

National Research University “Higher School of Economics”/
Национальный исследовательский Университет
"Высшая школа экономики

Факультет социальных наук / Social Sciences Faculty

Master’s Program “Political Analysis and Public Policy”/
Магистерская программа «Политический анализ и публичная политика»

**INTERNSHIP DAILY RECORD/
ДНЕВНИК**

Производственная практика/ Work Oriented Internship

Студента/
of the Student

John Doe

г. Москва, 2020 /

/stamp/



Студент/Student (full name)

John Doe

(фамилия, имя, отчество)

Магистерская программа «Политический анализ и публичная политика»/Master Program
“Political Analysis and Public Policy” **2 курса**/year of study, группы/group **MPPHR191** ,
направляется на (в)/is recommended for internship at
“Kids are Kids” Integration Center for refugee and migrant children (Moscow)
(учреждение, предприятие/ name of the organization)

1. Календарные сроки практики / Internship dates

По учебному плану /according to study plan
начало /start date **20.01.2020** конец /end date **15.03.2020**

Дата прибытия на практику/ date of arrival at the internship place
«20» January 2020 г.

Дата выбытия с места практики / date of leaving the internship place
«15» March 2020 г.

2. Координатор практики от кафедры / Scientific supervisor at the Department

Фамилия /surname **Ivanov**

Имя /first name **Ivan**

Отчество /patronymic **Ivanovich**

3. Руководитель практики от предприятия, учреждения / Internship Coordinator at the Organization








Должность/position **director of the “Kids are Kids” Integration Center**








Фамилия /surname **Kiseleva**


Имя / first name **Cristina**









Отчество/ patronymic **Andreevna**











**Ежедневные записи студентов по практике /
Student's daily records on the internship activities**










Дата / Date	Описание работы, выполненной студентом / Activities carried out by the intern, accomplishments, daily work, etc	Отметки и подпись руководителя / Notes and signature of the Internship Coordinator
20.01.2020	Familiarized with the safety standards, occupational safety requirements and with internal workplace regulations.	
21.01.2020	Studying a report by Civic Assistance Committee on refugee education in Russia (Troitsky, 2018), taking notes for the master's thesis	
22.01.2020	Getting acquainted with Integration Center's activities, getting first assignment to collect data on refugees in Russia	
23.01.2020	Collecting data on number of refugees, asylum seekers and people with temporary asylum status in Russia using Rosstat and Ministry of Internal Affairs websites	
24.01.2020	Analysis of collected data	
27.01.2020	Collecting of statistical data on migrant and refugee integration in Russia	
28.01.2020	Collecting information about migration law	

29.01.2020	Collecting information about education policy	
30.01.2020	Consultation with internship coordinator	
31.01.2020	Making an analysis of Center's activities and its role in linguistic and social adaptation in host society	
03.02.2020	Participation in a working meeting on current campaigns	
04.02.2020	Studying materials provided by the coordinator	
05.02.2020	Conducting an interview with a specialist from a regional department and refugee education Analysis of existing statistical data on migrant and refugee education in Russia	
06.02.2020	Participation in the public lecture "A city is not for everyone: how to adapt" given by the internship coordinator	

07.02.2020	Studying education briefs of UNHCR, taking notes for the master's thesis	
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Дата / Date	Описание работы, выполненной студентом / Activities carried out by the intern, accomplishments, daily work, etc	Отметки и подпись руководителя / Notes and signature of the Internship Coordinator
10.02.2020	Preparation of the analytical materials on refugees and asylum seekers	
11.02.2020	Studying education briefs of UNHCR, taking notes for the master's thesis. Conducted an expert interview	
12.02.2020	Preparation of the analytical materials on refugees and asylum seekers	
13.02.2020	Studying information materials and briefs issued by Civic Assistance committee	
14.02.2020	Participation on a working meeting on refugee and migrant integration	
17.02.2020	Studying materials provided by the coordinator	
18.02.2020	Preparation of the analytical materials on refugees and asylum seekers	
19.02.2020	Preparation of the analytical materials on refugees and asylum seekers	

20.02.2020	Preparation of the analytical materials on refugees and asylum seekers	
21.02.2020	Participation in a working meeting on current campaigns	
24.02.2020	Preparation of presentation about the center	
25.02.2020	Data collection for the presentation	
26.02.2020	Preparation of presentation about the center	
27.02.2020	Preparation of presentation about the center	
28.02.2020	Conducted an expert interview with an expert from SoldarityNow organization	
02.03.2020	Studying policy paper “No more excuses: provide education to all forcibly displaced people” prepared by UNHCR and UNESCO	
03.03.2020	Studying policy paper “No more excuses: provide education to all forcibly displaced people” prepared by UNHCR and UNESCO	
04.03.2020	Analysis of existing stastical data on migrant and refugee education	

05.03.2020	Reading materials sent by the expert from UNHCR on refugee education	
06.03.2020	Participation in a working meeting	
06.03.2020	Data collection for the Master's thesis	
09.03.2020	Making an analysis of the Center's activities	
10.03.2020	Studying materials provided by the internship coordinator	
11.03.2020	Transcribing the interviews and analyzing collected data	
12.03.2020	Preparation of the internship report	
13.03.2020	Preparation of the internship record	
Подпись руководителя практики от предприятия, учреждения / Signature of the Internship Coordinator at the organization _____		 _____ печать/stamp



**Отзыв руководителя практики от предприятия, учреждения о работе студента /
Review of the intern's work by the Internship Coordinator at the organization**

During the internship in “Kids are kids” integration center, John Doe was an active and disciplined worker, who strives for new knowledge and skills, which are essential for an employee in an NGO in the sphere of migrant integration in society of a hosting country.

The main goal of his internship was to be acquainted with every aspect of work in the center, especially SMM and fundraising departments, to participate in working meetings and prepare analytical materials. John analyzed and main documents and theoretical materials about migrant children in education in Moscow. He conducted multiple interviews with different experts as well. Despite such short period of the internship, John Doe earned a reputation of a responsible and motivated student, who is very pleasant to work with. He covered a lot of work in 8 weeks and finished all of the internship tasks in time.

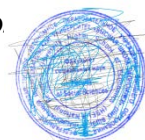
We think that the internship of John Doe is worth the highest mark possible.

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Recommended grade _ 7 out of 10

Подпись руководителя практики от предприятия, учреждения /
Signature of the Internship Coordinator at the organization _____

Контакты / Contact information **Kiseleva Cristina Andreevna, director of the center,**
+7965787645 _____/stamp



**Комментарии координатора практики от Программы /
Review (notes) from the Supervisor at the Master's Program**

John Doe has carried out his internship in the NGO "Kids are Kids", *Integration Center for refugee and migrant children*. During the internship, John could gain a variety of skills and knowledge: First, he could work on her research skills through his involvement in collecting data and searching material on the refugee situation in Russia. Second, he has also had the possibility to gain knowledge related to the topic of his Master Thesis on access to education for refugee children in Russia and Greece. Third, he further developed her presentation skills, by preparing and giving a presentation. Fourth, he also could develop his network by participating in meetings with important policy actors in the field of refugee and education policy.

According to the review of the internship coordinator at the organization, the organization was extremely satisfied with John's work. Based on the submitted documents and my assessment of her work, student fulfilled the internship program and the aims of the internship to everybody's entire satisfaction. I would evaluate his internship with a grade 10.

Подпись координатора практики от Программы /
Signature of the Supervisor at the Master's Program

Ivan Ivanovich Ivanov

Recommended grade _ 7 out of 10

