

# Internship Guide 2020

Procedure, opportunities, form of control etc - everything you need to know. Read up to the end and get the answers to all your questions!

2<sup>nd</sup> Year Bachelors

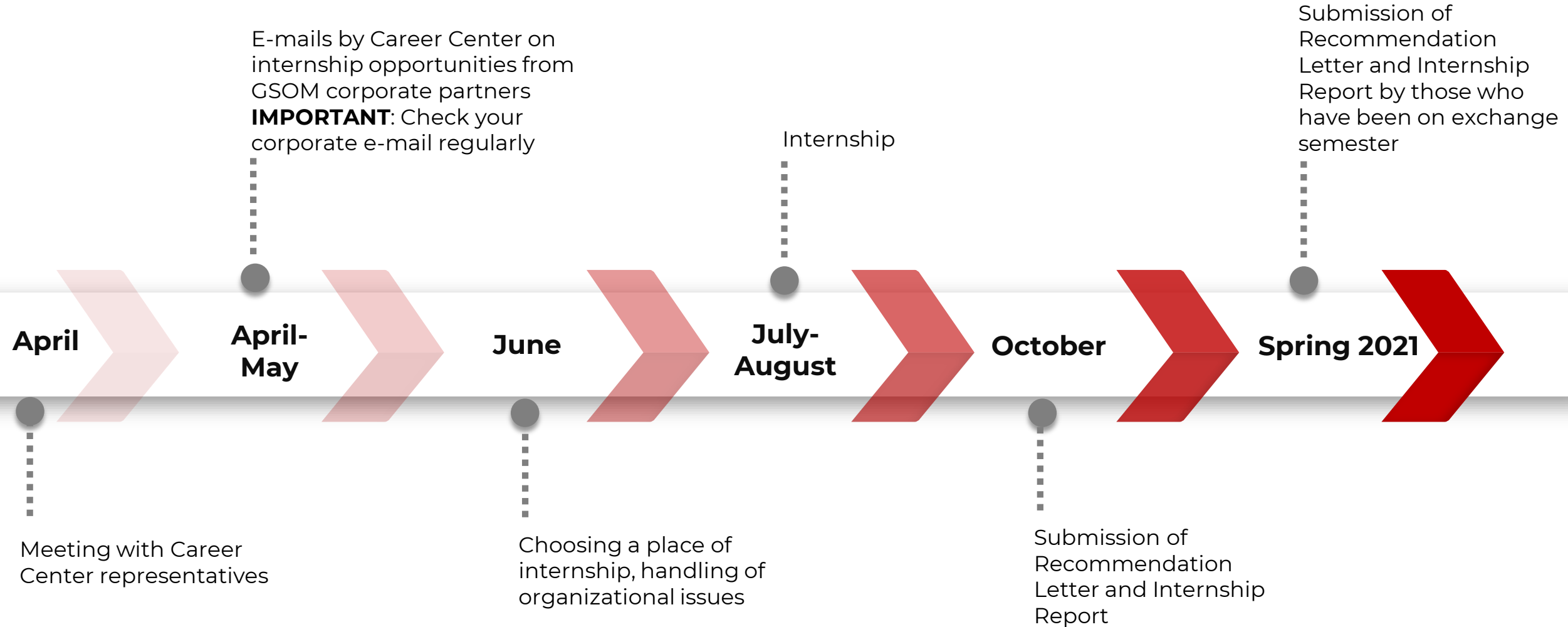
April 10<sup>th</sup> 2020



**Graduate School  
of Management**  
St. Petersburg University



# Obligatory Summer Internship: deadlines



# Learn the General Requirements to Summer Internship

## General Information

CV

Agreement

Recommendation  
Letter

Internship Report

### Official Documents



Regulations on organization and execution of summer internship program of SBbU

(Order №12836/1 dated 22.12.2017, download [here](#)>>)

### Form of Control



Pass/Fail on the basis of **Recommendation Letter** from a company and **Internship Report** from a student

### Time constraints



**4 weeks** in the period from 5<sup>th</sup> July till 31<sup>st</sup> August




Summer Internship is **obligatory** and cannot be abandoned

### Ethics



If you decide not to do an internship in a particular company please inform its HR-manager about your decision beforehand.

### Internship will become an important component of your CV if it :

-  meets the curriculum requirements and your study track;
-  is done in Russian and international enterprises with strong reputation or in young rapidly growing companies;
-  is accomplished on time and approached seriously.

# Make up CV and Cover Letter

General Information

CV

Agreement

Recommendation Letter

Internship Report



## What you should definitely tell about in your CV:

about extracurricular trainings and workshops relevant to the position you are applying for;

about your expertise and prior work experience;

about your participation in student conferences and forums, volunteering projects etc;

about soft skills.

## How to write Cover Letter:



Greet HR-manager.



Specify the position you are applying for and the reason why you are interested in it.



Describe shortly your work experience relevant to the position, in case of its absence tell what your skills and knowledge can be useful for the employer.



Add facts which can interest the company and make it choose you among the other candidates.



Thank for the attention to your CV.



Bottom up you CL with contact information.

**Cover Letter template you can find [here>>](#)**

Download Career Center CV template in Russian [here>>](#)

Download Career Center CV template in English [here >>](#)

Use other CV making services

[Acenter](#)  
[icanchoose](#)  
[Pathbrite](#)  
[Resumup](#)

# Choose the Option to Do an Internship

General Information

CV

Agreement

Recommendation Letter

Internship Report

## OPTION #1



If you do an internship in the company which has an agreement with SPbU (GSOM partner)



Complete the form [here>>](#)

You can find a list of GSOM corporate partners [here >>](#)

Career Center will regularly send you actual internship opportunities from GSOM corporate partners via e-mail.

## OPTION #2



If you do an internship in the company which you have found independently



Fill in the official request on behalf of the company and send it to Career Center

You conclude an **individual labor contract** with the employer and send its **scanned copy** to Career Center

OR

You download a **standard agreement** between the company and SPbU, ask the company to sign it and send its **scanned copy** to Career Center (applicable for companies in SPb only)

If your internship is voluntary you can conclude gratuitous service agreement, [template>>](#)

You can download an official request [here>>](#)

You can download a standard agreement between the company and SPbU [here >>](#)



If you right now have a lot of questions please do not panic and read the guide up to the end. Be sure you will find the answers to all your questions.

# Ask the Employer to Make up a Recommendation Letter for you

General Information

CV

Agreement

**Recommendation  
Letter**

Internship Report



## **Requirements to Recommendation Letter**

issued on the official letterhead of the company (if available);

includes the following information:

- Student's full name
- Program, year and level of studies (bachelor or master)
- Name of the company and department, contact information of the internship coordinator in the company
- Internship dates
- Main responsibilities of the intern, projects and cases he or she has been working at
- Knowledge and skills the student has acquired (both professional and personal)
- Outstanding qualities of the student
- Recommendations on the further professional and career development

# Make up Internship Report

General Information

CV

Agreement

Recommendation  
Letter

Internship Report

## Requirements to the Internship Report:

1. Title page
2. **Statement of unassisted report preparation ([download>>](#))**
3. List of contents
4. Introduction
5. Main results of the internship
6. Conclusion
7. List of used literature and information materials
8. Appendix (an individual task for internship, work schedule, additional tables, figures, graphs)

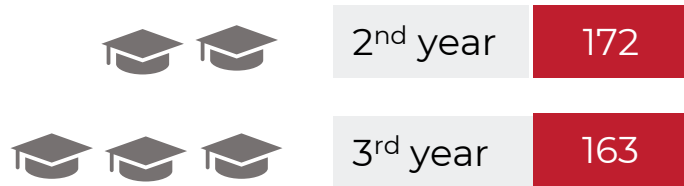
**To get more information on how to make up an internship report please go [here>>](#)**



**Internship Report & Recommendation Letter** should be downloaded into **BlackBoard** in autumn after you get a notice from GSOM internship coordinator

# Summer Internship 2019: results

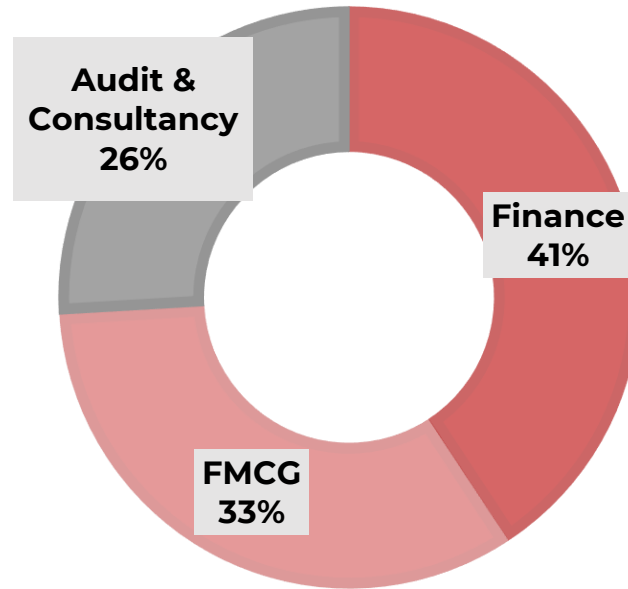
## Number of Interns



## Place of Internship

Saint Petersburg	286
Moscow	12
Regions	24
Abroad	12

## Top Industries



## Top Recruiters 2019 and Number of Interns

Raiffeisen Bank	17
Gazprom neft	12
BIOCAD	8
Marriott Hotel	7
Baltika Breweries	7
Kelly Services	6
Sveza	6
Unilever	4
Jones Lang LaSalle	3



# Opportunities for Foreign Students

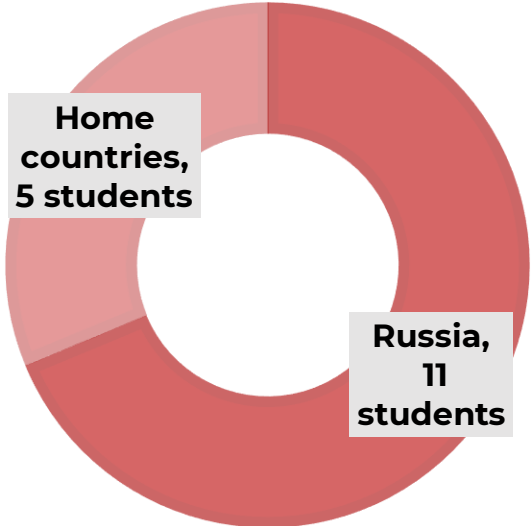
For those who are not citizens of Russian Federation there are following options to do the internship:

- in their home country;
- in companies which usually provide internships for foreign students;
- in Saint Petersburg State University



- Colliers International
- Ingria Business Incubator
- Marriott Hotel
- Coca-Cola
- Gazprom neft
- ASK-Roentgen
- Galaktika Managing Company
- Chinese Business Center

Number of foreign students who did the internship in their home countries and in Russia in 2019



# More Opportunities for Everyone



GSOM SPbU Career Center in collaboration with the European Management Development Fund presents the **Global Career Guide** project - a career portal designed to help students and graduates to find career opportunities around the world.



The portal contains the most relevant and interesting **vacancies** and **internships** in the leading companies - partners of EFMD Global Network around the world.

This resource is available only for students and graduates of GSOM SPbU.

To get registered please use your corporate e-mail.

[Click Sign up](#)



Войти в мир международной карьеры и #GetHighered

- **What is an individual labor contract?**

This is a contract the company concludes personally with you. Career Center accepts any labor contract drawn up in accordance with the requirements of the Labor Code of the Russian Federation.

- **If the company wants to amend the standard agreement concluded with SPbU, is this possible?**

Yes, it's possible but after making amendments, it is necessary to receive a consent of the legal service of St. Petersburg State University (which takes time), and only after that it can be signed. **We do not recommend changing the standard agreement.**

- **If the job description during internship does not correspond to my study track, but I want to do the internship in this particular company, what should I do?**

Write a motivation letter to the academic director of your program (with a copy to Career Center) explaining why the internship in this company is important for you as a specialist, despite the discrepancy with the track.

- **If the exchange semester starts in September and I can compensate the internship with ETCS upon my return, is it still necessary to do it?**

Yes, internship is **obligatory** for everyone, regardless of the exchange semester. Moreover, the fact of you being assigned to do the internship in the particular company is necessary for getting current control pass.

- **If I already work and will continue to work during the internship, can this experience be counted?**

Yes, this can be counted as the internship after sending a scan of your labor contract and **a statement of compliance** to Career Center. ([download the statement here >>](#))

# Instead of Epilogue

## How to Find an Internship



- Check your corporate e-mail regularly
- Follow [https://t.me/join\\_mcw](https://t.me/join_mcw) to be the first to learn what internships GSOM partners offer
- Become a member of the private group <https://vk.com/gsomlifehack> and read the feedback on internships submitted by GSOM students
- Participate in [MCW Going Digital](#) and communicate with HR-managers of leading Russian and international companies

## How to Find Career Center



363-61-61 (Mikhailovskaya Dacha)  
323-84-65 (Volkhovsky per. 3)



careercenter@gsom.pu.ru



@ElizavetaTrojanova  
@NadezhdaKrylova



Mikhailovskaya Dacha, room 2232  
Wed and Fri

Volkhovsky per. 3, room 206  
Mon - Fri

**Temporarily unavailable**