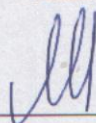


THE MINISTRY OF EDUCATION AND SCIENCE  
OF THE RUSSIAN FEDERATION

**PSKOV STATE UNIVERSITY**


**FACULTY OF FINANCE AND ECONOMICS**

Agreed  
Dean of the Faculty

  
\_\_\_\_\_ M.A. Nikolaev  
« \_\_\_\_\_ » \_\_\_\_\_ 2016 г.



APPROVED  
Vice-rector for Academic and  
International Affairs

  
\_\_\_\_\_ M.Yu. Makhotaeva  
« \_\_\_\_\_ » \_\_\_\_\_ 2016 г.

## **The Syllabus of Educational Internship**

**Б2.В.04(II)**

### **PRE-THESIS INTERNSHIP**

**Master Degree Program in  
International Business - Business in the Baltic Sea Countries (in English)  
(Economics 38.04.01)**

**The Graduate's qualification: Master**

**PSKOV**

**2016**

The program is considered and recommended for the approval of the Department of Global Economy and International Business at the faculty meeting, the report No. 18 of May 14<sup>th</sup>, 2015.

The Head of M.Yu. Makhotaeva  
Department of Global Economy and International Business  
May, 14<sup>th</sup>, 2015.

#### Updating of the program

Due to the renaming of Pskov State University. The Basis: The Order of Rector, the date is April, 28<sup>th</sup>, 2016 №135:

2016/2217 academic year:

the internship program is updated due to the approval of the Department of Global Economy and International Business, the report No.9 of May 16<sup>th</sup>, 2016.

The Head of M.Yu. Makhotaeva  
Department of Global Economy and International Business  
May, 16<sup>th</sup>, 2016.

Due to the entry into force from September, 1, 2017, the organization order and implementation of educational activity in educational program of the higher education – programs of bachelor`s degree, specialist programs, magistracy programs approved by the order of Ministry of Education and Science of the Russian Federation, April, 4<sup>th</sup>, 2017, No. 301;

2017/2018 academic year:

the internship program is updated due to the approval of the Department of Global Economy and International Business, the report No.2 of September 11<sup>th</sup>, 2017.

The Head of M.Yu. Makhotaeva  
Department of Global Economy and International Business  
September, 11<sup>th</sup>, 2017.

Due to the introduction of amendments to local regulations, the approved order of the Rector November 30<sup>th</sup>, 2017, No. 392, according to order and implementation of educational activity in educational program of the higher education – programs of bachelor`s degree, specialist programs, magistracy programs approved by the order of Ministry of Education and Science of the Russian Federation, April, 4<sup>th</sup>, 2017, No. 301;

2017/2018 academic year:

the internship program is updated due to the approval of the Department of Global Economy and International Business, the report No.8 of December 4<sup>th</sup>, 2017.

The Head of M.Yu. Makhotaeva  
Department of Global Economy and International Business  
December, 4<sup>th</sup>, 2017.

## **1. Aims of the Pre-Thesis Internship**

One of the elements of educational training Masters in the field of international business is an internship which aims at consolidating and deepening theoretical knowledge acquired in the process of learning, demonstrating skills of setting objectives, analysing the results and making conclusions.

The current program of the Master's Pre-Thesis Internship for direction "International Business (Business in the Baltic sea region) in English" is developed according to the requirements mentioned in the following documents:

1. The Federal State Educational Standard of Higher Education for the profile of training: 38.04.01 "Economics" (a degree – Master of Economics) approved by the Ministry of Education and Science of the Russian Federation No 321 dated 30 March 2015.
2. The Curriculum plan of Master's Program for the profile of training: 38.04.01 "Economics" (a degree – Master of Economics).

A theme of Master's research shall correspond to the direction of scientific activity of the "Department of Global Economy and International Business" and comply with the objectives which are supposed to have a theoretical, practical and application-oriented meaning for different areas of economy.

In every case a program of Pre-Thesis Internship is changed and amended for each Master's student according to his/her theme of research.

The aim of the Master's Pre-Thesis Internship is a development of competencies and skills of conducting research in the process of writing Master's thesis.

## **2. Objectives of the Pre-Thesis Internship**

The following objectives of the Pre-Thesis Internship are to be set:

1. to develop abilities and skills in generalising and critical evaluating the outcomes obtained by Russian and foreign researchers in international business;
2. to develop abilities and skills in analysing and revealing the most beneficial directions of finance organisation and management of the company in the process of globalization;
3. to develop abilities and skills in proving relevant, theoretical and practical significance of the research theme;
4. to develop practical skills in conducting independent research: to set aim and goals of research; to make a plan of research; to work with sources of information, to make conclusions obtained within independent research and calculating;
5. to generalise and provide the results of Master's scientific research;
6. to develop skills in presenting the results of scientific research in different forms to other specialists, to defend a position in the professional sphere;
7. to develop abilities and skills in forecasting socio-economic indicators applying different methods and methodologies of scientific research according to the theme.

### **3. Pre-Thesis Internship status in the structure of the degree program**

The Pre-Thesis Internship is a part of Master's practical training and is an optional part of the Curriculum plan "Internships including scientific research".

The Pre-Thesis Internship is based on knowledge obtained within disciplines of both compulsory and optional part of the Curriculum plan, in particular: Microeconomics, Macroeconomics, Econometrics, Methods of scientific research of economic processes, Internalisation of business, International business strategy, International companies financing, Investment strategy.

### **4. Types (forms) and ways of conducting the Pre-Thesis Internship**

The Pre-Thesis Internship is a part of Master's practical training including conducting Master's scientific research aimed at writing the Master's thesis.

The Pre-Thesis Internship is implemented in the form of making an individual research project according to the approved theme of the scientific research and intended theme of the Master's thesis according to the interests and opportunities of the Department where internship is conducted.

A form of conducting the Pre-Thesis Internship should reflect an individual line of Master's studying and a unique way of solving Master's thesis tasks.

A way of conducting the Pre-Thesis Internship is stationary, providing its conducting at Pskov State University or other organization located in Pskov and other regions of students residency.

Master's student uses the following technologies while performing activity during the internship:

- reviewing;
- work with the data;
- analysis of archival materials;
- exchange of opinions and information in virtual environment;
- field study and desk study.

### **5. Place and time of the Pre-Thesis Internship**

The Pre-Thesis Internship is conducted during the second course (the 4<sup>th</sup> semester) of Master's degree training for full-time students after studying corresponding theoretical and practical disciplines and training for acquiring professional skills and experience of professional activity. It lasts for 8 weeks (432 hours / 12 ECTS) according to the Curriculum plan of Master's training.

According to the principles of individual Master's training a period of conducting the Pre-Thesis Internship can be changed on a settled basis.

The Pre-Thesis Internship can be conducted at the graduate chair, in Scientific and Educational Center of Foreign Trade, and on a contract basis in the State, Municipal, Public, Commercial and Non-profit organisations, enterprises and institutions, where it is possible to collect and study materials connected with writing a scientific graduation thesis. Organisations dealing with foreign trade are of more preferable.

Before the Pre-Thesis Internship starts, an introduction seminar is arranged where all information on Pre-Thesis Internship is delivered.



An individual program of student's work must be agreed with the organisation plan of work, correspond to the qualification of "Master" with epy direction "Economics" and be determined by aims and objectives of the Pre-Thesis Internship.

In sub-divisions where internship is conducted students are provided with work places for performing individual tasks according to the Internship program.

During the Internship period students obey the internal rules and safety regulations set in sub-divisions and at work places.

On completing the Internship students are supposed to make a written form of research according to the requirements of the Internship program.

## **6. Correlation between intended and planned learning outcomes**

**6.1.** The Pre-Thesis Internship is aimed at forming the following competencies:

- an ability to generalise and evaluate critically the outcomes obtained by Russian and foreign researchers in international business, to reveal the most beneficial directions, to make a plan of research (Professional Competency-1);
- an ability to prove relevant, theoretical and practical significance of the research theme (Professional Competency-2);
- an ability to conduct independent research according to the program (Professional Competency-3);
- an ability to present the results of research to the scientific community in the form of the article or the report (Professional Competency-4);
- an ability to forecast socio-economic indicators of business activity, industry, region and economy on the whole (Professional Competency-10).

## **6.2. Correlation between intended and planned learning outcomes**

For a competency "PC-1 - an ability to generalise and evaluate critically the outcomes obtained by Russian and foreign researchers in international business, to reveal the most beneficial directions, to make a plan of research":

<b>For passing final state exam due to mastering a competency a student shall</b>
<b>Know:</b>
- topical questions of contemporary economic science, evolution and a current state of theories in the field of international business; a current state of the system of international business; a methodology of doing scientific research.
<b>Be able:</b>
- to make a critical analysis of the existing theories of the international business, to reveal the most beneficial directions of further research in the sphere of international business; to make a plan of independent research in topical questions of the international business development.
<b>Have:</b>
- understanding of methods of scientific analysis and synthesis and skills in applying them while making a program of research in the chosen theme; understanding of the methodology of doing scientific research.

For a competency “**PC-2** - an ability to prove relevant, theoretical and practical significance of the research theme”:

<b>For passing final state exam due to mastering a competency a student shall</b>
<b>Know:</b>
- the main cause and effect relations in the international business in the period of global challenges and structural changes; a current state of the system of international business and trends of its development; current challenges of the system of international business
<b>Be able:</b>
- to prove relevant, theoretical and practical significance of the research theme; to reveal current challenges of the system of international business
<b>Have</b>
- skills of comparative analysis of theories of the international business and definition of current research trends; understanding of a methodology of proving relevant, theoretical and practical significance of the planned research theme

For a competency “**PC-3** - an ability to conduct independent research according to the program”:

<b>For passing final state exam due to mastering a competency a student shall</b>
<b>Know:</b>
- a methodology of carrying out scientific research; methods of arranging independent research work
<b>Be able:</b>
- to conduct independent research; to search, select and analyse initial information necessary for conducting independent research; to use scientific methods for conducting scientific research;
<b>Have</b>
- skills in arranging independent research work; understanding of methods of scientific search and research work

For a competency “**PC-4** - an ability to present the results of research to the scientific community in the form of the article or the report”:

<b>For passing final state exam due to mastering a competency a student shall</b>
<b>Know:</b>
- ethic norms of conducting research work; forms of presenting scientific results; academic standards of presenting the results research work in the form of the scientific article or scientific report
<b>Be able:</b>
- to present the results of independent scientific research in the forms accepted in the scientific community
<b>Have:</b>
- skills in public presentation of the results of research; skills in public discussion in the field of international business; skills in writing scientific articles on the topics of international business

For a competency “**PC-10** - an ability to forecast socio-economic indicators of business activity, industry, region and economy on the whole”:

<b>For passing final state exam due to mastering a competency a student shall</b>
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<b>Know:</b>
- current state and trends of international business development; cause and effect relations between factors of external and internal environment of international business and behaviour of subjects of international business
<b>Be able:</b>
- to make forecast models on the basis of initial information for the subjects of international business and parameters of external environment of international business
<b>Have:</b>
- methods of calculating main indicators of the activity of the subjects of the international business; methods of evaluating parameters of the external environment of international business

## 7. Structure and contents of the Pre-Thesis Internship

Total number of hours of the Pre-Thesis Internship is 12 ECTS, 432 hours.

The Pre-Thesis Internship is conducted in the form of individual independent work under control of the supervisor.

The Pre-Thesis Internship includes performing tasks aimed at forming competencies required and completing tasks on writing Master's thesis.

The Pre-Thesis Internship is followed by thematic guidance meetings arranged by the supervisor personally with students. All guidance meetings are ordered according to their contents. Time limits and materials for submitting during each meeting are clarified.

### Distribution of hours of the Pre-Thesis Internship according to the types of studying work

Type of studying work	Total	In the 4th semester
Contact hours of work with a teacher		
including:		
Guidance meetings on internship		
Introduction lectures		
Independent work (total)	432	432
including:		
Pre-thesis Internship report	72	72
Midterm assessment (total)	0,25	0,25
including contact hours of work with a teacher: - grading test (test, exam)	0,25	0,25
Total: hours	432	432
ECTS.	12	12
including contact hours of work with a teacher:	0,25	0,25

### Pre-Thesis Internship stages and their contents

№	Pre-thesis internship stages	Types of students' work during the internship (hours)	Forms of current check

		Total number of hours, including	Contact work with a teacher	Independent work	
1	Preparation stage -making an individual plan draft for the internship; -making a schedule for conducting research; -solution of the arrangement questions	18		18	Completed individual plan of internship
2	Basic stage::	306		306	A unit of the report. Making a presentation at the scientific seminar, conference
2.1	Stage 1 – Specifying aims and objectives of the Pre-thesis internship according to the task for writing a graduation thesis				
2.2	Stage 2 – Analysis of collected materials, proving relevant, theoretical and practical significance of the research theme. Making analytical review on the graduation thesis theme				
2.3	Stage 3 – Specifying plan of chapter 1 (theoretical) and chapter 2 (analytical) for the graduation thesis. Systematizing and correcting methods of scientific research. Specifying and systematizing identified problems in accordance with a theme of the graduation thesis. Specifying theme of the graduation thesis.				
2.4	Stage 4 – Generalising ideas and proposals for the this chapter of the graduation thesis. Specifying plan of chapter 3 for the graduation thesis. Preparing chapter 3 of the graduation thesis. Discussion of the chapter 3 results, correcting chapter 3 of the graduation thesis.				
2.5	Stage 5 – Forecasting main socio-economic indicators of the graduation thesis subject’s activity for evaluating efficiency of supposed ideas and proposals implementation.				
3	Final stage: -Describing conducted research and results of work; - Preparing and making report on internship; -Public presentation of the report	108	0,25	108	A report on internship



№	Pre-thesis internship stages	Types of students' work during the internship (hours)			Forms of current check
		Total number of hours, including	Contact work with a teacher	Independent work	
	Total	432	0,25	432	

During the final stage Master's student generalises all collected material according to the Pre-thesis Internship program; defines its sufficiency and authenticity; presents the results of work in public by means of writing scientific articles, arranging final seminar on Pre-thesis internship.

### **8. Forms of the Pre-thesis internship reports**

The reporting Pre-thesis internship document is the report of the Pre-thesis internship and the presentation of the main results of the research at the scientific seminar of the graduate department.

The head of internship considers the report and makes the decision of defending Pre-thesis internship results at the final scientific seminar devoted to the Pre-thesis internship. If the supervisor makes significant notes in the internship report the student is obliged to eliminate all mistakes and submit the report for the second consideration. The student prepares a presentation independently and takes individual responsibility for any mistakes both in the report, and in an electronic illustration.

The following elements have to be presented in the report:

- the first page (see Appendices 1 and 2);
- contents with section numbers and subsections, pages;
- introduction – the aim and objectives are to be set and solved by the author during the internship and reflected in the report
- main part of the report – includes the results obtained during the internship according to the objectives of the internship;
- conclusion – the main conclusions are to be presented obtained during the research; restrictions and continuing prospects of research subject are to be described. The student has to show what he has learned during the internship what knowledge he/she obtained and what skills gained;
- a list of literature sources (according to the Federal State Educational Standard).
- applications: the calendar and thematic plan (see Appendix 3), the diary of the Pre-thesis internship (see Appendix 4), the characteristic written by the internship supervisor from the organization (see Appendix 5), other documents that help to understand the results of the internship and also printing option of internship results presentation, a printed version of the report for the presentation of the results of work, a photocopy of the article with the results of the internship.

The main part of the internship report may contain the following data and

results of the internship:

1) Chapter 1 - an applied research in the following directions:

-a characteristic of the promising tendencies of the researched phenomenon development;

-a forecast of the dynamics of the main socio-economic indicators of the researched phenomenon development;

-a design and description of the management decisions variants about tendencies of phenomenon development;

-a formulation of the phenomenon development problems.

2) Chapter 2 – project.

-Exact recommendations, working out ways for solving problems of phenomenon development,

-characteristic, a description of the project, the main stages of their implementation.

-evaluation of ways' efficiency (projects) and influence of their implementation on the main economic indicators.

Other appendices to the report can include:

- statistic and other information data having practical value for performing individual tasks;

- duty regulations, document forms the students got acquainted with during the internship period, charts, graphs etc.

Diary and report are signed by the supervisor of the Pre-thesis internship.

Internship report can vary from 15 to 25 pages of the typewritten text depending on the degree of studying the chosen subject (without appendices).

Text presentation, tables, drawings and other materials in the report need to be carried out according to the requirements of the corresponding documentation (Federal State Educational Standard 7.1-2003 "Bibliographic record. Bibliographic description. General requirements and rules of drawing up"; National State Standard 7.80-2000 "Bibliographic record. Heading. General requirements and rules of drawing up"; National State Standard 7.82-2001 "Bibliographic record. Bibliographic description of electronic resources. General requirements and rules of drawing up").

The list of literature resources shall contain normative documents, educational and special literature and articles. At the same time the sequence of their representation in the list has to correspond to the order of their mentioning in the main part of the report. A number of sources – 30-50.

In the text there have to be references to all appendices.

The internship report viewed by the research supervisor is submitted to the head of the Masters' training program.

## **9. Forms of midterm assessment (following the internship results)**

Certification following the Pre-thesis internship is carried out on the basis of the public presentation of the main results, defending the report and comments of the head and the internship supervisor in the commission including the research supervisor of the master`s program, research supervisors of undergraduate students

in the form of reporting (final) scientific seminar.

Reports on internship are submitted in a written form for checking to the research supervisor of the master`s thesis in the terms set by the graduate department according to the approved curriculum of educational process. In order to get a positive assessment the student has to do completely the internship program and in due time issue all types of necessary documents and go through the public defense.

Following the results of positive certification, the **graduated mark** is put down to the student (excellent, good, and satisfactory).

The mark for internship is equated to disciplines of theoretical training and considered during the midterm assessment of the results of students.

By the Pre-thesis internship results, students submit to printing the articles prepared by them, preparing a presentation at the scientific and practical conferences and seminars.

Not submitting the report, as well as receiving “not pass” grade according to the internship results is an academic failure to follow the internship program, it is considered to be the academic debt that needs to be liquidated for obtaining the admission for defending master`s thesis.

## **10. Fund of estimation means for midterm assessment of students**

### **10.1. List of competencies and stages of their formation**

The final results of internship development are the following competencies:

- an ability to generalise and evaluate critically the outcomes obtained by Russian and foreign researchers in international business, to reveal the most beneficial directions, to make a plan of research (PC-1);
- an ability to prove relevant, theoretical and practical significance of the research theme (PC-2);
- an ability to conduct independent research according to the program (PC-3);
- an ability to present the results of research to the scientific community in the form of the article or the report (PC-4);
- an ability to forecast socio-economic indicators of business activity, industry, region and economy on the whole (PC-10).

### Stages of competencies formation

№	Code of Competency	Stages of competencies formation		
		Elementary Stage	Basic Stage	Final Stage
1	PC-1	Econometrics Methods of scientific research of economic processes Internship in obtaining initial professional skills and abilities Scientific research Internship in obtaining professional abilities and experience of professional activity	<b>Pre-thesis internship</b>	State final exam
2	PC-2	Microeconomics (advanced course) Methods of scientific research of economic processes Scientific research	<b>Pre-thesis internship</b>	State final exam
3	PC-3	Microeconomics (advanced course) Methods of scientific research of economic processes Investment strategy Scientific research	<b>Pre-thesis internship</b>	State final exam
4	PC-4	Macroeconomics (advanced course) Methods of scientific research of economic processes Investment strategy International business strategy Scientific research	<b>Pre-thesis internship</b>	State final exam
5	PC-10	Macroeconomics (advanced course) Microeconomics (advanced course) Econometrics International business environment Scientific research	<b>Pre-thesis internship</b>	State final exam

### 10.2. The list of competencies with a reference to their formation stages in the course of educational program development

#### Description of indicators and criteria of competences estimation, grading system

Competence	Education Results	Indicators of competency formation	Grading system, criteria of grading				Estimated means/procedures of estimating
			Not satisfactory	Satisfactory	Good	Excellent	
PC-1 – an ability to generalise and evaluate critically the outcomes obtained by Russian and foreign researchers in international business, to reveal the most beneficial directions, to make a plan of research	Knows: - topical questions of contemporary economic science, evolution and a current state of theories in the field of international business; a current state of the system of international business; a methodology of doing scientific research.	Knows: - topical questions of contemporary economic science, evolution and a current state of theories in the field of international business; a current state of the system of international business; a methodology of doing scientific research.	Doesn't Know: - topical questions of contemporary economic science, evolution and a current state of theories in the field of international business; a current state of the system of international business; a methodology of doing scientific research.	Partly Knows: - topical questions of contemporary economic science, evolution and a current state of theories in the field of international business; a current state of the system of international business; a methodology of doing scientific research.	Mainly Knows: - topical questions of contemporary economic science, evolution and a current state of theories in the field of international business; a current state of the system of international business; a methodology of doing scientific research.	Knows: - topical questions of contemporary economic science, evolution and a current state of theories in the field of international business; a current state of the system of international business; a methodology of doing scientific research.	Internship Report The presentation of the internship final results at a scientific seminar. Answers to questions at a scientific seminar.
	To be able to: - to make a critical analysis of the existing theories of the international business, to reveal the most beneficial directions of further research in the sphere of international business; to make a plan of independent research in topical questions of the international business development.	To be able to: - to make a critical analysis of the existing theories of the international business, to reveal the most beneficial directions of further research in the sphere of international business; to make a plan of independent research in topical questions of the international business development.	Is not able to: - to make a critical analysis of the existing theories of the international business, to reveal the most beneficial directions of further research in the sphere of international business; to make a plan of independent research in topical questions of the international business development.	Is partly able to: - to make a critical analysis of the existing theories of the international business, to reveal the most beneficial directions of further research in the sphere of international business; to make a plan of independent research in topical questions of the international business development.	Is partly able to: - to make a critical analysis of the existing theories of the international business, to reveal the most beneficial directions of further research in the sphere of international business; to make a plan of independent research in topical questions of the international business development.	Is able to: - to make a critical analysis of the existing theories of the international business, to reveal the most beneficial directions of further research in the sphere of international business; to make a plan of independent research in topical questions of the international business development.	Internship Report The presentation of the internship final results at a scientific seminar. Answers to questions at a scientific seminar.
	To have: - understanding of methods of scientific	Has: - understanding of methods of	Doesn't have: - understanding of methods of scientific	Partly to have: - understanding of methods of scientific	Mainly to have: - understanding of methods of scientific	To have: - understanding of methods of scientific	Internship Report The

Competence	Education Results	Indicators of competency formation	Grading system, criteria of grading				Estimated means/procedures of estimating
			Not satisfactory	Satisfactory	Good	Excellent	
	analysis and synthesis and skills in applying them while making a program of research in the chosen theme; understanding of the methodology of doing scientific research.	scientific analysis and synthesis and skills in applying them while making a program of research in the chosen theme; understanding of the methodology of doing scientific research.	analysis and synthesis and skills in applying them while making a program of research in the chosen theme; understanding of the methodology of doing scientific research.	analysis and synthesis and skills in applying them while making a program of research in the chosen theme; understanding of the methodology of doing scientific research.	analysis and synthesis and skills in applying them while making a program of research in the chosen theme; understanding of the methodology of doing scientific research.	analysis and synthesis and skills in applying them while making a program of research in the chosen theme; understanding of the methodology of doing scientific research.	presentation of the internship final results at a scientific seminar. Answers to questions at a scientific seminar.
<b>PC-2</b> – an ability to prove relevant, theoretical and practical significance of the research theme	To Know: - the main cause and effect relations in the international business in the period of global challenges and structural changes; a current state of the system of international business and trends of its development; current challenges of the system of international business	Knows: - the main cause and effect relations in the international business in the period of global challenges and structural changes; a current state of the system of international business and trends of its development; current challenges of the system of international business	Doesn't Know: - the main cause and effect relations in the international business in the period of global challenges and structural changes; a current state of the system of international business and trends of its development; current challenges of the system of international business	Partly Knows: - the main cause and effect relations in the international business in the period of global challenges and structural changes; a current state of the system of international business and trends of its development; current challenges of the system of international business	Mainly Knows: - the main cause and effect relations in the international business in the period of global challenges and structural changes; a current state of the system of international business and trends of its development; current challenges of the system of international business	Knows: - the main cause and effect relations in the international business in the period of global challenges and structural changes; a current state of the system of international business and trends of its development; current challenges of the system of international business	Internship Report The presentation of the internship final results at a scientific seminar. Answers to questions at a scientific seminar.
	To be able to: - to prove relevant, theoretical and practical significance of the research theme; to reveal current challenges of the system of	Is be able to: - to prove relevant, theoretical and practical significance of the research theme; to reveal current challenges of the	Is not able to: - to prove relevant, theoretical and practical significance of the research theme; to reveal current challenges of the system of	Is Partly able to: - to prove relevant, theoretical and practical significance of the research theme; to reveal current challenges of the system of	Is mainly able to: - to prove relevant, theoretical and practical significance of the research theme; to reveal current challenges of the system of	Is able to: - to prove relevant, theoretical and practical significance of the research theme; to reveal current challenges of the system of international	Internship Report The presentation of the internship final results at a scientific seminar.



Competence	Education Results	Indicators of competency formation	Grading system, criteria of grading				Estimated means/procedures of estimating
			Not satisfactory	Satisfactory	Good	Excellent	
	international business	system of international business	international business	international business	international business	business	Answers to questions at a scientific seminar.
	To have: - skills of comparative analysis of theories of the international business and definition of current research trends; understanding of a methodology of proving relevant, theoretical and practical significance of the planned research theme	Has: - skills of comparative analysis of theories of the international business and definition of current research trends; understanding of a methodology of proving relevant, theoretical and practical significance of the planned research theme	Doesn't have: - skills of comparative analysis of theories of the international business and definition of current research trends; understanding of a methodology of proving relevant, theoretical and practical significance of the planned research theme	Partly has: - skills of comparative analysis of theories of the international business and definition of current research trends; understanding of a methodology of proving relevant, theoretical and practical significance of the planned research theme	Mainly has: - skills of comparative analysis of theories of the international business and definition of current research trends; understanding of a methodology of proving relevant, theoretical and practical significance of the planned research theme	Has: - skills of comparative analysis of theories of the international business and definition of current research trends; understanding of a methodology of proving relevant, theoretical and practical significance of the planned research theme	Internship Report The presentation of the internship final results at a scientific seminar. Answers to questions at a scientific seminar.
<b>PC-3</b> - an ability to conduct independent research according to the program”	To Know: - a methodology of carrying out scientific research; methods of arranging independent research work	Knows: - a methodology of carrying out scientific research; methods of arranging independent research work	Doesn't Know: - a methodology of carrying out scientific research; methods of arranging independent research work	Partly Knows: - a methodology of carrying out scientific research; methods of arranging independent research work	Mainly Knows: - a methodology of carrying out scientific research; methods of arranging independent research work	Knows: - a methodology of carrying out scientific research; methods of arranging independent research work	Internship Report The presentation of the internship final results at a scientific seminar. Answers to questions at a scientific seminar.

Competence	Education Results	Indicators of competency formation	Grading system, criteria of grading				Estimated means/procedures of estimating
			Not satisfactory	Satisfactory	Good	Excellent	
	To be able to: - to conduct independent research; to search, select and analyse initial information necessary for conducting independent research; to use scientific methods for conducting scientific research;	Is able to: - to conduct independent research; to search, select and analyse initial information necessary for conducting independent research; to use scientific methods for conducting scientific research;	Is not able to: - to conduct independent research; to search, select and analyse initial information necessary for conducting independent research; to use scientific methods for conducting scientific research;	Is Partly able to: - to conduct independent research; to search, select and analyse initial information necessary for conducting independent research; to use scientific methods for conducting scientific research;	Is Mainly able to: - to conduct independent research; to search, select and analyse initial information necessary for conducting independent research; to use scientific methods for conducting scientific research;	Is able to: - to conduct independent research; to search, select and analyse initial information necessary for conducting independent research; to use scientific methods for conducting scientific research;	Internship Report The presentation of the internship final results at a scientific seminar. Answers to questions at a scientific seminar.
	To have: - skills in arranging independent research work; understanding of methods of scientific search and research work	Has: - skills in arranging independent research work; understanding of methods of scientific search and research work	Doesn't have: - skills in arranging independent research work; understanding of methods of scientific search and research work	Partly has: - skills in arranging independent research work; understanding of methods of scientific search and research work	Mainly has: - skills in arranging independent research work; understanding of methods of scientific search and research work	Has: - skills in arranging independent research work; understanding of methods of scientific search and research work	Internship Report The presentation of the internship final results at a scientific seminar. Answers to questions at a scientific seminar.
<b>PC-4</b> - an ability to present the results of research to the scientific community in the form of the article or the report	To Know: - ethic norms of conducting research work; forms of presenting scientific results; academic standards of presenting the results research work in the form of the scientific article or scientific	Knows: - ethic norms of conducting research work; forms of presenting scientific results; academic standards of presenting the results research work in the form of the scientific article	Doesn't Know: - ethic norms of conducting research work; forms of presenting scientific results; academic standards of presenting the results research work in the form of the scientific article or scientific	Partly Knows: - ethic norms of conducting research work; forms of presenting scientific results; academic standards of presenting the results research work in the form of the scientific article or scientific	Mainly Knows: - ethic norms of conducting research work; forms of presenting scientific results; academic standards of presenting the results research work in the form of the scientific article or scientific	Knows: - ethic norms of conducting research work; forms of presenting scientific results; academic standards of presenting the results research work in the form of the scientific article or scientific report	Internship Report  The presentation of the internship final results at a scientific seminar. Answers to questions at a

Competence	Education Results	Indicators of competency formation	Grading system, criteria of grading				Estimated means/procedures of estimating
			Not satisfactory	Satisfactory	Good	Excellent	
	report	or scientific report	report	report	report		scientific seminar.
	To be able to: - to present the results of independent scientific research in the forms accepted in the scientific community	Is able to: - to present the results of independent scientific research in the forms accepted in the scientific community	Is not able to: - to present the results of independent scientific research in the forms accepted in the scientific community	Is Partly able to: - to present the results of independent scientific research in the forms accepted in the scientific community	Is Mainly able to: - to present the results of independent scientific research in the forms accepted in the scientific community	Is able to: - to present the results of independent scientific research in the forms accepted in the scientific community	Internship Report The presentation of the internship final results at a scientific seminar. Answers to questions at a scientific seminar.
	To have: - skills in public presentation of the results of research; skills in public discussion in the field of international business; skills in writing scientific articles on the topics of international business	Has: - skills in public presentation of the results of research; skills in public discussion in the field of international business; skills in writing scientific articles on the topics of international business	Doesn't have: - skills in public presentation of the results of research; skills in public discussion in the field of international business; skills in writing scientific articles on the topics of international business	Partly has: - skills in public presentation of the results of research; skills in public discussion in the field of international business; skills in writing scientific articles on the topics of international business	Mainly has: - skills in public presentation of the results of research; skills in public discussion in the field of international business; skills in writing scientific articles on the topics of international business	Has: - skills in public presentation of the results of research; skills in public discussion in the field of international business; skills in writing scientific articles on the topics of international business	Internship Report The presentation of the internship final results at a scientific seminar. Answers to questions at a scientific seminar.
<b>PC-10</b> - an ability to forecast socio-economic indicators of business activity, industry, region and economy on the whole	To Know: - current state and trends of international business development; cause and effect relations between factors of external and internal	Knows: - current state and trends of international business development; cause and effect relations between factors of	Doesn't Know: - current state and trends of international business development; cause and effect relations between factors of external and internal	Partly Knows: - current state and trends of international business development; cause and effect relations between factors of external and internal	Mainly Knows: - current state and trends of international business development; cause and effect relations between factors of external and internal	Knows: - current state and trends of international business development; cause and effect relations between factors of external and internal environment of	Internship Report The presentation of the internship final results at a scientific seminar.

Competence	Education Results	Indicators of competency formation	Grading system, criteria of grading				Estimated means/procedures of estimating
			Not satisfactory	Satisfactory	Good	Excellent	
	environment of international business and behaviour of subjects of international business	external and internal environment of international business and behaviour of subjects of international business	environment of international business and behaviour of subjects of international business	environment of international business and behaviour of subjects of international business	environment of international business and behaviour of subjects of international business	international business and behaviour of subjects of international business	Answers to questions at a scientific seminar
	To be able to: - to make forecast models on the basis of initial information for the subjects of international business and parameters of external environment of international business	Is able to: - to make forecast models on the basis of initial information for the subjects of international business and parameters of external environment of international business	Is not able to: - to make forecast models on the basis of initial information for the subjects of international business and parameters of external environment of international business	Is Partly able to: - to make forecast models on the basis of initial information for the subjects of international business and parameters of external environment of international business	Is Mainly able to: - to make forecast models on the basis of initial information for the subjects of international business and parameters of external environment of international business	Is able to: - to make forecast models on the basis of initial information for the subjects of international business and parameters of external environment of international business	Internship Report The presentation of the internship final results at a scientific seminar. Answers to questions at a scientific seminar
	To have: - methods of calculating main indicators of the activity of the subjects of the international business; methods of evaluating parameters of the external environment of international business	Has: - methods of calculating main indicators of the activity of the subjects of the international business; methods of evaluating parameters of the external environment of international business	Doesn't have: - methods of calculating main indicators of the activity of the subjects of the international business; methods of evaluating parameters of the external environment of international business	Partly has: - methods of calculating main indicators of the activity of the subjects of the international business; methods of evaluating parameters of the external environment of international business	Mainly has: - methods of calculating main indicators of the activity of the subjects of the international business; methods of evaluating parameters of the external environment of international business	Has: - methods of calculating main indicators of the activity of the subjects of the international business; methods of evaluating parameters of the external environment of international business	Internship Report The presentation of the internship final results at a scientific seminar. Answers to questions at a scientific seminar

### 10.3. Estimation means for midterm assessment

During presentation of internship results at a scientific seminar the following indicators are estimated:

1. Formulation of relevance, statement of internship aims and objectives, making plan of research.
2. Formulating a graduation scientific theme
3. Characteristic of the organization as a subject of the economic relations: the list of contractors and their working conditions, financial conditions, efficiency of activity.
4. Formulation of relevance, statement of the aim and objectives for the master`s thesis.
5. Characteristic of research theoretical base for the master`s thesis subject.
6. The description of the research used and planned methods for the master`s thesis subject.
7. Characteristic of master`s thesis subject study degree.
8. The characteristic of key terms for master`s thesis subject.
9. Characteristic of empirical base of a research for master`s thesis subject.
10. Characteristic of the main hypothesis of a research for master`s thesis subject.

#### Assessment criteria of internship outcomes

Assessment Scale	Assessment Criteria
<b>Excellent</b>	The student accurately represents relevance of the tasks solution set within internship, understands its place in Main Professional Studying Program development, accurately formulates the internship purpose, sets not less than 3 tasks, makes the research plan. The total and detailed characteristic of the organization (the internship place) as subject of international business and subject of the economic relations is provided. In the analysis the broad system of indicators is used for calculation without mistakes. The student has independently collected the material necessary for carrying out a dissertation research, conducted its processing completely independently, and formulated the valid conclusions, offers differing in novelty and originality of approach on this basis. The subject relevance of dissertation research, the purpose and tasks and also research results in the conclusion are correctly formulated. All elements of the report on practice are issued correctly, according to requirements. Competently structured report is given (generally) "by the own words" with observance of regulations at work registration, good science language with use of professional terminology that completely corresponds to the internship content and it is presented to the presentations. At the same time, the student gives the developed reasonable answers to questions, gives internship examples.
<b>Good</b>	The student doesn`t understand solution relevance of the set tasks

Assessment Scale	Assessment Criteria
	<p>within internship up to the end, he hasn't accurately formulated relevance, the purpose and practice tasks. Rather total organization characteristic (the internship place) as subject of international business and economic subject relations is given. In the analysis rather broad system of indicators is used and calculated with mistakes. The student has independently collected the material necessary for carrying out a dissertation research, conducted its processing completely independently, and formulated valid conclusions on this basis. At the same time, the main part of the carried-out calculations (procedures) (71-90%) is right. The relevance of a dissertation research subject, purpose and tasks and also conclusions in the conclusion are formulated correctly with small inaccuracies. There are shortcomings in registration of some report elements in internship. Well-structured generally read report is given with insignificant deviations from regulations in work registration; good science language that in general corresponds to the practice content is presented to the presentations. At the same time, the student gives reasonable answers to questions, gives internship examples.</p>
<b>Satisfactory</b>	<p>The student can formulate relevance of the set tasks solution within internship, but in the report and/or in the presentation the corresponding material is absent. Not the total characteristic of the organization (the internship place) as subject of international business and subject of the economic relations is given. In the analysis there are not enough indicators that are calculated with mistakes and used. The student has independently collected a part of the material necessary for carrying out a dissertation research, carried out its processing with formation on this basis of conclusions. At the same time, a necessary part of the carried-out calculations (procedures) (51 - 70%) is right. It is inexact, the relevance of a dissertation research subject, purpose and tasks and also conclusions are incorrectly formulated. Requirements for registration in general are observed, but there is a significant amount of defects. The report presentation is insufficiently structured, the time limit for work registration isn't observed, the report is read according to paper. At the same time, the student gives short answers to questions right in essence, but doesn't give internship examples, references to literature.</p>
<b>Failed</b>	<p>The student can't formulate relevance, purpose and problems of internship. The superficial characteristic of the organization (the internship place) as subject of international business and subject of the economic relations is provided. In the analysis several indicators that can't reveal the situation developed in the organization are used.</p>



Assessment Scale	Assessment Criteria
	The student hasn't collected enough material, necessary for carrying out, took the minimum part in its processing only in presence and with the direct help of the head-teacher. The subject relevance of a dissertation research, the purpose and tasks and also conclusions are formulated correctly. The relevance of a dissertation research subject, purpose and tasks and also conclusions aren't formulated. Only separate elements of internship report are issued correctly. In the presentation, the report is insufficiently structured, the time limit for work registration isn't observed, the report is read according to paper. At the same time, answers to questions partially correct or incorrect.

### **11. Learning and teaching support material for student's independent work during internship**

The management and control of the internship are assigned to research supervisors of undergraduate students in preparation direction.

The general educational and methodical management of internship is performed by the graduate department of "Global Economy and International Business".

The research supervisor provides the undergraduate student with assistance of organizational and the methodical character while solving problems in the carried-out research.

Research supervisor:

- agrees on the internship program in obtaining professional abilities and experience of professional activity and the subject of research project with the undergraduate;
- holds necessary organizational events for the implementation of the internship program;
- defines the general scheme of research performance, schedule of carrying out internship, operating mode of the student and systematically monitors the internship course and students work;
- carries out the setting goals of students for independent work during the internship with a delivery of individual tasks in collecting necessary materials for writing of master's thesis, renders the appropriate consulting assistance;
- makes recommendations about studying special literature and applying research methods;
- participates in the final seminar work.

While having the Pre-thesis internship on a contract basis, in the State, Municipal, Public, Commercial and Non-profit organisations, enterprises and institutions dealing with international trade the Base internship **curator** is appointed.

The Base internship **curator**:

- brings regulations, safety measures to the undergraduate student

- provides the undergraduate student with a workplace;
- organizes access to basic information data of research object;
- provides coordination of the individual program of student activity with the staff work plan of base internship.

Following the results of internship, the head from the organization (the internship place) writes a characteristic (appendix 4).

The undergraduate student during internship receives instructions from the head, recommendation and explanation for all questions connected with organization and internship reports on the performed work according to the schedule of carrying out internship.

Undergraduate student:

- conducts a research on the approved subject according to the schedule of internship and working hours of division – internship places;
- receives instruction from the head, recommendation and explanation for all questions connected with the organization and internship;
- reports on the performed work according to the established schedule.

During internship in obtaining professional abilities and experience of professional activity the student needs to perform all tasks planned in the individual plan of internship and to submit the report. Results of internship are reflected in the internship report in obtaining professional abilities and experience of professional activity. The report has to contain the results of activity reflected in the individual work plan during internship in obtaining professional abilities and experience of professional activity.

Requirements to the report:

- title page has to be issued according to the requirements in the Russian and English languages;
- report text (in English) has to be structured, names of sections and subsections are to be numbered with the indication of pages from which they start;
- numbering of pages, tables and applications are to be done.

The internship report in obtaining professional abilities and experience of professional activity contains the sections presented in point 8 of the present program.

The presentation of the main research results at a scientific seminar of the releasing department has to conform to the following requirements:

- presentation language – English;
- report – no more than 7 minutes;
- electronic illustration of the presentation has to be executed with the use of presentations tools: Microsoft Power Point, Google Presentation or others.

## **12. Learning, teaching and information support material of the Pre-thesis internship**

a) Main literature sources, including electronic sources (EBS):

1. Recommendations for writing and execution of the term paper, final qualification work and master`s thesis [An electronic resource]: educational and methodical grant / E.V. Zudina [etc.]. — Electron. text data. —

- Volgograd: Volgograd state social and pedagogical university, 2016. — 57p. — Access mode: <http://www.iprbookshop.ru/57785.html>. — EBS "IPRbooks".
2. Master`s thesis: methods and organization of researches, registration and protection: the manual / V.I. Belyaev. — 2nd prod., pererab. — Moscow: KNORUS, 2014. — 262 pages — (Magistracy). — Educational (UMO signature stamp).
  3. Kuznetsov I.N. Dissertation works: Technique of preparation and registration: studies. - learning and teaching book — 4th publication, revised and enlarged edition— Moscow: Prod. The house "Dashkov and Co", 2008. — 488 pages.
  4. Skvortsova L.M. Methodology of scientific research [An electronic resource]: Manual / Skvortsova L.M. — the Electron. text data. — M.: Moscow state construction university, Ai Pi Er of Media, EBS DIA, 2014. — 79 pages. — Access mode: <http://www.iprbookshop.ru/27036.html>. — EBS "IPRbooks".
  5. Ivanova T.V. Methodology of Scientific Research (Methodology of scientific research) [An electronic resource]: Manual / Ivanova T.V., Kozlov A.A., Zhuravleva E.A. — Electron. text data. — M.: Peoples' Friendship University of Russia, 2012. — 80 pages. — Access mode: <http://www.iprbookshop.ru/11580.html>. — EBS "IPRbooks".
  6. Vallejo, Hernan, Essentials for the Development of a Working Paper as a Thesis in Economics (July 24, 2003). Available at SSRN: <https://ssrn.com/abstract=752584> or <http://dx.doi.org/10.2139/ssrn.752584>.
  7. Karanja, John G., A Guide to Research Proposal and Thesis Writing (March 11, 2016). Available at SSRN: <https://ssrn.com/abstract=2746361> or <http://dx.doi.org/10.2139/ssrn.2746361>.

**b) Additional literature, including electronic resources (EBS):**

1. Volkov Yu.G. Thesis: preparation, protection, registration: prctical manual/ Yu.G. Volkov. — 3rd edition revised and enlarged, — Moscow: Alpha M: Infra-M, 2009. — 171 pages: illustrations. — Educational edition (without signature stamp).
2. Novikov Yu.N. Preparation and protection of master`s and bachelor`s theses: manual / Yu.N. Novikov. — St. Petersburg, 2014. — 29 pages — (Textbooks for higher education institutions. Special literature). — Educational edition (without signature stamp).
3. Lyubkin A.A. Quantitative methods in economic researches [An electronic resource]: the textbook for students of higher education institutions, students on specialties of economy and management / Lyubkin A.A., Gracheva M.V., Cheremnykh Yu.N. — the Electron. text data. — M.: UNITY-DANA, 2015. — 687 pages. — Access mode: <http://www.iprbookshop.ru/52068.html>. — EBS "IPRbooks".
4. Dmitriyev M.N. Methodology and methos of tresearches echnique in economy [An electronic resource]: manual / Dmitriyev M.N. — Electron. text data. —

Nizhny Novgorod: Nizhny Novgorod state architectural and construction university, EBS DIA, 2014. — 93 pages. — the access Mode: <http://www.iprbookshop.ru/30814.html>. — EBS "IPRbooks".

5. O.M. Roy Methodology of scientific and research activity in economy and management [An electronic resource]: a manual / O.M. Roy— the Electron. text data. — Omsk: Omsk state university of F.M. Dostoyevsky, 2010. — 224 pages — the access Mode: <http://www.iprbookshop.ru/24902.html>. — EBS "IPRbooks".

6. Ramadhana, Muhammad Affan, Plagiarism Prevention Software for Thesis Writing: Its Advantages and the Students' Attitudes (September 14, 2015). The 62nd TEFLIN International Conference, 2015. Available at SSRN: <https://ssrn.com/abstract=2746315>.

**c) list of information technologies:**

1) software:

- software of Microsoft Office: Microsoft Excell, Microsoft Word, Microsoft Power Point.

2) directory systems:

-<http://www.consultant.ru/>-ConsultantPlus – legal help system.

-<http://www.garant.ru/>-Garant-Service – information and legal portal.

-<http://www.kodeks.ru/>-the Code – legislation, comments, consultations, jurisprudence.

-[www.spark-interfax.ru/](http://www.spark-interfax.ru/)-"SPARK information resource" – check of contractors, management of credit and tax risks, marketing, investment analysis, search of affiliation.

-<http://www.edu.ru/>-the federal portal "Russian education".

-<http://www.edu.rin.ru/>-the Science and education portal.

**d) the Internet resources:**

1. <http://www.ecsocman.ru/> – Federal educational portal "Economy. Sociology. Management".

2. <http://www.biblioclub.ru/> – the Electronic library system "University Library Online" - provides access to the most demanded materials - primary sources, educational, scientific and fiction of the leading publishing houses, contains reference books, dictionaries, encyclopedias.

3. <http://www.grebennikon.ru/> – the Electronic library of Grebennikov Publishing house – contains full texts of articles on the main questions of economy, management, marketing, finance and other disciplines.

4. <http://www.krugosvet.ru/> – Online Encyclopedia "Krugosvet" – 215 000 articles on subjects: Economy and Law, Psychology and Pedagogics, Sociology, Philosophy, Religion, State and policy, etc.

5. <http://www.elibrary.ru/> – the Scientific electronic library – contains more than 12 million scientific publications, 1594 Russian magazines, from them in open access – 744 are submitted.

6. <http://www.ebiblioteka.ru/> – Universal databases of Russia editions and the CIS countries – contain full texts of articles from magazines concerning

economy and finance, the edition on public and to the humanities, official publications of public authorities of the Russian Federation, Bulletins of Moscow State University, etc.

7. <http://www.rbc.ru> – of RosBusinessConsulting.

8. <http://www.aup.ru/> – Administrative and managerial portal.

9. <http://eup.ru/> – Library of economic and administrative literature.

10. <http://sci-lib.com/> - Great scientific library.

11. <http://www.rusrev.org/> - "The Russian expert review".

12. <http://stat.hse.ru/> - The database of statistics on economy and demography of the Russian Federation - the Center of the analysis of Economics Higher School data.

12. <http://www.ptpu.ru> – "Problems of the theory and practice of management", the online magazine.

13. <http://www.ecsoc.mses.ru> – "Economic sociology", the online magazine. Archive of domestic and foreign magazines on economy, sociology and management.

14. [www.dis.ru](http://www.dis.ru) – the website of Business and Service publishing house, contains full text versions of articles in management, marketing, economy, tourism.

15. [www.rjm.ru](http://www.rjm.ru) – the website of the Russian Management magazine, the leading reviewed Russian edition. There is an access to full text articles.

16. [www.rsl.ru](http://www.rsl.ru) – the website of the Russian state library. Via the website it is possible to receive the corresponding references to the required textbooks, monographs, theses and articles.

17. [www.lib.umich.edu](http://www.lib.umich.edu) –the library of Michigan State University.

## **12. Material and technical support of the Pre-thesis internship**

For the internship in the "International Business — Business in the Region of the Baltic Sea (in English)" program there are all necessary supplies, such as, computers, with the Internet access, helping systems (Union of Right Forces "Garant", Union of Right Forces "Consultant Plus"); textbooks, educational and methodical editions, scientific works and periodicals on Economics and Business; legal acts; local regulations and instructions of the organization.

The master`s degree student magistracy is provided with access to electronic databases (resources of remote access of Pskov State University library) for internship and preparation of the full report.

## **13. Peculiarities of conducting the internship for disabled people and people with limited health abilities**

The Main Professional Educational Program provides a possibility of internship for disabled people and people with limited health abilities.

The internship task for disabled people and people with limited health abilities is worked out individually and agreed with the student, the head of Master`s Educational Program and the employer`s representative.

Making choice for the place of the internship, the recommendations of





(necessary)

A sample of making the first page of Pre-thesis internship report (in the Russian language)

The Ministry of Education and Science of The Russian Federation

PSKOV STATE UNIVERSITY

Faculty of Finance and Economy

Department of Global Economy and International Business

## REPORT

on Pre-Thesis Internship

in Scientific and Educational Center of Foreign Trade

The Head of the Master's Program  
Professor

\_\_\_\_\_  
(signature, data)

M.Yu.Makhotaeva

Supervisor

\_\_\_\_\_  
(signature, data)

\_\_\_\_\_

Master student  
Group number \_\_\_\_\_

\_\_\_\_\_  
(signature, data)

\_\_\_\_\_

(necessary)

A sample of making the first page of Pre-thesis internship report (in the English language)

The Ministry of Education and Science of The Russian Federation

PSKOV STATE UNIVERSITY

Faculty of Finance and Economy

Department of Global Economy and International Business

**REPORT**

on Pre-Thesis Internship

in Scientific and Educational Center of Foreign Trade

The Head of the Master's Program  
Professor

\_\_\_\_\_  
(signature, data)

M.Yu.Makhotaeva

Supervisor

\_\_\_\_\_  
(signature, data)

\_\_\_\_\_

Master student  
Group number \_\_\_\_\_

\_\_\_\_\_  
(signature, data)

\_\_\_\_\_

(necessary)  
CALENDAR AND THEMATIC PLAN  
OF THE PRE-THESIS INTERNSHIP

Master`s Degree student: \_\_\_\_\_  
(full name, course, group)

Supervisor of the Internship \_\_\_\_\_  
(degree, title, position)

1. Terms of internship:

\_\_\_\_\_

2. Place of Internship:

\_\_\_\_\_

№	Contents of work during the internship; the main types of activity	Terms	Mark

Supervisor`s signature \_\_\_\_\_ (Full Name)

Master`s Degree Student  
Signature \_\_\_\_\_ (Full Name)

(necessary)

**DIARY OF THE COMPLETION OF THE PRE-THESIS INTERNSHIP**

Master`s Degree student: \_\_\_\_\_  
 (full name, course, group)

Supervisor of the Internship \_\_\_\_\_  
 (degree, title, position)

1. Terms of internship:

\_\_\_\_\_

2. Place of Internship:

\_\_\_\_\_

Terms	Brief description of work	Outcomes	The head's mark about the quality of the work

Supervisor`s signature \_\_\_\_\_ (Full Name)

Master`s Degree Student  
 Signature \_\_\_\_\_ (Full Name)

(necessary)

**CHARACTERISTIC OF COMPLETION OF THE PRE-THESIS  
INTERNSHIP**

Master`s Degree student: \_\_\_\_\_  
(Full Name, course, group)

Supervisor of Internship \_\_\_\_\_  
(degree, title, position)

1. Terms of internship: \_\_\_\_\_

2. Place of Internship: \_\_\_\_\_

Outcomes: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Personal and business qualities (competences): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Report`s quality: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Recommendations: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Internship`s mark \_\_\_\_\_

Supervisor`s signature \_\_\_\_\_ (Full Name)