



ALMA
ALMATY MANAGEMENT
UNIVERSITY
— Powered by —
Arizona State University

Approved by:

Vice-rector
for Academic Development
A.Aryn
« 24 » 09 2021



Document type: **Policy**
Code: **PI-SM-07**
Document title: **About professional internship**
Edition: **1**
Process owner: **School of Management**
Process: **Academic**
Due for revision in: **Three years**
Date of activation: 24 09 2021
Date of cancellation: _____ 20____
Date of editing: _____ 20____
Reason for cancellation: _____
(signature)

	Position	Name	Signature	Date
Developed by	Academic Dean of the SM	G. Zhanzhigitova		21.09.2021
	Program-leader of EP «Management»	S. Zhanbyrbayeva		21.09.2021
	Senior lecturer of SM	A.Pankratova		21.09.2021
	Academic Dean of SEF	D. Berishbayeva		21.09.2021

This document is intended for internal use by the employees of Almaty Management University. Transfer of the document to external stakeholders is carried out upon written request with the permission of the Rector.

Contents

1. Purpose of the document.....	3
2. Document application scope.....	3
3. References.....	3
4. Terms and abbreviations.....	3
5. Responsibilities.....	3
6. Process implementation order.....	4
6.1. General terms	4
6.2. Goals, objectives, and professional internship opportunities.....	4
6.3. Organization of professional internship.....	4
6.4. The content of the professional internship.....	6
6.5. Design requirements for the professional internship report.....	7
6.6. The professional internship report presentation procedure.....	8
Appendix 1. The title page of the professional internship report	9
Appendix 2. Sample design of the contents page of the professional internship report	10

1. Purpose of the document

The current document describes the procedure for organizing and conducting the professional 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

This policy is designed based on the following internal standardized 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 standardized 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 written assignment design approved by the Vice- Rector for Academic Development on 24.09.2021.

4. Terms and abbreviations

EP – educational program

TS – teaching staff

SM – School of Management

5. Responsibilities

5.1. The Dean is responsible for coordinating activities on the formation, updating and familiarization of teaching staff and students with this Regulation.

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

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

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

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

6. Process implementation order

6.1. General terms

6.1.1. 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.

6.1.2. 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.

6.1.3. The place and the supervisor of professional internship are secured by the order of the University Rector as advised by the Dean of the School.

6.2. Goals, objectives, and professional internship opportunities

6.2.1. 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.

6.2.2. 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.

6.2.3. 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.

6.3. Organization of professional internship

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

6.3.2. 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.

6.3.3. 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.

6.3.4. 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.

6.3.5. 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.

6.3.6. 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.

6.3.7. 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.
- come and present the professional internship report in accordance with the approved schedule of the assessment committee.

6.4. The content of the professional internship

6.4.1. *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. Organizing 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).

6.4.2. *For degree in Marketing*

1. General characteristics of the enterprise (a brief development history of the enterprise, the direction, organizational 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).

6.4.3. ***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.

6.5. Structure and content of the report on professional internship

6.5.1. 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.
- Conclusion.
- References.
- Appendices.

6.5.2. 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.

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

6.5.4. *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.

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

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

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

6.6. Design requirements for the professional internship report

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

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

6.7. The professional internship report presentation procedure

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

6.7.2. 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.

6.7.3. 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.

6.7.4. 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.

6.7.5. 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 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.

**Almaty Management University
School of Management**

PROFESSIONAL INTERNSHIP REPORT

Prepared by

student

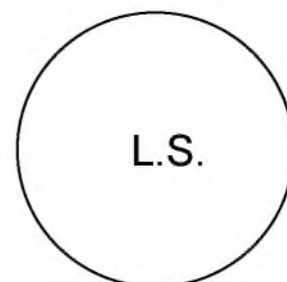
Code of Educational Program _____ First name, last name

Internship supervisor

Degree, title _____ First name, last name

Internship supervisor

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



Almaty, 20__

CONTENTS

INTRODUCTION

Page #

1. Section title .
2. Section title .
3. Section title .

.
. .
. .
. .

- CONCLUSION .
REFERENCES .
APPENDICES .