)
* Grade 5 points is set in cases where in the answer to the question and in the report, there are inaccuracies and errors that indicate a lack of understanding of the issues and require additional reference to data and literature
* Grade 4 points is set if there are serious errors and gaps in knowledge in the report and answers to the questions during the presentation
* Grade 3 point I set if there are only certain positive aspects in the completed report and submitted answers to the questions during the presentation
* Grade 2 points is set in the case of complete absence of positive moments in the report and in the questions during the presentation
* Grade 1 or 0 points is set in cases when student unable to answer any question during the presentation, report includes a lot of significant errors or student demonstrate unethical attitude to presentation or internship at all.

Grading scale for Independent work:

* The highest grade of 10 points is set with excellent performance on independent work. In case of absence of any remarks from supervisor from NRU HSE in Nizhny Novgorod
* Grades 7, 8, 9 points are set if student visited all consultation with supervisor from NRU HSE in Nizhny Novgorod, independent work was fully completed, but there are some insignificant remarks from supervisor from NRU HSE in Nizhny Novgorod
* Grade 6 points is set if student miss 1 consultation with supervisor from NRU HSE in Nizhny Novgorod, independent work was completed with some deviation from the task, there are some remarks from supervisor from NRU HSE in Nizhny Novgorod
* Grade 5 points is set in cases miss 1 or 2 consultation with supervisor from NRU HSE in Nizhny Novgorod, independent work was completed with some insignificant deviation from the task, there are some remarks from supervisor from NRU HSE in Nizhny Novgorod
* Grade 4 points is set if student miss 2 consultation with supervisor from NRU HSE in Nizhny Novgorod, independent work was completed with some significant deviation from the task, there are some remarks from supervisor from NRU HSE in Nizhny Novgorod
* Grade 3 point is set in cases missing more than 2 consultation with supervisor from NRU HSE in Nizhny Novgorod, independent work was completed with some significant deviation from the task, there are a lot of remarks from supervisor from NRU HSE in Nizhny Novgorod
* Grade 2 points is set in cases missing more than 2 consultation with supervisor from NRU HSE in Nizhny Novgorod, independent work was fully completed with a lot of significant deviation from the task, there are a lot of remarks from supervisor from NRU HSE in Nizhny Novgorod
* Grade 1 or 0 points is set in cases missing all consultation with supervisor from NRU HSE in Nizhny Novgorod, independent work was fully completed with a lot of significant deviation from the task, there are a lot of remarks from supervisor from NRU HSE in Nizhny Novgorod.

## Assessment tools for intermediate examination

Assessment tools for conducting intermediate topics of internship questions asked during the presentation of report is related to the student research topic and devoted to the master thesis research. The report of educational internship is presented to the supervisor of internship from NRU HSE in Nizhny Novgorod within 5 days in accordance with the schedule established by the department.

Examples of questions:

* Studying of organizational structure of the company;
* Business processes in the company;
* Analysis of business processes;
* Study of the professional functions of company departments;
* Explaining role of management in the company.

# Educational, methodological and information support of internship

**The list of literature and internet resources**

|  |  |
| --- | --- |
| №  | Name  |
| Basic |
| 1 | Macarthur, Charles A.. *Handbook of Writing Research*, edited by Charles A. MacArthur, et al., Guilford Publications, 2014. ProQuest Ebook Central, https://ebookcentral.proquest.com/lib/hselibrary-ebooks/detail.action?docID=1185072.  |
| Additional |
| 2 | *Traditions of Writing Research*, edited by Charles BAZERMAN, et al., Routledge, 2009. ProQuest Ebook Central, https://ebookcentral.proquest.com/lib/hselibrary-ebooks/detail.action?docID=455482.  |
| 3 | Cargill, Margaret, and Patrick O'Connor. *Writing Scientific Research Articles : Strategy and Steps*, John Wiley & Sons, Incorporated, 2013. ProQuest Ebook Central, https://ebookcentral.proquest.com/lib/hselibrary-ebooks/detail.action?docID=1170564. |
| Ресурсы сети «Интернет» |
| 4 | WTO statistics URL: [www.wto.org](http://www.wto.org) |
| 5 | World Bank statistics URL: [www.worldbank.org](http://www.worldbank.org) |
| 6 | IMF statistics URL: www.imf.org |

**The list of information technologies used in the internship, including a list of software and information systems.**

During the internship students can use information technologies, including computer simulations, computer-added design and software development tools.

# Technical support of internship

Technical support of the internship (specially equipped classrooms, laboratories, etc.) is formed by the joint efforts of the structural units of the NRU HSE in Nizhny Novgorod, including the basic departments, laboratories and other units involved in the implementation of the internship.

To presentation of internship reports NRU HSE in Nizhny Novgorod provides a classrooms and technical equipment for classrooms that includes a computer, a projector and a screen. Technical support of the internship must meet the current sanitary and fire safety standards as well as the safety requirements.

Appendex1.

Report of educational internship (form)

NATIONAL RESEARCH UNIVERSITY

«HIGHER SCHOOL OF ECONOMICS»

##### Department of Management

MASTER OF GLOBAL BUSINESS PROGRAM

INTERNSHIP REPORT

Student name (last, first), signature

University supervisor's grade[[1]](#footnote-1)

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

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

*(signature)*

Date

“\_\_\_”\_\_\_\_\_\_\_\_\_\_ 20\_\_

Nizhny Novgorod, 20\_\_

Appendix 2.

National Research University Higher School of Economics

**INDIVIDUAL INTERNSHIP ASSIGNMENT**

student of the 2nd year of the full-time / part-time mode of study

*(please underline)*

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ *(Last Name, First Name, Patronimic if applicable)*

|  |  |
| --- | --- |
| of the educational programme | Global Business |
|  |  |  |  | *(name of the programme)* |
| level of education | Master's  |
| field of study | 38.04.02 Management |
|  | *(field code and name)* |
| Department  | Management  |
| Internship type | Research  |
|  |  |
| Internship dates | from | \_\_\_.\_\_\_.201\_\_  |
|  |  |  |  | till | \_\_\_.\_\_\_.201\_\_ |

Internship goal[[2]](#footnote-2):

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| Internship objectives[[3]](#footnote-3): |
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Internship content (issues to be studied):

|  |  |
| --- | --- |
| 1. |  |
| 2. |  |
| 3. |  |
| 4. |  |
| 5. |  |
| 6. |  |
| 7. |  |
| Anticipated results: |
| 1. |  |
| 2. |  |
| 3. |  |
| 4. |  |
| 5. |  |
| 6. |  |
| 7. |  |
|  |  |

|  |
| --- |
| Internship supervisor from HSE: |
|  |  |  |  |  |
| *(title)* |  | *(signature)* |  | *(last name, initials)* |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| APPROVED |
| Internship supervisor from the company |
|  |  |  |  |  |
| *(title)* |  | *(signature)* |  | *(last name, initials)* |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| The assignment is accepted for execution | \_\_\_.\_\_\_.201\_\_ |
| Student  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  | *(signature)* |  | *(last name, initials)* |  |

Appendix 3.

Internship Reference Letter Format

[Letterhead]

Date

Master of Global Business Program

Faculty of Management

National Research University «Higher School of Economics»

Subject: Internship Reference for (Add student’s name here)

To whom it may concern:

[Text of letter]

Yours sincerely,

[Company Supervisor position] [Signature]

[Official company stamp]

Internship Reference Letter must be written on the official letterhead paper of the internship company/organization, contain the exact dates of your internship, a list of your work tasks, a grade on a 10-point scale, and be signed by your company supervisor or other person in charge, and stamped.

Appendix 4

Application to the Agreement

to conduct student internship

NRU HSE in Nizhny Novgorod

№ \_\_ from \_\_\_\_\_\_\_\_

**WORKING SCHEDULE OF INTERNSHIP**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name of program**  | **Course**  | **Type of internship** | **Number of students** | **Planned dates** |
| *Global business* | *1* | *Educational*  | *No limits* | *11.01.2021-07.03.2021* |

|  |  |
| --- | --- |
| Federal State Autonomous Educational Institution of Higher Education "National Research University" Higher School of Economics " in Nizhny NovgorodDean of Faculty \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_/\_\_\_\_\_\_\_\_\_\_\_\_ / | *Company details* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_/\_\_\_\_\_\_\_\_\_\_\_\_\_\_ / |

1. numeric grade on a 10-point scale (10-8 Excellent, 7-6 Good, 5-4 Satisfactory, 3-1 Fail) [↑](#footnote-ref-1)
2. In accordance with the internship programme. [↑](#footnote-ref-2)
3. In accordance with the internship programme. [↑](#footnote-ref-3)