National Research University

«Higher School of Economics»

**SCHEDULE (PLAN)**

**for conducting an internship**

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

*(Surname, First name, Patronymic, if any)*

|  |  |
| --- | --- |
| Educational Course (Field of Study) | 01.03.02 Applied Mathematics and Computer Science |
| Educational Programme: | HSE University and University of London Double Degree Programme in Data Science and Business Analytics |
| Full-time Format, Group # | БПАД18\_\_\_\_ |
| Kind, Type of Internship: | Work Experience, Work Experience |
| Internship period (Day/Month/Year)[[1]](#footnote-1): | from July 1, 2022 to July 15, 2022 |
| Faculty’s Internship Supervisor[[2]](#footnote-2): |  |
|  | *Surname, First name, Patronymic, if any* |
|  |  |
|  | *CS Faculty Department, Position, Academic title if any* |

|  |  |
| --- | --- |
| Relevant Organization[[3]](#footnote-3) |  |
| *(the name of organization where internship will be conducted)* |
| Relevant Organization’s Internship Supervisor |  |
| *Surname, First name, Patronymic, if any* |
|  |  |
|  | *Position, Academic title if any* |

|  |  |  |
| --- | --- | --- |
| **№** | **Calendar period** | **Plan of work[[4]](#footnote-4)** |
| 1 | 01.08.2022 | 1. Instructing on the requirements of labor protection, safety, fire safety and internal labor regulations |
| 2 | 02.08.2022 | 2. Organizational (induction) meeting |
| 3 | 03-13.08.2022 | 3. Fulfilment of Individual Assignment |
| 4 | 14.08.2022. | 4. Consultation |
| 5 | 15.08.2022 | 5. Preparation and submission of the Report |

**Dates marked yellow are sample dates. Fill in the table according to the dates in the Order.**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Student | | | | | |
|  |  | *(Signature)* |  | *(Surname, Initials)* |  |

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

*Date of signature*

Faculty’s Internship Supervisor:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| *(CS Faculty Department, Position, Academic title if any)* |  | *(Signature)* |  | *(Surname, Initials)* |
| *Date of signature:* |  |  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Relevant Organization’s Internship Supervisor | | | | |
|  |  |  |  |  |
| *(Position, Academic title if any)* |  |  |  |  |
| *Date of signature:* |  |  |  |  |

1. *Internship period is strictly fixed,* *according to the dates in the Order. If you need to change it, please contact your internship coordinator at the Office of DBSA Bachelor’s Programme* ***and*** *your Internship Supervisor* ***to agree on*** *a possibility of changing the internship period.* [↑](#footnote-ref-1)
2. *For students completing the practice in organizations (companies) – the Faculty’s Internship Supervisor is a curator of the practice.* [↑](#footnote-ref-2)
3. *Relevant Organization is an outer organization (not CS Faculty of HSE) where a student takes his or her internship according to his or her educational course (field of study).* [↑](#footnote-ref-3)
4. *For all students, the* ***first point of Plan of Work*** *(Instructing on the requirements) is a standing point and* ***could not be modified****. Please, do not edit it.* ***All other points are sample points*** *- you can change it according to your Individual Internship Assignment.* [↑](#footnote-ref-4)