Federal State Autonomous Educational Institution For Higher Education

National Research University Higher School Of Economics

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|  | Approved by  The Academic Supervisor of the HSE and University of London Parallel Degree Programme in Management and Digital Innovation  Minutes No dated «\_\_» \_\_\_\_ 20\_\_ |

**Internship program**

**educatIonal program of higher education – bachelor’s program**

**«HSE and University of London Parallel Degree Programme in MANAGEMENT AND DIGITAL INNOVATION»**

# General provisions

|  |  |
| --- | --- |
| Author | Vasily Kornilov, associate professor |
| Internship volume in credit units | 10 c.u. |
| Internship duration in respect with academic hours including volume of contact work per hour, or the duration of the internship in weeks | 380 academic hours |
| Year of education | 4 |
| Internship kind | Organizational |

This Program has been compiled in accordance with:

- The educational standard of the Federal State Autonomous Educational Institution of Higher Professional Education "National Research University Higher School of Economics" on the specialization 38.03.05 Business Informatics (qualification: Bachelor) (approved by the Academic Council of the Higher School of Economics, protocol dated 26.12.2014 No. 10, redacted in 2019, (KB UMS NRU HSE, protocol dated 23.11.2018 No. 63) (hereinafter referred to as the Educational Standard);

- Regulations on the project, research and internship student activities at the Higher School of Economics (approved by the Academic Council of the Higher School of Economics. (Protocol dated 07.06.2016 No. 07), put into effect by directive of the Higher School of Economics (dated 09.09.2016 No. 6.18.1-01 / 0509-02);

## Goals and objectives of the internship

**The goal of Internship** is the professional competencies consolidation and development in terms of the research activities, including institutional and managerial activity and expert-analysis work.

The consolidation and enhancement of student’s theoretical training is exercised in pursuit of internship along with the practical skills development and improvement, together with the experience of independent research and practically-oriented work in the field of management and digital innovation.

**Internship objectives** are:

* Consolidation of the theoretical knowledge obtained during the period of education;
* Basic practical (technical) skills development in addressing the particular challenges which are typical for the research work and/ or projects issued;
* Formation of a system for the reflection mastering of professional competencies under the given educational standard;
* Students should develop skills of presenting the professional activity results.

## Internship place in the structure of educational program

The Internship is part of the “Internship, project and/ or research work” section of the Programme curriculum.

Before starting the internship, students are required to master in the following disciplines:

1. Business and Management in a Global Context
2. Introduction to Information Systems
3. Information Processes, Systems and Networks
4. Data Management
5. Innovating Digital Systems and Services
6. Enterprise Architecture

For the successful internship implementation, students are required to:

**Know:**

* methods of feasibility studies for projects to improve and regulate business processes and IT infrastructure of an enterprise;
* modern standards and methods for managing the life cycle processes of enterprise information systems;

**Be able to:**

* Choose effective IT solutions for business management;
* Advise customers on the rational choice of methods and tools for managing the IT infrastructure of the enterprise;
* Conduct research and analysis of the IT market, innovations in the economy and management of IT;
* Explain the tasks required when undertaking the establishment of a new information system and be able to contrast alternative approaches to development

**Possess:**

* the skill of social interaction, cooperation and social conflict resolution;
* skills of scientific, expertise-analytical research of information systems in enterprises;

**Method of conducting the internship**

Stationary

**Form of the internship**

Internship is carried out discretely in accordance with internship kinds, by means of selecting the continuous period in calendar training schedule (4 weeks).

# list of expected educational outcomes during the conduct of internship in respect to expected outocmes prescribed by the educational program (competencies)

The process of internship implementation is targeted to the formation of the following competencies:

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| --- | --- |
| **Competency code** | **Competency formulation** |
| УК-1 | Ability to learn, acquire new knowledge, skills, including other spheres besides professional |
| УК-3 | Ability to solve problems in professional environment based on analysis and synthesis |
| УК-5 | Ability to work with information: find, evaluate, and use information from various sources necessary for solving scientific problems and professional tasks (including those based on a systematic approach) |
| УК-9 | Ability to critically evaluate and rethink the accumulated experience (both personal and learned), reflect on professional and social activities |
| ПК-1 | Capable of written and oral communication in the state language |
| ПК-3 | Ability to conduct the analysis of the information including the efficient use of modern technologies oriented towards the selection and storage of information |
| ПК-6 | Able to responsibly and purposefully solve tasks in collaboration with society, the team, partners |
| ПК-14 | Able to analyze the scope of activities, architectural elements and IT infrastructure of the enterprise |
| ПК-31 | Able to process, analyze and systematize information on the topic of research, using the appropriate mathematical apparatus and tools |
| ПК-32 | Able to prepare scientific and technical reports, presentations, scientific publications based on the results of research |

# STRUCTURE AND CONTENT OF INTERNSHIP

The organization and coordination of internship on the educational program "HSE and University of London Parallel Degree Programme in Management and Digital Innovation" is carried out by the management of the educational program.

The content of the internship is determined by the specifics of the organization in which students are carrying out the internship, so that the mandatory requirement for organizations is the correspondence of students’ work to the received education in the specialization 38.03.05 “Business Informatics”. If the place of internship is not approved, the internship results cannot be accepted.

The internship is carried out in the relevant state and private organizations, commercial and non-profit organizations, institutions, enterprises, structural units of the NRU HSE and other universities.

Students can search for the place of internship independently, agreeing the place of the internship with the programme management. In this case, students submit to the faculty a letter form the organization (enterprise, institution) confirming the internship or the consent to sign a relevant contract with the University.

The internship is carried out continuously - by allocating in the calendar curriculum a continuous period in the second module of the fourth year.

In the presence of valid reasons and in coordination with the head of internship and academic supervisor, students can conduct internship in a different period, but no later than the end of the second module of the fourth year of education. To do this, the student must submit an application on transferring the internship time period and submit the document, stating the circumstances. If the transferred time period happens during academic vacation, their vacation period is transferred to the initially designated for internship period during second module.

The duration of the student’s working day during the period of internship at the enterprise, institution, organization, should not exceed 35 hours per week for students aged 16-18 (Article 92 of the Labor Code of the Russian Federation (hereafter referred to as the Code of Labor of Russian Federation), at the age of 18 and above not more than 40 working hours per week (Article 91of the LC of RF). For students aged 15-16, the duration of the working day at the passage of the internship should not exceed 24 hours per week (Article 91 of the Labor Code of the Russian Federation). From the moment of admission of students during the period of internship as trainees to the workplace, they are subject to the labor protection rules and internal regulations, operating at the enterprise, institution or organization.

# INTERNSHIP REPORTING FORMS

Following the internship, the student provides the set of the following documents:

* Internship journal
* A review of the students’s work from the organization where internship takes place, signed by the head of internship from this organization
* Internship report
* Training session validation from the organization (if the internship is not conducted by NRU HSE)

In 5 days after the end of internship, the students must submit the documentation on paper to the study office.

Completeness, detail, relevance, reliability of information regarding student internship activities, as well as the timeliness of the documents submission are the basis for the assessment.

**Internship report** is prepared solely bythe student in English.

Student’s report should reflect the following:

* Goals of the internship
* Objectives of the intership
* Brief profile of the organization (place of the internship conduct) with the field description of the activity, including the structure of organization and economic indicators.
* Professional tasks description solved by the student during the internship (in accordance with goals and objectives of the internship program and individual tasks prescribed).
* New skills and knowledge base acquired during internship.
* Student’s feedback on the organization and content of the internship.

The student can attach any visual materials demonstrating intermediate and final results of the completed tasks.

On the title page of the report of internship grade for the internship is preferably put by the head of the organization.

Sample of the report is given in Appendix 1.

**Internship journal** isfilled in during the internship in English. It contains:

* student’s algorithm of the activity during the internship period, a description of the results of the activity, examples of competence development in the internship with the notes by the head of internship from the organization;
* a technological map, if the student worked out some competencies or performed a specific practical task.

The sample form of journal and the technological map is presented in the Appendixes 2 and 3 respectively.

**Organization’s review on the student’s work done during the period of the internship**. The review is written in free form, although should include the description of professional tasks performed by the student, an assessment of the completeness and quality of the implementation of the internship program, the student’s professional suitability, commentaries on the personal and professional qualities could be depicted by the head of the internship is necessary.

The review is signed by the head of the internship from the enterprise (organization) and sealed accordingly, or the review could be done on the certified (official) blank of the organization (allowed without being sealed).

A review sample is given in Appendix 4, Training session validation sample in Appendix 5.

# INTERIM ASSESSMENT OF THE internship

Interim assessment of the internship is carried out in the form of an exam. Prior the examination, students undergo ongoing assessment in the form of personal consultations with the programme head of internship.

The exam is held in the form of public presentation of the internship results (group presentation is possible). According to the results of the defense, the head of the internship from the faculty makes an assessment on the title pages of the report on internship on the 10-point scale adopted in the Higher School of Economics. The resulting grade is put into a students performance record.

## Criteria and assessment scale for the intermediate internship certification

During the public presentation, the commission (the commission can include only the head of internship from the faculty) evaluates the results of the internship in accordance with the following approximated scale:

|  |  |
| --- | --- |
| **Grade by a 10-point scale** | **Approximate grade formation (description)** |
| 1. Brilliant 2. Great 3. Almost great | The full set of documents is presented, and all documents are signed and certified properly. The purpose of the internship is performed completely or moreover: or a full product of the research activity is created outside the framework of the graduation work (a database is created, scientific article, scientific journalistic or analytical articles is published or prepared for publication, including translated materials, etc.); either 3 or more professional competencies are fully developed and applied in practice (numerous examples and results of activities with comments of the representatives of the organization are applied, which are evaluated in an expert manner). Published (or ready to-to-publish) results of the activity are authorized (preferably with the affiliation with NRU HSE). Comments from representatives of the enterprise/ organization are not presented. |
| 1. Very good 2. Good | The full set of documents is presented, but some documents are not signed or undersigned. The purpose of the practice is almost complete: either an acceptable product of the research activities is created outside the framework of the graduation work (a partial database is created, assistance was provided in preparing for the publication of a scientific article, scientific journalistic or analytical articles, translated materials, etc.); either 3 or less professional competencies are partially developed and applied in the internship (some examples and results are briefly presented without comments from the organization’s representatives, which are evaluated in an expert manner). Published (or ready-to-publish) results are no authorized. There are minor comments from the representatives of the enterprise or organization. |
| 1. Highly satisfactory 2. Satisfactory | The set of documents is complete, but some of them are not signed or undersigned. The purpose of the internship is partially fulfilled: or a certain product of research activities is created outside the framework of the graduation work (collectively a partial database is created, minimal assistance was provided in preparation of a scientific article, scientific-journalistic or analytical articles, translated materials, etc.); either 3 or less professional competencies are not sufficiently developed and applied (some examples and results of activities are briefly presented without comments from the organization’s representatives, which are evaluated in an expert manner). The results of the activities have not been published. There are some comments from representatives of the enterprise or organization. |
| 1. Bad 2. Very bad 3. Highly unsatisfactory | The set of documents is incomplete. The purpose of the internship is not partially fulfilled: either the created product of the research activity has questionable quality outside the framework of the course work (or causes doubts on its authorship); or professional competencies were not worked out or poorly applied in internship (there are no examples and results of the activity). There are serious reprimands from the representatives of the enterprise or organization. |

Resulting grade is put in accordance with the following formula:

***Орез = 0,3·Оreport+0,3·Оjournal + 0,4·ОreviewО***, where

*Оreport* – assessment for the student’s report on the results of the internship (displayed on the title page of the report on internship),

*Оjournal* – assessment for filling the internship journal (it is placed either on the title page of the report on internship, or in the review),

*Оreview* – assessment of the work performed by the Head of the internship of the profile organization on the results of the student’s work.

The final grade is adjusted arithmetically (≥0,5 = 1).

Plagiarism and falsification of documents are estimated at 0 points.

## Assessment fund on implementation of the intermediate internship certification

Assessment fund on the internship encompasses individual tasks in accordance with objectives of the internship.

Assessment fund includes:

- sample questions and tasks for internship sections (phases) accomplished by the student independently;

- sample individual tasks in accordance with objectives of the internship;

- topics’ examples of computational or visual results, made during the internship

- others.

Listed above assessment fund tools are send to students annually.

# educational and methodological and informaitonal software of the intenrship

**List of literature and sources of The Internet necessary for the internship conduct**

|  |  |
| --- | --- |
| **№ п/п** | **Name** |
| Required readings | |
|  | Радаев В.В. Как организовать и представить исследовательский проект: 75 простых правил / В.В. Радаев. – М.: ГУ-ВШЭ : ИНФРА-М, 2001. – 203 с. (in HSE Library; index 316 Р15) |
| Recommended | |
|  | Галло К. Презентация. Уроки убеждения от основателя Apple Стива Джобса / Кармин Галло; пер. с англ. М. Фербера. – 5-е изд. – М.: Манн, Иванов и Фербер, 2012. – 208 с. (in HSE Library; index – 65 Г165) |
| Internet sources | |
|  | М.Вилкинсон Секреты фасилитации: SMART-руководство по работе с группами  URL: <https://hse.alpinadigital.ru/book/18663> |
|  | Эффективные коммуникации.  URL: <https://hse.alpinadigital.ru/book/14789> |
|  | Д.Лазарев Корпоративная презентация: Как продать идею за 10 слайдов  URL: <https://hse.alpinadigital.ru/book/269> |

**List of informational technologies used along the internship implementation including the list of information software and helpdesk (if necessary)**

During the conduct of the internship, students can use information technologies, including computer simulation, tools for automation of design and software development, used in the profile organization, internet- technologies, etc.

# description of the material and technical basis necessary for the conduct of the intenrhsip.

The logistical support of the internship is reflected in contracts for the conduct of the internship with the organization particularly (with the consent of the latter to conclude such a treaty). The stated above material technical support must meet the current sanitary and fire regulations as well as safety requirements, as well as the safety requirements for the work).

**Appendix 1**

***Sample of the report title page on the internship conduct***

The Federal State Autonomous Educational Institution of Higher education «National Research University «Higher School of Economics»

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

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

(name of the Educational Program)

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

(level of education)

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

(Profile/ specialization(if present)

**Report**

**On the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ internship**

*(kind of internship)*

Completed by the student\_\_\_\_\_\_

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

(FCs)

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

*(signature)*

**Approved by:**

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

*(office held, FCs of the head o the internship from the enterprise/ organization)*

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

*(grade) (signature)*

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

MP *(date)*

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

*(office held, FCs of the head of the faculty)*

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

*(grade) (signature )*

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

*(date)*

**Report structure.**

1. Introduction (goals and objectives should be depicted in the section)
2. Content.

Brief profile of the organization (place of the internship conduct) with the field description of the activity, including the structure of organization and economic indicators.

1. Professional tasks description solved by the student during the internship (in accordance with goals and objectives of the internship program and individual tasks prescribed).
2. Completed individual task.
3. Conclusion (including formational self-esteem of the competencies).
4. Appendix (graphs, schemes, tables, algorithms, illustrations etc.).

**Appendix 2**

***Sample of the internship journal***

Federal State Autonomous Educational Institution of Higher Education «National Research University «Higher School of Economics»

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

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

(Name of the Educational Program)

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

(level of education)

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

(Profile/ Specialization (if present)

**Journal**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ student’s internship**

*(kind of practice is required)*

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ group \_\_\_\_\_ course

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

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

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

*(FCs)*

**Start \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**End \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Grade\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Head of the internship (FCs, office held) \_\_\_\_\_\_\_\_\_\_\_\_\_/signature/

**\_\_\_\_\_\_\_\_\_\_\_ 20\_\_**

Place of the internship conduct \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Office held, FCs of head of the internship\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Record of the work performed**

|  |  |  |  |
| --- | --- | --- | --- |
| Date for implementation | Brief content of the work (filled in by the intern) | instructions/comments (filled in by heads of the internship) | Grad eon the work carried out (signed by the head of the intenrhsip) |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

Student – intern \_\_\_\_\_\_\_\_\_\_ / \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ /

*Signature decipherement of the signature*

**Appendix 3**

**Technological map of \_\_\_\_\_\_\_\_\_\_\_\_\_ internship**

Name of the EP \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(code and name)

Level of education\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Program direction \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(profile / specialization (if present)

Place of internship conduct \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

FCs of the head of the internship\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| №п/п | 1.Stages of the internship[[1]](#footnote-1) | 2. Technological content of the stage | 1. Competencies developed | 1. Result/ product gained at the current stage | 5 .grade of the head of the internship for the stage (in accordance to 10-point scale) |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
| 6.Final grade | | | | |  |

**Appendix 4**

*Sample of the review of the student work*

**Review**

**Of the student work at the place where the internship was conducted**

The review is drawn up for the student at the end of the internship by the head of the internship form the organization where the internship is conducted.

The review should contain student’s surname, initials, place of the internship and period of conduct.

The review should reflect the following aspects:

* Carried out by the student professional tasks;
* Comprehensiveness and quality of the carried out internship program by the student;
* Student’s attitude to carried out tasks during a given period of the internship;
* Assessment of the planned competencies (descriptors of their formation);
* Conclusions about the student’s professional suitability; if necessary the comments on the personal and professional qualities shown by the student could be included.

The review is singed by the head of the internship from the organization and sealed.

**Appendix 5**

*Recommended form of conducting the internship in a specialized organization*

**Moscow 20\_\_**

**Training session validation**

Student of the Federal State Autonomous Educational Institution of Higher education «National Research University «Higher School of Economics» *FCs*,

Studying at:

\_\_- course of the educational program «\_\_\_\_\_» (area \_\_\_\_ «\_\_\_\_\_\_»),

Designated to complete the internship in *name of the organization*,

Was acquainted with:

* labor protection requirements,
* safety requirements,
* fire prevention arrangements
* rules of internal labor order of the *organization*.

Head of the internship and the office held:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_/ \_\_\_\_\_\_\_\_\_\_\_

*office signature*

*1st day of the internship*

*date*

1. Columns 1-4 are filled in by the intern, 5-6 -are filled in by head of the internship [↑](#footnote-ref-1)