MINISTRY OF SCIENCE AND HIGHER EDUCATION OF THE RUSSIAN FEDERATION

**FEDERAL STATE AUTONOMOUS EDUCATIONAL INSTITUTION OF HIGHER EDUCATION**

**ITMO UNIVERSITY**

**SYLLABUS**

Choose itemChoose item **internship**

|  |  |
| --- | --- |
| **Field(s) of study** |  |
|  | *(field(s) of study code(s) and name(s))* |
| **Graduate qualification** | Choose item |
|   |
| **Educational program** |  |
|  | *(name of the educational program, no code*)intramural |
| **Mode of attendance**  |
|

|  |  |
| --- | --- |
| **Year of admission**  | Choose item |

|  |  |
| --- | --- |
| **Language**  | Choose item |

 |

|  |  |  |  |
| --- | --- | --- | --- |
| Workload | Semester | Assessment | Face-to-face learning, hrs. |
| credit | hrs. |
| 1 | 36 | *Specify* | Graded pass-fail test | 1 |
|  | 0 |  |  | 0 |
|  | 0 |  |  | 0 |
|  | 0 |  |  | 0 |
|  |  |  |  |  |
|  |  |  |  |  |

**Saint Petersburg**

**202\_**

**SYLLABUS**

Choose itemChoose item **internship**

Developed by:

 (*name of the unit here*)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Full name, academic degree or academic status (*if any*)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Full name, academic degree or academic status (*if any*)

Agreed by:

Head of educational program

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Full name, academic degree or academic status (*if any*)

**1. GENERAL PROVISIONS**

1.1. The objective for conducting the internship is the attainment of the following competencies by the student:

|  |  |  |
| --- | --- | --- |
| **Competency code number** | **Competency attainment marker(s) code number** | **Intended Learning Outcomes**  |
| Specify the appropriate competencies for this internship; the competencies must match the ones listed in the General Description of the educational program.  | Specify at least one competency attainment marker. | Define what Knowledge, Skills and Abilities correspond to each of the chosen competency attainment markers.Knowledge:Skills:Abilities: |
| … | … | *…* |
|  |  |  |

1.2. The internship syllabus has been compiled in accordance with the regulatory requirements from the following documents:

* Educational Standard of ITMO University (*Specify your standard or leave a link to the general page*) <https://edu.itmo.ru/ru/os/>
* Regulations on the practical training of students mastering the basic educational programs of higher education - bachelor's programs, specialty programs and master's programs at ITMO University, as well as basic educational programs of secondary vocational education. ЛНАОБУЧ-СМК-03-13-2021, Version 1.0, from 15.03.2021. <https://edu.itmo.ru/files/630>
* Regulations on continuous assessment of academic performance, interim assessment, and repeated interim assessment of ITMO University students. СМК-ППТКПАППА, Version 1.0, from 26.05.2020. <https://edu.itmo.ru/files/274>.

1.3. Way of conducting the internship: Choose item

1.4. Form of internship: Choose item

1.5. Internship for students with disabilities is conducted with consideration for their special needs, individual capabilities, and their health condition.

**2. CONTENT AND STRUCTURE OF THE INTERNSHIP**

2.1 Issuing of an individual assignment and passing the induction briefing:

* Health and safety induction briefing;
* Familiarization with the structure of the organization (laboratory), as well as the relationships between its structural units, its principles of external interaction, and its internal code of conduct.

The individual assignment is entered into the appropriate module in the ISU system by the internship supervisor or the internship mentor (with the approval of the internship supervisor).

The student accepts the individual assignment in the “Internship” module of the ISU system. If the internship takes place in a trainee’s host organization, the individual assignment requires additional approval from the internship supervisor on the organization’s side.

The obligatory elements of an individual assignment are:

* Nature and type of the internship;
* Subject of the assignment;
* Types of work and requirements for their performance.

2.2. The carrying out of the individual assignment.

2.3. Report preparation.

The student uploads their report to the “Internship” module of the ISU system.

*\*The individual assignment and form of reporting may be changed by the decision of the head of the educational program and/or the internship supervisor.*

**3. INTERNSHIP REPORT**

The student compiles an internship report based on the results of their internship.

The title page template and sample outline for the report are presented in Appendix 1.

*\*Internship supervisors may decide that some additional documents besides the report may be necessary. Specify such documents as well as their requirements (e.g. an internship journal, a review from the internship supervisor, a presentation, etc.).*

**4. EDUCATIONAL AND METHODOLOGICAL SUPPORT MATERIALS**

**State Standards (GOST):**

– GOST 7.32-2017 Interstate standard «System of standards on information, librarianship and publishing. The research report. Structure and rules of presentation».

– GOST 8.417-2002 State system for ensuring the uniformity of measurements. Units of quantities (amended);

– GOST 7.11-2004 (ISO 832:1994) System of standards on information, librarianship and publishing. Bibliographic description and references. Rules for the abbreviation of words and word combinations in foreign European languages;

– GOST 7.12-93 System of standards on information, librarianship and publishing. Bibliographic record. Abbreviation of words in the Russian language. General requirements and rules;

– GOST R 7.0.5-2008 System of standards on information, librarianship and publishing. Bibliographic reference. General requirements and rules of making;

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**Recommended references:**

*\*Specify the study guides developed by your department or leave other source recommendations.*

**5. MEANS OF CONTINUOUS AND INTERIM ASSESSMENT OF INTERNSHIP**

5.1. Continuous assessment

Continuous assessment provides a way of evaluating the process of students’ practical training. Continuous assessment is conducted in the form of an interview with the student, and is scheduled by the internship supervisor on ITMO University’s side.

Over the course of the interview the supervisor conducts the following:

* monitoring of the student’s compliance with their internship’s time requirements;
* monitoring of the student’s progress on their individual assignment.

5.2. Sample interview questions:

* What is the host organization’s purpose and subject, and what is its management structure like?
* What are the organization’s priorities, what is its mission statement, what market segment does it target, and what place and role does it hold in its industry sector?
* What are the employees’ functions at the structural unit where your internship is taking place?
* What tasks have you been assigned, and are they in line with your structural unit’s general functions?
* Are the assigned tasks in line with your individual assignment?
* Give some examples of solutions to tasks that you have independently come up with at your workplace.
* What is your work schedule? Does such a schedule allow you to complete your individual assignment in time?

5.3. Interim assessment

Interim assessment is conducted in the form of an internship report defense.

*\*The exact form of interim assessment is determined by the head of the educational program and/or the internship supervisor. During the assessment, students present their internship reports and any additional materials required.*

5.4. Evaluation criteria:

|  |  |
| --- | --- |
| **Grade** | **Criteria** |
| Pass (excellent) | * The report is submitted on time
* The report contains all of its required sections
* All the required materials are present (graphics, etc.)
* Work has been performed correctly / the results have been correctly processed
* All conclusions are logical and correct
* The report is formatted in accordance with all the requirements (font, etc.)
* The student confidently answers all questions about their work without any assistance from the teacher
 |
| Pass (good) | * The report is submitted on time
* The report contains all of its required sections
* All the required materials are present (graphics, etc.)
* Work has been performed correctly / the results have been correctly processed
* Conclusions have at most 1 or 2 slight inaccuracies
* The report is formatted in accordance with all the requirements (font, etc.)
* The student answers all questions about their work without assistance or with a few leading questions from the teacher
 |
| Pass (satisfactory) | * The report is submitted on time or with a slight delay
* The report contains all of its required sections
* The submitted materials (graphics, etc.) contain inaccuracies and/or are poorly made
* Work has been performed correctly / the results have been correctly processed
* There are 1 or 2 inaccuracies in the conclusions
* The report is formatted in accordance with all the requirements (font, etc.)
* The student answers questions about their work with help in the form of additional leading questions and/or hints from the teacher
 |
| Fail (unsatisfactory) | * The report is missing some of the required sections
* The set of required materials (graphics etc.) is incomplete
* Work has not been performed correctly / the results have not been correctly processed, etc.
* Conclusions have been drawn incorrectly or are missing entirely
* The report is of poor quality / the formatting is not accordance with the requirements (font, etc.)
* The student answers questions about their work with noticeable difficulty
 |

*Other relevant requirements may be described here.*

Appendix 1

**Ministry of Science and Higher Education**

**of the Russian Federation**

**ITMO University**

**Faculty of       \_\_\_\_**

**Educational program \_\_\_\_**

**Subject area (major)\_\_\_\_**

REPORT

on practical training  *(insert the name of the practical training)*

Subject of the assignment: **\_\_\_\_**

Student *full name and group number*

Internship supervisor from the trainee’s host organization:*full name, place of work, position*

Internship supervisor from ITMO University:*full name, position*

                              Date   **\_\_\_\_**

St. Petersburg

         20 \_\_\_\_

**Sample outline for the internship report:**

Title sheet

Review of relevant literature

Purpose and objectives of the internship

Organization profile

Description of the completed project

Technology used

Experimental results obtained (if any)

Result analysis

Findings (conclusions)

References

Addendum

*\*The form of the report is approximate and may be modified by the internship supervisor.*

*The process may look as follows.*

***Composing the report:***

*1. Title sheet.*

*2. After the title sheet (2nd page) the student describes the purpose and objectives of their internship.*

*3. Next, as addendum to the report, the student uploads their presentation, their abstract for the Congress of Young Scientists, the body of their report (written in accordance with the specified outline), their observations diary, the draft for their research paper etc.; the exact form of reporting is determined by the internship supervisor.*