

MINISTRY OF EDUCATION AND SCIENCE OF UKRAINE

Higher Educational Institution  
“KROK” UNIVERSITY

DEPARTMENT OF  
INTERNATIONAL BUSINESS

**INTERNSHIP**

**Guidelines for students  
on educational program  
"Management (English)"  
first (bachelor) level of higher education  
field of knowledge 07 "Management and administration"  
specialty 073 "Management"**

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Methodological recommendations for the organization and completion of internship for students of the first-level (bachelor) of higher education in specialty 073 “Management” / Compilers: M. Prokhorova, PhD in Economic Sciences, Associate Professor; A. Lotariiev, PhD in Public Administration, S. Tsevukh, PhD in Economic Sciences — Kyiv: KROK, 2023. — 25 p.

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## INTRODUCTION

Internship is regarded as a necessary element in the education process of students whose specialization involves obtaining the education in the field of management (073 "Management"), educational program "Management (English)".

This stage of preparation plays a crucial role in the formation of practical competencies that are important for a successful career in management and business.

Methodological recommendations on internship are aimed at ensuring effective organization and practical activities for students and their supervisors. In addition to giving students the opportunity to apply theoretical knowledge in practice, it contributes to the development of analytical, communication and management skills.

This document considers the key aspects of planning, implementation and evaluation of students' internship. These aspects are aimed at achieving maximum benefits both for students and for the respective companies as places of internship. Taking into account the requirements of the modern business environment and the need for practical skills for prospective managers, these recommendations will become a necessary tool for successful internship.

The methodological guidelines are developed on the basis of the Regulation on the practical training of higher education applicants of the "KROK" University: (<https://www.krok.edu.ua/ua/dostup-do-publichnoji-informatsiji?task=weblink.go&id=970>), in accordance with the Law of Ukraine "On higher education", Regulation "On the internship of applicants of higher educational institutions of Ukraine", approved by the order of the Ministry of Education of Ukraine dated 08.04.1993 No. 93, "Methodical recommendations for drawing up internship programs for applicants of higher educational institutions of Ukraine" (letter of the Ministry of Education of Ukraine dated 14.11.96 No. 31-5/97). The total number of practical training credits for applicants is 10 ECTS.

Methodical recommendations are made on the basis of training plans for bachelor students in the specialty 073 "Management", educational program "Management (English)".

All issues that arise for students during the internship period are resolved by internship supervisors from the department of University or enterprise (organization).

## INTERNSHIP PURPOSE AND TASKS

**The internship purpose** is to provide students of educational program "Management" with the opportunity to discover and develop their professional and personal competencies in a real business environment. Internship is aimed at providing a deep understanding of the principles and processes of management in organizational structures, as well as acquiring practical skills necessary for the successful implementation of managerial functions in the future. In addition, the goal is to stimulate independence, creative thinking and the ability to analyze and solve problems that arise in the process of the company's activities.

The key aspects of the internship purpose are the following:

*Deepening of theoretical knowledge:* Students are given the opportunity to apply the theoretical knowledge obtained at the university in the practical context of real business.

*Obtaining of practical skills:* Internship allows students to master specific managerial tools and methods, such as planning, organizing, controlling, coordinating and staff motivating.

*Development of communication skills:* Internship contributes to the development of communication skills and cooperation with colleagues, managers and external contractors.

*Familiarization with practical aspects of management:* Students have the opportunity to familiarize themselves with various areas of management, such as finance, marketing, operational management, etc., and make their own choice in the direction of further professional development.

*Assessment of own strengths and weaknesses:* Internship allows students to assess their abilities and confidence in decision making in a real business environment, which assists to determine the direction for further self-improvement.

Therefore, the internship purpose for students of educational program "Management" is to provide the opportunity to gain practical experience necessary for a successful career in the field of management and the development of personal and professional skills.

Internship involves the formation and development of students' competencies provided for by the relevant standard of higher education of Ukraine:

### ***General Competencies:***

GC 4 – ability to apply knowledge in practical situations;

GC 9 – ability to learn and master modern knowledge;

GC 11 – ability to adapt and act in a new situation;

### ***Professional Competencies:***

PC 4 – ability to identify functional areas of the organization and the relationships between them.

PC 9 – ability to work in a team and establish interpersonal interaction in solving professional problems;

PC 15 – ability to form and demonstrate leadership qualities and behavioral skills;

***Program learning outcomes:***

The internship results itemize the following program learning outcomes provided for by the relevant standard of higher education of Ukraine, namely:

PLO 5 – describe the content of the functional fields of the organization activity.

PLO 9 – demonstrate skills of interaction, leadership, teamwork;

PLO 17 – perform research individually and / or in a group under the guidance of a leader.

**IC:** Ability to solve comprehensive specialized problems and practical problems characterized by complex and uncertain conditions, in the field of management or in the learning process, which involves the use of theories and methods of social and behavioral sciences.

## **ORGANIZATION AND INTERNSHIP MANAGEMENT**

**Internship is regarded as an integral part of the training of qualified specialists.** It gives students the opportunity not only to consolidate theoretical knowledge in practice, but also to gain valuable work experience in real conditions.

Internship can take place at enterprises, in organizations of various forms of ownership, namely:

- **Manufacturing companies:** plants, factories, agro-industrial complexes.
- **Commercial companies:** trade networks, wholesale and retail stores, distribution companies.
- **Intermediary companies:** exchanges, insurance companies, consulting firms.
- It is important that enterprises meet the following criteria:
  - Work experience: having many years of work experience in the respective field.
  - Financial and statistical reporting: transparent and clear accounting.
  - Compliance with modern requirements: use of advanced forms and methods of management, organization of production, logistics, marketing, accounting.
  - Introduction of advanced technologies: use of new technologies of production, organization and management.
  - Investment activity: active investment of funds in development and modernization.

***Choosing the internship base***

- The applicant independently chooses the internship base, having previously agreed with the internship supervisor from the department and the scientific supervisor of the qualification work.
- The internship base can be an enterprise/organization/institution in which the applicant has already been doing the internship.

***Approval of the internship base***

- Internship bases and internship supervisors from the department are approved by Order of the rector of the University.

***Changing the internship base***

- Changing the internship base is possible only for a valid reasons.

- The decision to change the internship base is made by the head of the department on the basis of a motivated application of the applicant, approved

by the internship supervisor from the respective department and approved by the Order of the rector of the University.

### **Internship management from the department**

Internship management of students of the specialty 073 "Management" is carried out by the Department of International Business.

Experienced lecturers appointed by the department and approved by Order of the rector of the University are entrusted with the direct supervision of students' internship.

Internship supervisor from the department:

- Gets acquainted with the conditions of internship enterprises in advance.
- Prepares and issues referrals and individual internship assignments.
- Acquaints students with the internship curriculum.
- Coordinates with the internship bases the internship calendar plan-schedule and approves it.
- Ensures the implementation of all organizational measures before the students' internship, including briefing on the procedure of passing, safety techniques, fire prevention rules, keeping a diary, etc.
- Guarantees the high quality of students' internships in accordance with curricula and programs.
- Draws up schedules for internship supervision and consultations at the department.

In close contact with the internship supervisor from the internship base, the lecturer of the department ensures:

- Methodical supervision of students in writing internship reports. This includes providing students with the necessary theoretical and practical information, as well as assistance in the preparation of reports.
- Control over the students' performance of all types of activity provided for in the internship program. This includes checking calendar plans, reports and diaries.
- Control over ensuring normal working conditions of students. This includes checking the availability of the necessary work equipment, workplace organization and compliance with occupational health and safety regulations.
- Control over students' compliance with the rules of the internal labor regulations of the enterprise, organization, institution.
- Review students' internship reports and write feedbacks.
- All work on the organization and carrying out internship is provided in close contact with the relevant the internship supervisors from the internship enterprise-base. This allows to ensure effective cooperation of all participants of the internship and achieve the expected results.

### **Internship management from the enterprise**

The internship management of students at internship bases is entrusted to one of the qualified specialists who has work experience in the field corresponding to the internship profile.

Appropriate internship supervisors appointed by internship bases perform the following functions:

- Organize internship in accordance with the internship curriculum. This includes:

- o Develop the internship calendar;

- o Provide students with workplaces and materials necessary for work;

- o Get acquainted the students with the rules of the internal labor regulations of the enterprise.

- Monitor the implementation of the approved internship calendar. This includes:

- o Verifying students' performance of individual tasks;

- o Advising students on respective tasks.

- Monitoring students' compliance with labor discipline.

- Preparing characteristics of each student, which is included in the internship report.

Management of the activity of the students at workplaces is carried out by the responsible employees of the enterprise, who are appointed by the respective order. They are obliged to:

- Acquaint students with the management of production and economic activities of the enterprise and its development prospects.

- Provide students with appropriate workplaces, necessary documents for the implementation of the program and internship tasks.

- Carry out methodical guidance on students' implementation of the internship program and individual tasks.

- Provide students with available literature, reports and other documentation and help in selecting materials for writing the internship report.

- Constantly monitor the students' activity and the progress of the internship program.

After the finalization of the internship period, the internship supervisors from the enterprise and from the institution check the internship reports, completed tasks and conduct a final interview with the students in order to determine whether they have mastered all the internship materials. Based on the results of the conducted interviews, checking of reports and entries in the diaries made directly by the supervisors, the characteristics is drawn up for each student. In the characteristics, it is necessary to highlight the students' implementation of the internship program, mastery of skills.

### **Students' responsibilities during the internship**

Students during the internship are obliged to:

- Complete all necessary documents on time. This includes:
  - o Contract for internship;
  - o Consultations on the preparation of documents from the internship supervisor from the department of international business of the University.
- Arrive at the place of internship on time.
- On the first day of internship, visit the HR department of the enterprise to determine the place of internship, the supervisor and obtain a pass. At the end of internship, the pass is returned to the pass office.
- Together with the internship supervisor from the department or company, draw up the internship calendar plan-schedule of program implementation for the entire period of internship.
- Strictly adhere to the rules of internal procedures, occupational health and safety, and the requirements of labor legislation, provided for employees of the enterprise, institution, or organization.
- Follow the instructions of the respective internship supervisors from the enterprise and the department.

### **Forms and methods of internship control**

Monitoring of students' fulfillment of the internship requirements is carried out in two forms: current and final.

**Current control** is carried out by the internship supervisor from the university and the specially appointed internship supervisor from the enterprise. During the current control, the following are checked:

- Timeliness of filling in the internship diary. The internship diary is the main document that reflects the progress of the internship. It must be filled in on time and in full.
- Fulfilment of individual tasks. Individual assignments are part of the internship program and must be completed by students in full.

**Final control** is carried out during the defense of reporting materials on internship.

#### **Reporting materials on internship include:**

- Internship report. The internship report is a summary of the internship results and should contain information about completed tasks, acquired skills, and impressions from the internship.
- Internship diary. The internship diary is the main document that reflects the progress of the internship. It must be filled in on time and in full.
- Individual assignments. Individual assignments must be completed by students in full and completed in accordance with the requirements.

## CONTENTS AND CALENDAR SCHEDULE OF FULFILMENT OF INTERNSHIP TASKS

The calendar schedule of the internship is presented in Table 1. The time is indicated in working days in the calculation of 6 weeks with a five-day work schedule. The same table shows the content of the practice, which should be reflected in the diary.

Table 1

### Calendar-thematic plan and schedule of internship by students of specialty 073 "Management"

| №  | Types of activities                                                                                                                                                                                                               |
|----|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1  | 2                                                                                                                                                                                                                                 |
| 1  | Instructional meeting and delivery of documentation at the department                                                                                                                                                             |
| 2  | Registration within the internship base                                                                                                                                                                                           |
| 3  | Briefing on the rules of the internal procedure, safety and occupational health and safety techniques                                                                                                                             |
| 4  | Tour of the enterprise (organization)                                                                                                                                                                                             |
| 5  | Study of organizational structure, management structure enterprise (organization), production and logistics technologies                                                                                                          |
| 6  | Analysis of the volume, structure, dynamics of foreign economic activity of the institution/enterprise – internship base- and assessment of its effectiveness                                                                     |
| 7  | Analysis of internal and external marketing environment of the internship base                                                                                                                                                    |
| 8  | Analysis of documents and peculiarities of the organization and procedures for the preparation, conclusion and execution of foreign economic contracts, researching the practice of conducting negotiations with foreign partners |
| 9  | Analysis of documents and determining the order of foreign economic and settlement operations, as well as justification of ways to increase the efficiency of the enterprise's foreign economic activity                          |
| 10 | Preparation of economically justified recommendations for improving the organization of work of divisions of an enterprise or institution                                                                                         |
| 11 | Fulfillment of individual tasks of the department and the enterprise (organizations)                                                                                                                                              |
| 12 | Internship report preparation                                                                                                                                                                                                     |
| 13 | Drawing up the internship report, internship diary and other documents about internship                                                                                                                                           |
| 14 | Internship report defense                                                                                                                                                                                                         |

Within the individual form of internship, the schedule of the educational process should not be violated by the student. The total duration of the internship must correspond to the curriculum (30 Credits).

## **PROGRAM AND RECOMMENDATIONS REGARDING FULFILMENT OF INTERNSHIP TASKS**

The internship consists of the following stages:

### **1. Analysis of the enterprise characteristics:**

- **Organizational and legal form:** Limited liability company (LLC), private enterprise (PE), etc.
- **Main type of activity:** Manufacturing and/or sale of specific products, provision of certain services.
- **Assortment of products (services):** List of products that are produced or services that are provided.
- **Position on the market:** Description of competitive advantages of products/services (price, quality, innovativeness, environmental friendliness, etc.).
- **Analysis of financial and economic activity:** Profitability, liquidity, solvency, dynamics of development for a certain period.

### **2. Familiarization with the business plan of the enterprise:**

- **Structure of the business plan:** goals, marketing plan, production plan, organizational plan, financial plan.
- **Justification of planned indicators:** realism, attainability, compliance with resources and market conditions.
- **Risk management:** identification, evaluation, forecasting and minimization of risks.

### **3. Study and analysis of the organizational structure of enterprise management:**

- **Diagram of the organizational structure:** graphic representation of units, their sub-units and connections.
- **Analysis of the structure:** compliance with goals, efficiency, flexibility, adaptability to changes.

### **4. Study of the enterprise management system:**

- **Type of organization:** linear-functional, matrix, project-matrix, etc.
- **Management functions:** planning, organization, motivation, control.
- **Management levels:** top management, middle management, first - line management.
- **Management styles and methods:** authoritarian, democratic, liberal, delegation of authority.
- **Management system:** quality, personnel, marketing, finance, innovation.
- **Strategic management:** availability of a strategic plan, competitive strategies, development and diversification.

**5. Analysis of the manager's working day:**

- **Timing:** allocation of time to different types of activities.
- **Efficiency of time use:** determination of time losses, schedule optimization.

**6. Drawing up schemes of communication connections within the company's divisions:**

- **Types of communications:** vertical, horizontal, diagonal.
- **Information transmission channels:** meetings, reports, telephone conversations, email, messengers.
- **Effectiveness of communications:** availability of information, speed of feedback.

**7. Participation in management meetings or team meetings:**

- **Organization:** agenda, regulations, presenter, protocol.
- **Analysis:** role in decision-making, the activeness of the participants, the constructiveness of the discussion.

**8. Characteristics of the information support of the manager's activities:**

- **Information systems:** ERP, CRM, BI, etc.
- **Types of information:** internal, external, operational, strategic.
- **Information processing tools:** PC, software, databases.
- **Business documents:** contracts, orders, protocols, reports, letters.

**9. Familiarization with the legal support of the management activity of the enterprise:**

- **Legislative and regulatory acts:** Commercial Code, laws of Ukraine, resolutions of the Cabinet of Ministers.
- **Organizational documents:** Statute, regulations of structural subdivisions, job descriptions.

## **INTERNSHIP TASKS AND RECOMMENDATIONS**

### **1. Analysis of the enterprise characteristics:**

#### **Task:**

- Collect information about the organizational and legal form, the main type of activity, the assortment of products/services.
- Conduct an analysis of competitive advantages, market position and financial and economic activity of the enterprise.

#### **Recommendations:**

- Use the official website, annual reports, analytical articles and other sources of information.
- Communicate with employees of different departments to gain a deeper understanding of the specifics of the company's activity.
- Pay attention to the dynamics of development of indicators, existed risks and prospects of the industry.

### **2. Familiarization with the business plan of the enterprise:**

#### **Task:**

- Familiarize yourself with the structure and main sections of the business plan.
- Conduct an analysis of the justification of planned indicators, risks and development strategy.

#### **Recommendations:**

- Pay attention to the realistic and achievable goals.
- Study how the company plans to minimize risks and respond to market changes.
- Assess the compliance of the development strategy with the company's resources and competencies.

### **3. Study and analysis of the organizational structure of enterprise management:**

#### **Task:**

- Familiarize with the scheme of the organizational structure and its characteristics.
- Conduct an analysis of the compliance of the structure with the goals, efficiency and flexibility.

#### **Recommendations:**

- Analyze the principles and types of organizational structures.
- Pay attention to the distribution of powers, communication channels and decision-making system.
- Assess how the structure meets the needs and dynamics of the enterprise's development.

### **4. Study of the enterprise management system:**

#### **Task:**

- Familiarize with the type of organization, management functions and levels of management.
- Analyse management styles and methods, motivation systems, and personnel management systems.
- Conduct a strategic management analysis, including the presence of a strategic plan and competitive strategies.

**Recommendations:**

- Study modern management concepts and theories.
- Pay attention to the peculiarities of managing various functional areas (marketing, production, finance, etc.).
- Evaluate how the management system contributes to the achievement of the company's goals.

**5. Analysis of the manager's working day:**

**Task:**

- Time recording of the manager's working day.
- Evaluate the efficiency of time use and schedule optimization opportunities.

**Recommendations:**

- Use the timing method and other analysis tools.
- Pay attention to the ratio of productive and unproductive work.
- Develop recommendations for optimizing the schedule and improving work efficiency.

**6. Drawing up schemes of communication connections of the company's divisions:**

**Task:**

- Describe the types of communications used at the enterprise (vertical, horizontal, diagonal).
- Study the channels of information exchange (meetings, reports, telephone conversations, email, messengers).
- Evaluate the effectiveness of communications and opportunities for its improvement.

**Recommendations:**

- Use graphical methods to visualize communication links.
- Pay attention to the availability of information, speed of feedback.

**7. Participation in management meetings or team meetings:**

**Task:**

- Monitor the organization and conduct of meetings/meetings.
- Analyze the role of participants in decision-making, activeness and constructiveness of the discussion.

**Recommendations:**

- Pay attention to the regulations, agenda, record keeping.

- Evaluate how participants' opinions and suggestions are taken into account.
- Provide considerations for improving the organization and effectiveness of meetings/meetings.

### **8. Characteristics of the information support of the manager's activities:**

#### **Task:**

- Familiarize with the information systems used at the enterprise (ERP, CRM, BI, etc.).
- Study the types of information used by the manager (internal, external, operational, strategic).
- Analyze information processing tools (PC, software, databases).
- Collect samples of business documents used in management activities.

#### **Recommendations:**

- Pay attention to the availability, relevance and reliability of information.
- Evaluate how information systems and information processing tools help managers make effective decisions.
- Learn best practices and opportunities to improve information provision.

### **9. Familiarize with the legal support of the management activity of the enterprise:**

#### **Task:**

- Study the main legislative and normative acts regulating the activity of the enterprise.
- Familiarize with organizational documents (Statute, regulations, job instructions).

#### **Recommendations:**

- Pay attention to relevance and compliance with regulatory requirements.
- Assess how legal protection helps the enterprise to minimize risks and conduct legal activities.
- Explore best practices and opportunities for legal improvement.

## **STRUCTURE AND CONTENT OF THE INTERNSHIP REPORT**

### **INTRODUCTION**

#### **CHAPTER 1. GENERAL CHARACTERISTICS OF THE ENTERPRISE**

- 1.1. Organizational and legal form and main type of activity
- 1.2. Assortment of products/services
- 1.3. Analysis of competitive advantages, market position and financial and economic activity

#### **CHAPTER 2. SPECIFICS OF THE BUSINESS PLAN OF THE ENTERPRISE**

- 2.1. Structure and main sections of the business plan
- 2.2. Analysis of justification of planned indicators, risks and development strategy

#### **CHAPTER 3. SPECIFICS OF THE ORGANIZATIONAL STRUCTURE OF ENTERPRISE MANAGEMENT**

- 3.1. Scheme of the organizational structure and its characteristics
- 3.2. Analysis of the compliance of the structure with the goals, efficiency and flexibility

#### **CHAPTER 4. SPECIFICS OF THE ENTERPRISE MANAGEMENT SYSTEM**

- 4.1. Type of organization, management functions and levels of management
- 4.2. Management styles and methods, motivation system and personnel management system
- 4.3. Analysis of strategic management, including the existence of a strategic plan and competitive strategies

#### **CHAPTER 5. SPECIFICS OF THE MANAGER'S WORKING DAY**

- 5.1. Timing of the manager's working day
- 5.2. Evaluation of the efficiency of time use and the possibility of optimizing the schedule

#### **SECTION 6. COMMUNICATION DIAGRAMS OF SUBDIVISIONS OF THE ENTERPRISE**

- 6.1. Description of the types of communications used at the enterprise
- 6.2. Study of information exchange channels
- 6.3. Evaluation of the effectiveness of communications and the possibility of its improvement

#### **CHAPTER 7. SPECIFICS OF MANAGEMENT MEETINGS OR COLLECTIVE MEETINGS**

- 7.1. Monitoring the organization and conduct of meetings/meetings

7.2. Analysis of the role of participants in decision-making, activeness and constructiveness of the discussion

## **CHAPTER 8. SPECIFICS OF THE INFORMATION SECURITY OF THE MANAGER'S ACTIVITIES**

8.1. Familiarization with information systems used at the enterprise

8.2. Study of types of information used by the managers

8.3. Research of information processing tools

8.4. Collection of samples of business documents used in management activities

## **CHAPTER 9. SPECIFICS OF LEGAL SECURITY OF THE MANAGEMENT ACTIVITIES OF THE ENTERPRISE**

9.1. Study of the main legislative and regulatory acts

9.2. Familiarization with organizational documents

## **CHAPTER 10. INDIVIDUAL ASSIGNMENT:**

10.1. Disclosure of the practical issue of the topic of the future final qualification work

## **CONCLUSIONS**

## **REFERENCES**

## **ANNEXES**

## GENERAL REQUIREMENTS FOR INTERNSHIP REPORT

- Volume: 20-25 pages of A4 format
- Font: Times New Roman, size 14
- Margins: left – 20 mm, right – 20 mm, upper – 20 mm, lower – 20 mm
- Numbering of pages: through (the title page is not numbered)
- Illustrations: numbered with Arabic numerals within the section (for example, "Figure - 1.2. Scheme of the organizational structure of the enterprise")
  - Tables: numbered similarly to figures (for example, "Table 1.2. Dynamics of product exports")

### *Recommendations:*

- Follow a clear structure and formatting of the text
- Carry out thorough editing of the report
- Check availability of all necessary sections, tables, illustrations and sources of information

### *Additional resources:*

- Methodical recommendations for internship
- Examples of internship reports

### **Important:**

- The internship report is an important document that evaluates the knowledge and skills acquired by the student during the internship.
  - The report is stored in an electronic version in an online repository.
  - Its design should be approached responsibly and carefully.
  - Successful completion of the report indicates a high level of student training and readiness for independent work.

Example:

Table 1.1

Name of the table

| Indices | 2020 | 2021 | 2022 | 2023 |
|---------|------|------|------|------|
|         |      |      |      |      |
|         |      |      |      |      |

When a part of the table is moved to another page, write "Continuation of the table" above it. (with indication of its number). Illustrations and tables are placed so that they can be viewed without turning the page, or with clockwise rotation, and are placed after the first reference to them in the text. When referring to a table and a figure, indicate its number and the word "table", "figure" in abbreviated form, for example table. 1.2; Fig. 1.1.

### *Illustrations:*

- Each illustration (drawing, photo, diagram) must be accompanied by a short content analysis and conclusions.
  - The number of illustrations is determined by the content of the report and should be sufficient for its visualization.

- Captions to the illustrations are placed below them and contain:
  - o Name of the illustration
  - o Explanation of conventional designations (if necessary)
  - o Source of information (if necessary)

*Formulas:*

- Numbered with Arabic numerals in round brackets to the right of the formula.
- Reference to the formula in the text is made by its number.
- If necessary, symbols and coefficients used in formulas are explained.

*Annexes:*

- Contain supporting materials that are not included in the main part of the report:
  - o Forms of statistical reporting
  - o Intermediate mathematical calculations
  - o Illustrations of an auxiliary nature
  - o Text materials (references, tables, etc.)
- Each application starts on a new page.
- The word "Appendix" and its serial number (A, B, C...) are written in the upper right corner.
- The application has a thematic title.

**Preparation of the internship report:**

- The title page of the report is designed in accordance with the requirements.
- The content of the report contains a list of sections, subsections, tables, figures, appendices with page designations.

*Recommendations:*

- Use illustrations to better understand the text of the report.
- Formulas should be numbered for easy reference.
- Place attachments at the end of the report.
- Follow the rules of the report design.

**Important:**

- Illustrations, formulas and appendices are important components of the report that complement and illustrate its text.
  - Their design must meet the general requirements for the report.
- Correctly designed illustrations, formulas and appendices testify to the high level of the student's training and his attention to detail.

## INTERNSHIP RESULTS EVALUATION CRITERIA

Internship results are evaluated according to the following criteria:

- Fulfillment and defense of individual practical-oriented assignment.
- Preparation of the internship report.
- Quality of informational and analytical materials on the subject of the thesis.

Evaluation of the internship results:

- **Excellent:**
  - o Impeccable design of the internship results.
  - o Positive characteristics of the student.
  - o Complete and accurate answers to all questions of Commission members about the internship program and the work performed.
- **Good:**
  - o Insignificant comments regarding the content and design of the results.
  - o Positive characteristics of the student.
  - o In the answers to the questions of the Commission members on the internship program, the student admits some inaccuracies, but in general has solid knowledge.
- **Satisfactory:**
  - o Careless design of the internship report and diary.
  - o Calculation and logical errors.
  - o In general, a positive characteristic of the student.
  - o When answering the questions of the Commission members, the student feels insecure, makes mistakes, and lacks solid knowledge.
- **Unsatisfactory:**
  - o The internship program has not been completed.
  - o Negative characteristics of the student from the internship base.
  - o The student does not give full answers to the Commission members' questions.

Table 2

| Internship results evaluation criteria                                                                                                                                                                                                                                                                                                                                                                                                                | Scores  |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------|
| Criteria for evaluating the achievements of the student                                                                                                                                                                                                                                                                                                                                                                                               |         |
| The internship report and the internship diary are prepared in accordance with the requirements and submitted for defense within the time frame determined by the department; the report contains elements of novelty, has practical significance; the student has mastered the skills of research work: information gathering, analysis, formulation of conclusions, proposals; the applicant's answer to the Commission members' questions is full. | 90 -100 |
| The internship program has been completed, but there are some non-principled deficiencies; insufficiently used reporting materials in the process of analysis; there are separate comments regarding the design of the internship report,                                                                                                                                                                                                             | 80 – 89 |

internship diary; the student at the defense has demonstrated good knowledge, answered the questions of the Commission members.

There are separate comments regarding the design of the internship report and the internship diary; grammatical and stylistic errors; there are inaccuracies in the calculations within the analysis; at the defense, the student has demonstrated satisfactory knowledge; answers to the questions of Commission members are inaccurate or incomplete. 70 – 79

The internship report and the internship diary have been made out with numerous errors or not in full, at defense the student has showed complete ignorance of the researched object, has failed to answer the questions asked by the Commission members. 66 – 69

The student has made significant mistakes when fulfilled the personal assignment of the internship, unable to give an explanation of the performed calculations; reporting documents are prepared with errors; the internship supervisor assessment of internship and characteristics indicate a low level of knowledge, skills and competences. 60 – 65

The report has been submitted to the internship supervisor for review in violation of the time frame; performed with substantial lack of information-theoretical material; the design of the report does not meet the requirements; the content of the report has not been disclosed. There are no practical recommendations. 0 – 59

*Recommendations:*

Take the internship program seriously.

- Comply with the requirements for drawing up the internship report.
- Prepare informational and analytical materials on the topic of the final thesis.
- Be ready to answer the questions of the Commission members about the internship program.

**Important:**

Internship results are an important indicator of the student's training level.

The evaluation depends on the quality design of internship results.

- Solid knowledge and skills of the student will help to successfully pass the internship defense.

**ANNEXES**

HIGHER EDUCATIONAL INSTITUTION “OF  
“KROK” UNIVERSITY  
DEPARTMENT OF INTERNATIONAL BUSINESS

**INTERNSHIP REPORT**

Student \_\_\_\_\_ Group \_\_\_\_\_  
(Surname, name) (Code)

specialty 073 «Management»

**Internship base** \_\_\_\_\_  
(name of the company, organization, institution)

Internship supervisor:

**From Department of International Business**

\_\_\_\_\_  
(scientific degree, surname, name)

HIGHER EDUCATIONAL INSTITUTION  
“KROK” UNIVERSITY

DEPARTMENT OF INTERNATIONAL BUSINESS

“Approved”  
Head of the Department of International  
Business  
\_\_\_\_\_2024 M. Prohorova

**INDIVIDUAL ASSIGNMENT**

for internship of the student \_\_\_\_\_ year, group \_\_\_\_\_  
(code)

(Surname, name)

specialty 073 «Management»

1. Internship base: \_\_\_\_\_

2. Internship term: \_\_\_\_\_

3. Internship report defense date: \_\_\_\_\_

4. Internship supervisor from the enterprise: \_\_\_\_\_

(position, surname, name, signature)

5. Personal internship assignment: \_\_\_\_\_

6. Internship supervisor from University: \_\_\_\_\_

(scientific degree, surname, name, signature)