

INDIVIDUAL TASK COMPLETED DURING THE INTERNSHIP

by the student of _____ year of education

(name, surname)

of educational program “International Bachelor’s Programme in Economics and Finance”

Degree: BSc

Major: 38.03.01 Economics

Department: International College of Economics and Finance

Type of internship: work experience

Nature of internship: internship focused on obtaining professional skills and practical experience

Terms of internship: from _____ to _____

Aims of the internship:

The aims of internship are assessment, deepening and strengthening of the knowledge and practical skills obtained during the period of study at ICEF.

Tasks for the internship:

- Study the activity of the organization;
- To apply theoretical knowledge and professional skills acquired during the study;
- Demonstrate and further develop organizational, management and teamwork skills;
- Perform all tasks assigned by the organization properly and timely;
- Provide accurate information about completed work in the internship report.

Content of the internship (questions to study):

1. Functions and activities of the organization and department for the internship;
2. Normative legal documents regulating the activity of the organization and department which the student interacts with during the internship;
3. Professional tasks assigned by the organization.

Anticipated results:

Development of the following competences: working with information (ability to find, assess, and use information from various sources requested for solving research and professional tasks, including on the basis on systems’ approach); teamwork; effective communication based on the goals and situation’s requirements; critical assessment and interpretation of accumulated experience; reflection of professional and social activity; presentation of results of analytical and research activity; self-organization according to professional assignments.

HSE internship supervisor:

Department Head

(position)

(signature)

Konyshev S.O.

(surname, initials)

APPROVED

Internship supervisor at the organization

(position)

(signature)

(surname, initials)

The task is accepted

____.____.202

Student

(signature)

(surname, initials)

Federal state autonomous educational institution for higher education

National research university Higher School of Economics

JOINT SCHEDULE (PLAN) OF THE INTERNSHIP

of the student of _____ year of education

(name, surname)

of educational program “International Bachelor’s Programme in Economics and Finance”

Degree: BSc

Major: 38.03.01 Economics

Department: International College of Economics and Finance

Type of internship: work experience

Nature of internship: internship focused on obtaining professional skills and practical experience

Terms of internship: from _____ to _____

N	Stages of internship	Department	Duration (in days)
1.	Occupational health and safety briefing		
2.	Internal code of labor conduct briefing		

HSE internship supervisor:

Department Head

(position)

(signature)

Konyshev S.O.

(surname, initials)

Internship supervisor at the organization

(position)

(signature)

(surname, initials)

Federal state autonomous educational institution for higher education
National research university Higher School of Economics

Department: International College of Economics and Finance
Educational program “International Bachelor’s Programme in Economics and Finance”
Degree: BSc
Major: 38.03.01 Economics

REPORT
on work experience internship

Completed by the student of _____ study group

(name)

(signature)

Checked by:

(position, name of internship supervisor at the organization)

(grade)

(signature)

Stamp

(date)

Department Head, Konyshev Sergey Olegovich
(position, name of HSE internship supervisor)

(grade)

(signature)

(date)

INTRODUCTION

During the period from _____ to _____ I completed an internship at

(name of organization)

The **aims** of internship were assessment, deepening and strengthening of the knowledge and practical skills obtained during the period of study at ICEF.

The **tasks** for the internship were:

- Study the activity of the organization;
- To apply theoretical knowledge and professional skills acquired during the study;
- Demonstrate and further develop organizational, management and teamwork skills;
- Perform all tasks assigned by the organization properly and timely;
- Provide accurate information about completed work in the internship report.

MAIN PART

1. Brief description of the organization

2. Description of professional tasks completed during the internship

1. Occupational health and safety briefing

2. Internal code of labor conduct briefing

3.

4.

5.

6.

7.

CONCLUSION

In the course of the internship I completed the assigned **individual task** and obtained the **following competences**:

1.

2.

3.

4.

5.

6.
