



ALMA
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UNIVERSITY

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1. General terms

1.1. Professional internship is a mandatory component of the undergraduate degree curriculum and is aimed at consolidating theoretical knowledge gained during the course, acquiring practical skills and competencies, professional experience, as well as establishing the necessary contacts between the University, the student and organizations and enterprises.

1.2. Professional internship is conducted in accordance with the approved academic calendar and individual student curriculum to the extent established by the State Compulsory Standard for Higher Education and the TAC (Typical Academic Curriculum) of the Educational Program.

1.3. The place and the supervisor of professional internship are secured by the order of the University chancellor as advised by the dean of the school.

2. Goals, objectives, and professional internship opportunities

2.1. The main goal of professional internship is to consolidate and enhance students' theoretical knowledge, acquire practical work skills and build competencies in management, marketing, and logistics.

2.2. The content of the internship is aimed at solving the following tasks:

- consolidate and deepen the theoretical knowledge gained in fundamental, general educational and basic disciplines;
- acquire initial field skills following the educational program of study.

2.3. Professional internship can be based in enterprises and institutions of various ownership (private, state), various organizational and legal forms (partnerships, joint-stock companies, etc.) that carry out various types of activities (trading, intermediary, manufacturing, insurance, financial, tourist, hotel, advertising, customs, audit, legal, public catering, providing various types of services: information, consulting, communication, service, etc.), as well as educational institutions.

3. Organization of professional internship

3.1. General management of professional internship is carried out by the supervisor appointed by the program leader of the degree.

3.2. The students are allowed to choose a base for their professional internships themselves. In case of having difficulties in finding a base for their professional internships, the students must contact the Career Planning Center at the Student Registration, Development and Support Office (hereinafter - the Career Planning Center) to select and approve the base for their professional internships and be guided by the Rules for organizing professional internship and employment of graduates and defining organizations as internship bases.

3.3 The internship period is flexible. Third year students can do it at any time during the fifth and sixth semester of the academic year. The minimum duration of the professional internship is three weeks and can be extended, depending on the request of the employer. At the same time, engaging a student in professional internship is possible only outside the times of theoretical studying at the University.

3.4 In order to improve the quality of professional internships, the University supports the students who have passed a competition for paid internships in companies recommended by the Career Planning Center and allows those students to attend classes according to an individual schedule. When presenting their reports, the assessment for such students starts from 91 (A-) score and higher. At the same time, the Career Planning Center informs the deans of Schools about the students who have passed the competition for paid internships.

3.5. To support and develop the academic and entrepreneurial potential of students the University allows not to do professional internships to students who won prizes at competitions, republican and international competitions, as well as participated in events held by the University aimed at developing entrepreneurial skills (Hackathon, competitions of foreign universities, start-up projects, etc.). As a report, students submit a presentation of the performance or the certificate. Assessment for such students starts from 91 (A-) points and above. The confirmation of the student's prize-winning place and the certificate is registered by the order issued by the dean of the School.

3.6. Internship supervisor is required to:

- provide methodological assistance to a student-trainee in preparing an internship schedule in accordance with the characteristics of a particular enterprise;
- establish control over the completion of internship in accordance with the schedule;
- provide students with consultations regarding their professional internships;
- ensure control over the timeliness of preparation and presentation of the report on the results of the professional internship within the time period established by the academic calendar.

3.7. Student-intern is required to:

- choose the base for professional internship independently or to contact the Career Planning Center until the 30th of September, or until the 30th of January;
- in case of an independent choice professional internship base, notify the Career Planning Center and provide all the necessary information (company name, legal address, the professional internship term dates);
- receive two copies of the professional internship agreement from the Career Planning Center, sign it at the place of professional internship and submit one copy of the agreement back to the Career Planning Center within 3 days after receiving the agreement;
- arrive at the place of their professional internship on time;
- obey the rules of conduct, comply with the health and safety rules;
- carry out specific tasks, assignment and instructions of the head of the internship from the company accurately and in a timely manner;
- fully complete the tasks required by the professional internship programme;
- collect all information necessary for writing the professional internship report;
- submit a written report on the results of the professional internship to the dean's office, in which the information collected during the professional internship must be systematized and the main results of the internship must be presented. The deadline for submitting the professional internship report is the 20th of May.

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- come and present the professional internship report in accordance with the approved schedule of the assessment committee.

4. The structure of the professional internship report

4.1. During their professional internship, the student must study the main activities of the enterprise and describe them in the report.

The total length of the professional internship report is 8-10 pages of a computer typed text (excluding appendices).

The structural elements of the report are:

- Title page (Appendix 1).
- Contents page (Appendix 2).
- Introduction.
- The main part of the report (Appendix 3).
- Conclusion.
- References (Appendix 4).
- Appendices.

4.2. The *contents page* includes section names numbered, a list of references, appendices. For each structural element of the report pages are affixed in strict accordance with their names in the text of the report.

4.3. In the *introduction*, the goal and objectives of the professional internship are formulated, and the professional internship base is indicated.

4.4. The *main part of the report* gives a general description of the professional internship base, provides data on the main directions of the enterprise activities.

4.5. The *conclusion* contains a summary of the results of the professional internship.

4.6. The *references* contain information about the sources that were used when writing the professional internship report.

4.7. The *appendix* contains supporting materials, which include instructions, completed reporting forms, supporting illustrations, etc.

5. Design requirements for the professional internship report

5.1. The report is written on standard sheets of the A4 format (210x297) placed in a plastic binder.

The text is typed on a computer in the text editor MS Office Word, font - Arial, size - 12, at 1.15 line spacing, setting justified horizontal alignment.

Statistical information and calculation tables can be presented in MS Office Excel.

Drawings are executed in any graphic editor in the format of a picture.

The following page margins are maintained: left - 20 mm, right - 10 mm, upper - 20 mm and lower - 20 mm. Paragraphs in the text begin with an indent (Tab), equal to five characters (1.25 cm).

The pages of the report must be numbered sequentially throughout the text in Arabic numerals. Numbering begins with the title page, the page number to which is not affixed.

Page numbers are set in the middle of the text line without a full stop at the bottom of the page using Arial size 10 font, the position of the footer relative to the bottom edge of the page is 1.25 cm (standard in Microsoft Word).

Each section of the report must start from a new page, the tables must have headings, the text must contain links to the sources. The report should contain drawings, diagrams, charts, appendices, etc. as necessary.

5.2. Design of tables

The tables are provided for comparative analysis of the performance of the enterprise.

The name of the table should be short and reflect its contents. The table should be given a text heading, which is located above the table on the left after the word "Table" and its number and the sign "-". The title starts with a capital letter without a full stop at the end.

The headings of columns and rows must start with a capital letter, and the subheadings with a lower-case letter if they form one sentence with the heading, or with a capital letter if they are independent. There is no full stop at the end of the table headings and subheadings. The headings and subheadings of the columns should be indicated in the singular form.

The table should be placed immediately after the text in which it is mentioned for the first time, or on the next page with a link to it. It must be aligned with the width of the main text of the report.

Table layout example:

Table 1 - The major technical and economic indicators of the enterprise for 2019-2020

No	Indicator	2019	2020	Change (+, -)	Growthrate, %
1	2	3	4	5	6
1	Volume of production in physical terms (thousand tons)	1844,0	1860,0	16,0	100,8
2	Volume of sales (thousand tenge)	374979,0	532800,0	157821,0	142,0
3	Number of staff (ppl.)	120	160	40,0	133,3
4	Annual payroll (thousand tenge)	53040,0	66256,0	13216,0	124,9
5	Production output per employee (thousand tenge)	3124,8	3330,0	205,2	106,5
Note - produced by the author based on the source [5]					

Tables are numbered sequentially, in Arabic numerals, the sign "No." is not put.

When transferring part of the table to the next page, the name of the table is placed only above the first part, while an indication is given above the second part: Table 1 continued.

Tables with digital data must contain indications of the measurement units used for these data. The overall measurement units can be indicated above the table.

If the table is compiled based on the student's own research, then this should be indicated in the note, if it is borrowed from a source, the source must be indicated.

A smaller font size can be used in the tables compared to that in the text, namely font size 11.

The distance between the upper and lower edge of the table and the text should be one line, i.e. one "empty line".

5.3. Design of figures and illustrations

In order to unify the approach to the design of the diagrams, charts, graphs, photographs used in the report, they are usually illustrated by images. Each type of figure is numbered sequentially throughout the entire report in Arabic numerals. Figures must be aligned with the centre of the text-line and placed immediately after the text in which they are mentioned for the first time, or on the next page with a link to them. When referring to figures, it should be written "in accordance with Figure 1".

The captions in the figures must be placed horizontally, without frames. The captions should be uniform in size and font. It is necessary for the graphic material to be shown in high contrast.

The title of the figure starts with a capital letter without a full stop at the end. It is placed under the figure, after the word "Figure" and its number and the sign "-" and aligned with the centre of the text-line.

If the drawings are produced based on the student's own research, it must be indicated in the note, but if they are borrowed from a source, a link to that source must be made in the note giving the number of the source as it is given on the list of references. The notes are written in the font size 11 and aligned with the left border of the page.

The size of the figure must not exceed half of the page. If it does, it must be moved to appendix. Adding scanned graphs, charts, diagrams, tables to the report is not allowed. The links to the original data of graphs, charts, diagrams, tables must be contained in MS Excel and must be active.

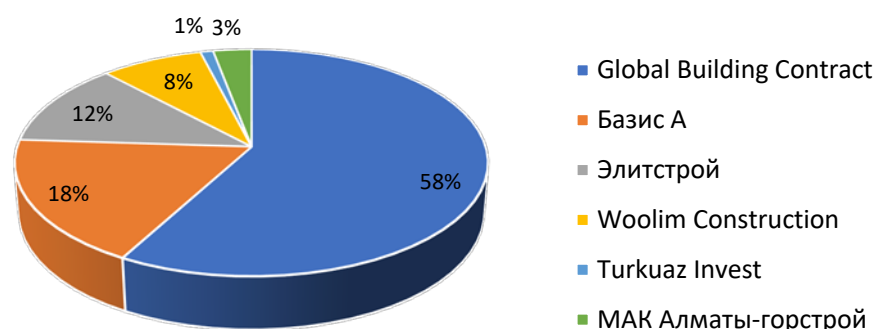


Figure 2 - Proportion of the number of apartments commissioned for 2019-2020 in Almaty

Note - produced by the author based on the source [4]

5.4. References

Information about the sources should be numbered in Arabic numerals without a full stop, written with indentation, and organized in the order they appear in the report. References are organized in accordance with the Appendix 4.

5.5. Design of appendices

Each appendix must start from a new page with the word “Appendix” in the upper right corner of the page. The word “Appendix” is not highlighted by neither cursive nor bold font. The appendices are numbered sequentially using Arabic numerals (1, 2, 3...). The appendix number is given without the “No.” sign, for example: Appendix 1.

The appendix should have a title that is written on a separate line with a one-line indent symmetrically in relation to the text (centered alignment) starting with a capital letter. The title is written in bold text. Should an appendix exceed one page, it continues on the following pages without any designation. The appendices should share continuous numbering of pages with the rest of the report.

Appendices can be listed in the table of contents at the discretion of the author.

Appendices to this document can be used as an example of how appendices to the professional internship report should be presented.

6. The professional internship report presentation procedure

6.1. The Report is presented to the assessment committee appointed by order of the dean of the School.

6.2. When presenting, the student makes an oral report on the results of the internship and answers the assessment committee questions, all within 7-10 minutes.

6.3. Based on the results of the presentation, an assessment is made using a point-rating letter grading system. At the same time, the level of theoretical preparation of the student, the quality of the report in terms of its contents and design, as well as the meaningfulness of the answers to the questions asked by the assessment committee members are all considered for assessment.

6.4. The grades assigned to each report presentation are recorded in the minutes of the meeting of the assessment committee and announced on the day the meeting is held.

6.5. The professional internship report presentation assessment criteria

The mark “excellent” (90-100 points) - the design of the report and its contents comply with the requirements, the information is collected in full, presented logically, conclusions are drawn, individual work is completed, the answers to additional questions are complete and clear.

The mark “good” (70-89 points) - minor comments on the design of the report and its contents, the information is collected in full, conclusions are drawn, individual work is completed, there are some inaccuracies in the presentation of the material, the answers to additional questions are not clear enough.

The mark “satisfactory” (50-69 points) - comments on the design of the report and its contents are of fundamental importance, the information is collected in full, individual work is done, there

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are some inaccuracies in the presentation of the material, answers to additional questions are not structured and clear.

The mark “unsatisfactory” (less than 50 points) - the report does not comply with the requirements, the information is not collected in full, the individual task has not been completed. If the student completes the work specified in the clauses 3.4. and 3.5., then the score is graded in accordance with the criteria described in the specified paragraphs.

The title page of the professional internship report

**Almaty Management University
School of Management**

PROFESSIONAL INTERNSHIP REPORT**Prepared by**

student

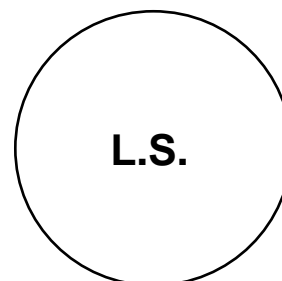
Code of Educational Program _____ First name, last name

Internship supervisor

Degree, title _____ First name, last name

Internship supervisor

(representative of the organization) _____ First name, last name



Almaty, 20__

Sample design of the contents page of the professional internship report

CONTENTS

Page #

INTRODUCTION .

1. Section title .

2. Section title .

3. Section title .

.

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.

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CONCLUSION .

REFERENCES .

APPENDICES .

Contents of the main part of the professional internship report

For degree in Management

1. General characteristics of the enterprise (a brief development history of the enterprise, business structure, direction).
2. Business planning (mission, goal, strategy, development plans).
3. Organising business activities (the organizational structure of the enterprise: the composition of structural divisions and the functional duties performed by them, the order of distribution of duties between employees of one of the enterprise divisions).
4. The personnel motivation system at the enterprise (forms and methods of remuneration, methods of motivation).
5. Organization of the control function at the enterprise (types and methods of control).

For degree in Marketing

1. General characteristics of the enterprise (a brief development history of the enterprise, the direction, organisational structure, the structure of the marketing service).
2. The company's product policy (product mix, competitive advantages of the product, product positioning, product strategies).
3. The pricing policy of the enterprise (types of prices, pricing methods and pricing strategies).
4. Sales policy (distribution channels, sales strategies).
5. Promotion policy (means and methods of product promotion, promotion budget, promotion strategies).

For degree in Logistics

1. General characteristics of the enterprise (a brief development history of the enterprise, business structure, direction).
2. Characterization of the material, information and financial flows (characteristics of products and / or services provided, material flow pattern, types, structure, volume of supplies, services, etc.).
3. Functional units of enterprises (supply, procurement; distribution, sales; logistics; warehousing; information department; transportation department, etc.)
4. Logistics activities of the enterprise (structure of logistics units, logistic functions of individual departments, their interrelationship).
5. Analysis of the main indicators of the logistics activities of the enterprise.

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