

INTERNSHIP PROGRAMME
38.03.01 ECONOMICS – BACHELOR’S PROGRAMME

*Bachelor’s Programme 'HSE and University of London Double Degree Programme
in Economics'*

Approved by Academic Subcommittee of
Bachelor’s Programme 'HSE and University
of London Double Degree Programme in
Economics' on 25 June 2018, Protocol № 5

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| Author | Zamkov O.O., candidate of science, programme academic supervisor |
| Credits | 3 |
| Duration | 2 weeks, including 2 hours for contact work |
| Course | 2 |
| Shape | Educational |
| Type | Educational experience internship |

I. GENERAL

Internship aims and objectives

The aims of the internship are:

- 1) assessment, deepening of the knowledge obtained during the period of study at ICEF;
- 2) expansion of students' worldview for career development in finance, audit, consulting, manufacturing, services, startups, as well as public sector.

The objectives of work experience internship are:

- consolidation of the obtained knowledge and acquiring of practical skills and competences in student’s professional domain
- developing skills in studying of the organization scope, its economic characteristics and features, plans for development
- acquisition of primary skills in developing awareness of possible career paths after graduation
- familiarization oneself with current situation on the labor market and employment process
- building professional network

Internship place in the educational programme structure

Internship is included in the block ‘Б.ПД. Project and Research Activity’. Educational experience internship is realized on the second education year based on mastery of theoretical courses in the correlation of calendar curriculum, including the following basic components:

- Microeconomics 1 (in English)
- Macroeconomics 1 (in English)
- Statistics (in English)
- Principles of Accounting (in English).

Fully mastering of all theoretical courses and educational internship is obligatory to start the educational internship. The following is obligatory for students to successfully mastering the internship program

know:

- history and theory of microeconomics in the framework of company characteristics and development;
- main methods in building career;
- patterns and trends of up-to-date economic and social issues, especially in labor markets.

be able to:

- solve problems in professional sphere based on analysis synthesis;
- work with information: to find, evaluate and use information from various sources;
- intelligently build communication based on the goals and situation of communication.

have

- skills in self presentation;
- teamwork skills;
- skills in critical evaluation and rethinking the accumulated experience.

Internship can be transferred on others educational years based on personal education plans and personal statement (Appendix 1). If students don't complete the internship programme or receive a negative mark, they will not be allowed to be transferred on the third educational year.

Internship ways

Stationary

Internship forms

Discrete by period

II. LIST OF PLANNED LEARNING RESULTS OF INTERNSHIP BASED ON PLANNED RESULTS OF MASTERING THE EDUCATIONAL PROGRAM (COMPETENCES)

Internship process is focused on developing the following competences:

Table 1

| Code of competence | Definition of competence | Group of professional tasks for which competency is required |
|--------------------|--|---|
| PC-3 | Able to analyze socially significant problems and processes occurring in society, and predict their possible development in the future | General professional, regardless of the type of professional activity |
| PC-5 | Able to be governed by the principles of social accountability in the professional activity | General professional, regardless of the type of professional activity |
| PC-6 | He is able to freely communicate, express his thoughts orally and in writing, lead a discussion in Russian and English. | General professional, regardless of the type of professional activity |
| PC-21 | Able to independently organize their activities in the framework of professional tasks | Organizational and management activities |
| PC-22 | Able to organize the activities of a small group created for the | Organizational and management activities |

| Code of competence | Definition of competence | Group of professional tasks for which competency is required |
|--------------------|---|--|
| | implementation of a specific economic project | |

III. INTERNSHIP STRUCTURE AND CONTENT

Table 2

| № | Group of professional tasks for which competency is required | Activity content | Code of competence |
|---|---|--|--------------------|
| 1 | General professional, regardless of the type of professional activity | <ul style="list-style-type: none"> – taking part in career guidance seminar quiz; – visiting career workshops and empirical research | PC-3, PC-5, PC-6 |
| 2 | Organizational and management activities | <ul style="list-style-type: none"> – taking part in career guidance seminar quiz; – creating own resume – visiting career workshops | PC-21, PC-22 |

Educational internship must be completed at ICEF. In order to complete educational internship students must:

- attend career guidance seminar (according to schedule for each academic group);
- prepare their resume (CV) and upload it into designated assignment in ICEF Online system (<https://icef-info.hse.ru>) according to the deadline;
- Attend at least three career workshops organized by ICEF or partner organizations on- or off-campus according to the event list.

The materials needed for preparation of the resume (CV) can be found in ICEF Online system (<http://icef-info.hse.ru>). A workshop on preparation of the resume (CV) is usually held in October. Individual consultations with ICEF educational internship supervisor are available upon request.

The information about career development events is posted on ICEF Online system (<https://icef-info.hse.ru>), on ICEF students' website (<http://www.icef.ru>), and is distributed via e-mail by ICEF educational internship supervisor

IV. INTERNSHIP REPORTING FORMS

For successfully grading certification students must:

| Activity type | Requirements |
|------------------------------------|---|
| Attendance career guidance seminar | <p>Career guidance quiz is the attendance of visiting guidance seminar.</p> <p>Career guidance quiz example can be found in ICEF Online system (http://icef-info.hse.ru).</p> <p>Assesment & grading: 10 – passing quiz (= attendance at guidance seminar) 0 – failing quiz (= absence at guidance seminar)</p> |

| Activity type | Requirements |
|----------------------------|--|
| Preparation CV (resume) | <p>The resume is graded by ICEF educational internship supervisor in accordance with the following criteria:</p> <ul style="list-style-type: none"> • Exactly one page long; • Contains all necessary information (name, contacts, education, professional experience and/or extracurricular activities, language and computer skills); • Written in good English without grammar and punctuation mistakes; • Well designed (parts are clearly defined, page margins are not too big or too small, the text occupies the whole page, there are spaces between paragraphs, but they are not too big). <p>Educational internship supervisor writes individual feedback on students' resumes and submits it via ICEF Online system (http://icef-info.hse.ru).</p> <p>Assesment & grading: 10 – upload resume at icef-info.hse.ru according to the deadline 0 – non-upload resume / failing the deadline</p> |
| Attendance career worshops | <p>Visiting at least three workshops (can be visited due ti second academic year) with attendance report.</p> <p>Attendance report. Student must report their attendance of career workshops to ICEF educational internship supervisor by putting their signature on the attendance list, providing documents that verify their participation (diplomas, certificates and so on) or writing a short report on the workshop. Scans of documents and reports can be submitted via e-mail.</p> <p>Assesment & grading: 10 – attendance 3 career workshops (approved via with attendance report) 7 – attendance 2 career workshops (approved via with attendance report) 5 – attendance 1 career workshops (approved via with attendance report) 0 – non-attendance / non-approved via attendance report</p> |

At the end of the academic year ICEF educational internship supervisor fills the register, signs it and delivers it to the Study office.

Students who fail to complete educational internship due to a valid reason undergo it for the second time during their study-free time.

Student who fail to complete educational internship without a valid reason or receive an unsatisfactory grade acquire an academic failure. It can be eliminated in accordance with the Provision for the organization of the intermediate appraisal and ongoing monitoring of academic progress of the students of National Research University Higher School of Economics. Students who receive an unsatisfactory grade for educational internship can be expelled from HSE due to unfulfilled academic program requirement in accordance with the Provision for the forms of academic performance assessment at the International College of Economics and Finance, Higher School of Economics.

V. ASSESSMENT AND GRADING

Internship assessment and grading is carried out in the exam form. The exam is conducted in the form of assessment of reporting documentation. Exam formula:

$$O_{res} = 0,25 \times O_{quiz} + 0,25 \times O_{resume} + 0,5 \times O_{workshops}, \text{ где}$$

O_{quiz} – score for attendance career guidance seminar

O_{resume} – score for preparation CV (resume)

$O_{workshops}$ – score for attendance career workshops

Final grade

| | |
|-------------|----------------------------------|
| Pass | $O_{rez} = 10, 9, 8, 7, 6, 5, 4$ |
| Fail | $O_{rez} = 3, 2, 1, 0$ |

Fund of assessment tools for carrying out internship intermediate certification

Fund of assessment is consist of the following:

- Requirements to the organization and results of project and research activities studying;
- guidelines for the coursework preparation;
- Guidelines for the final qualifying work preparation;
- evaluation tools and programmes.

VI. EDUCATIONAL-METHODICAL AND INFORMATION SUPPORT

| Required reading | |
|--------------------|---|
| 1 | ICEF Student Career Guide Presentations (available in ICEF Online System https://icef-info.hse.ru) |
| Optional reading | |
| 2 | Career counselling / R. Nathan, L. Hill. – 2nd ed. – London; Thousand Oaks; New Delhi: SAGE Publications, 2006. |
| 3 | Career management / J. H. Greenhaus, G. A. Callanan, V. M. Godshalk. – 3rd ed. – Fort Worth: The Dryden Press, 2000. |
| 4 | Encyclopedia of career development: in 2 volumes / Ed. by J. H. Greenhaus, G. A. Callanan. – London; Thousand Oaks; New Delhi: SAGE Publications, 2006. |
| Internet resources | |
| 5 | ICEF Online System https://icef-info.hse.ru |

VII. SPECIAL EQUIPMENT AND SOFTWARE SUPPORT

During the internship students can use information technologies, including computer simulations, statistical software used in the organization, Internet technologies and so on.

In case of completion of work experience internship in external organization all special equipment required for the accomplishment of work instructions and assigned functional duties is provided by the organization.

Международный институт
экономики и финансов НИУ ВШЭ

Профессору, Заместителю
директора МИЭФ
М.И. Никитину
от студента ___ курса бакалавриата
МИЭФ

(ФИО)

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(Подпись)

« ___ » _____ 20__ г.

International College of Economics and Finance

HSE To: Professor, Deputy director

Nikitin M.I.

From the student of ____ academic year of ICEF BSc program

(name, surname)

APPLICATION REQUEST

I hereby ask to terms of my internship to
(underline as appropriate)

due to

(signature)

« ____ » _____

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