

<b>National Research Mordovia State University (MRSU)</b>	
<b>Faculty of Foreign Languages</b>	
<b>S Y L L A B U S</b>	
<b>Course Name</b>	« Office Internship »
<b>Degree Programme</b>	Master of Philology (Track “English for International Business”)
<b>Year of Study</b>	2 year
<b>Semester</b>	Autumn
<b>ECTS (36 hrs per ECTS)</b>	9 (324 hrs)
<b>Instructor(s)</b>	<a href="#">Prof. Konstantin Svoikin</a> , Professor, Department of English Philology, Faculty of Foreign Languages
<b>Language of Instruction</b>	Russian / English
<b>Course Requirements</b>	Native Russian / At least B2 English
<b>Internship Overview</b>	<p>Office Internship is the temporary professional position in a company related to the field of study, not subject-specific, but aimed at the activities in the main professional spheres equal to the duties of a regular employee.</p> <p>This internship allows to try the actual hands-on professional experience before the graduate and enhance the course content into the field of actual professional application while giving this experience to the interns.</p> <p>Taking part in the internship is obligatory and depends on the curriculum requirements.</p>
<b>Internship Outcomes</b>	<p>Internship Tasks and goals</p> <ul style="list-style-type: none"> <li>• Problem-solving and analytical abilities</li> <li>• Business expertise</li> <li>• Interpersonal activity</li> <li>• Organizational activity</li> <li>• Understanding and operating the key business concepts</li> </ul>
<b>Internship stages</b>	<ul style="list-style-type: none"> <li>• <b>Introduction:</b></li> <li>• <b>Experimental stage:</b> <ul style="list-style-type: none"> <li>- Exploring the paperwork system and structure of the company / institution;</li> <li>- Exploring and maintaining the paperwork system and structure at the department or other type of the subdivision of the company / institution where the internship is to be executed;</li> <li>- Realizing the plan for the professional Internship.</li> </ul> </li> <li>• <b>Final stage:</b> <ul style="list-style-type: none"> <li>- Internship result analysis and evaluation;</li> <li>- The final internship report preparation and presenting.</li> </ul> </li> </ul>
<b>Internship Structure</b>	<ul style="list-style-type: none"> <li>• Total number of contact hours: 6 hr <ul style="list-style-type: none"> <li>- Individual consultations: 2 hr</li> <li>- Report presenting and assessment: 4 hr</li> </ul> </li> <li>• Self-organized internship activity: 318 hrs</li> </ul>

<b>Methods</b>	Internship planning, practical activity, actual results analysis.
<b>Grading System (including segment percentage)</b>	Grading is based on the activities covered with each task. The total of all tasks is 70% Final Internship report written and reported orally. The total of the final is 30%
<b>Textbooks and Mandatory Reading</b>	<ol style="list-style-type: none"> <li>1. Understanding College Students' Desire for Internships in the Information Technology Industry <a href="https://www.atlantispress.com/article/25851338.pdf">https://www.atlantispress.com/article/25851338.pdf</a></li> <li>2. Perlin, Ross (2013). "Internships". Sociology of Work: An Encyclopedia. doi:10.4135/9781452276199.n165. ISBN 9781452205069.</li> <li>3. Dailey, Stephanie L. (2016-08-07). "What Happens Before Full-Time Employment? Internships as a Mechanism of Anticipatory Socialization" (PDF). Western Journal of Communication. 80 (4): 453–480. doi:10.1080/10570314.2016.1159727. hdl:2152/24733. ISSN 1057-0314. S2CID 147656080.</li> <li>4. "<u><a href="http://www.evansville.edu">Internship Expectations: What an Internship Is and Is Not - Current Students and Alumni - Career Center - University of Evansville</a></u>". <a href="http://www.evansville.edu">www.evansville.edu</a>. Retrieved 2017-11-30.</li> <li>5. Dolly Predovic, John Dennis &amp; Elspeth Jones (2021): International internships and employability: a gamebased assessment approach, Higher Education Research &amp; Development, DOI: 10.1080/07294360.2021.1889994</li> </ol>

