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Arizona State University

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1. Purpose of the document

Present document describes the procedure for organizing the educational internship for undergraduate students in educational programs of the School of Management.

2. Document application scope

These requirements are mandatory for undergraduate students, internship supervisors, program leaders and staff of the School of Management involved in the process.

3. References

These rules are designed on the basis of the following internal documents of the Educational Institution «Almaty Management University»:

- Rules on educational process organization according to credit system (approved by the Order of the Minister of Education and Science of the Republic of Kazakhstan dated 20.04.2011, No. 152 as amended on 05.05.2021)
- Regulation for «Management of internal standartized documentation» (approved by the Rector of the Educational Institution "Almaty Management University" on 19.11.2020.).

In this document there is a reference to the Rules for the design of written works approved by the Vice-Rector for Academic Development on 09/24/2021.

4. Terms and abbreviations

EP – educational program

SM – School of Management

5. Responsibilities

5.1. Dean is responsible for the coordination of design, update and introduction to faculty and students of the present regulation.

5.2. Academic dean is responsible for introduction to the SM faculty and students of the present regulation.

5.3. Program-leader is responsible for introduction to the faculty of the program, academic supervisors and advisers of the present regulation.

5.4. School faculty is responsible for advising students on the application of the regulation on educational practice.

5.5. Student is responsible for compliance with the present regulation.

6. Process implementation order

6.1. General rules

6.1.1. Educational internship is a mandatory component of the curriculum of the bachelor's degree program. It is a system of organizational and educational activities for improvement of the professional training of students, as well as contact of the University and the student with organizations and enterprises.

6.1.2. Students do an educational internship in accordance with the approved academic calendar and the individual curriculum in the number of hours established by the State mandatory standard of higher education.

6.1.3. The internship is a training in nature where lectures, practical classes, excursions, independent work of students are used as educational technologies. An active form of training is also possible (business game, discussions, project method, etc.).

6.1.4. The places of internship are determined by the order of the rector of the educational institution "Almaty Management University" (hereinafter – the University) according to the submission of Dean of the School of Management.

6.2. Purpose, objectives, places of educational internship

6.2.1. The main purpose of the internship is to permit a student to acquire primary work skills and get competent in the field of management, marketing and logistics.

6.2.2. Following tasks should be done during the internship:

- consolidation and deepening of the theoretical knowledge received from fundamental, general education and basic disciplines;
- acquire the primary working skills of a program.

6.3. Educational internship organization

6.3.1. A supervisor of internship, appointed by the program leader, performs general supervision of the educational internship.

6.3.2. Internship time is set in accordance with the schedule of the internship approved by the Dean of the SM.

6.3.3. For students who have won prizes at academic olympiads, national and international competitions, as well as participated in events aimed at developing entrepreneurial skills held by the University (Hackathon, competitions of foreign universities, startup projects, etc.), the administration counts such activities as credits for internship. As a report, students submit a presentation of the project or a certificate. The score of such activity starts from 91 (A-) points and higher. Confirmation of a prize-

winning place or a certificate by a student and an assessment are issued by the order of the dean of the school.

6.3.4. Internship supervisor should:

- deliver a safety and fire safety briefing at the workplace;
- provide methodological assistance to the student with a schedule for the internship;
- control the internship course in accordance with the schedule;
- consult students on internship issues;
- control over the timely preparation and a defense of the report on results of internship within the time frameworks set by the Academic Calendar.

6.3.5. Students should:

- in a course of the internship, do all general and individual tasks in compliance with the rules of safety and fire safety;
- regularly consult with internship supervisors on the individual assignment issues, request and study materials within the framework of individual assignment;
- collect the necessary material for writing a report on educational internship;
- at the end of the internship, prepare a report on the results;
- defend the report on educational internship in accordance with the approved work schedule of the commission.

6.4. Structure and content of educational internship

6.4.1. Internship lasts 9 weeks in the 2nd semester of the academic year. The total number of hours for it is 90. The number of contact hours and hours of independent work is set in the program curriculum. The amount of classroom work is at least 30% of the amount of each course.

6.4.2. The program of the training practice is presented in Appendix 3.

6.5. Internship report structure

6.5.1. Internship report structure.

The total volume of the report is 8-10 pages of Word text (without attachments).

- Title page (Appendix 1).
- Content (Appendix 2).
- Introduction.
- Main part of the report.
- Conclusion.
- List of sources used.
- Appendix.

6.5.2. *The content* includes serial numbers and names of sections, a list of references used, appendices. For each structural element of the report, pages are placed in strict accordance with their names in the text of the report.

6.5.3. *The introduction* includes the purpose, objectives and the period of internship. The volume of the introduction is 1-2 pages.

6.5.4. *The main part* should include 3 sections:

Section 1 "Organizational step" is for brief conclusions on the studied material obtained during internship.

Section 2 "Practical step" is for description of each master class attended during the internship.

Section 3 "Project step" is for results of the individual task of the team.

The volume of the main part is 4-8 pages.

6.5.5. *Conclusion*. This section includes conclusions and recommendations arising from the content of the report. The volume of the conclusion is 1-2 pages.

6.5.6. *The list of references* contains information about the sources that were used when writing the report on the educational internship. The volume is 1-2 pages.

6.5.7. *The appendix* contains auxiliary materials, which include instructions, completed reporting forms, illustrations of an auxiliary nature etc.

6.6. Requirements for report writing

6.6.1. The report is printed on standard A4 format (210x297), filed in a folder.

6.6.2. The report is drawn up in accordance with the document - **Rules for written assignment design**.

6.7. Report defense procedure

6.7.1. Report defense is performed in presence of the commission appointed by the order of the dean of the School.

6.7.2. For the defense, the student prepares a speech about the results of the internship and answers the questions of the commission within 7-10 minutes.

6.7.3. According to the results of the report defense, an assessment is made according to the rating score-letter system. The level of theoretical training of the student, the quality of the report content and design, as well as the content of the answers to the questions asked by the members of the commission are considered.

6.7.4. The results of the report defense are presented in the minutes of the meeting of the commission and announced on the day of their holding.

6.7.5. Evaluation criteria for internship report defense:

"Excellent" (90-100 points) - report design and content meet the requirements, the material is collected fully, presented logically, conclusions are drawn, individual and group work is completed fully, the answers to additional questions are complete and clear.

"Good" (70-89 points) - minor comments on the report design and content, the material has been collected fully, conclusions were drawn, individual and group work was

completed, some inaccuracies in the presentation of the material exist, the answers to additional questions are not clear enough.

"Satisfactory" (50-69 points) - comments on the report design and content are of fundamental importance, the material was collected in full, individual and group work was completed, some inaccuracies in the presentation of the material exist, the answers to additional questions lack a structure and clarity.

"Unsatisfactory" (less than 50 points) - report design and content do not meet the requirements, the material was not collected fully, individual and group work was not completed.

If the student has completed the work specified in paragraphs 6.3.3 then the assessment is made in accordance with the criteria described in these paragraphs.

Appendix 1**EI «Almaty Management University»
School of Management****REPORT
on educational internship**

Prepared by: student

Program code and name _____ Name initials, Surname

Internship supervisor

Academic degree, title _____ Name initials, Surname

Almaty, 20__

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Internship content

Week	Step name	Content	Sample task description
1	Organizational step	1. Familiarization with the tasks and content of internship 2. Instruction on internship course and workplace safety rules	Familiarization with the internship program, the goals and objectives of the internship, the rules, course and the requirements for reporting on the results of the internship
2-5	Practical step	Master classes and trainings	Participation in trainings and master classes. Conduct a brief analysis of the materials.
6-7	Project step	Teamwork	Work with the bibliography. Activities for the search, collection, study, processing and systematization of material in the AlmaU library, observation, processing and analysis of the information received. Defense of group projects.
8	Final step	Report design requirements	Processing and systematization of the results obtained. Internship report writing.
9		Public defense of the report: answers to the commission's questions	Report defense.