



Высшая школа
менеджмента
Санкт-Петербургский
государственный университет



INTERNSHIP GUIDE 2022

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

2022

OBLIGATORY SUMMER INTERNSHIP: DEADLINES

April-May

E-mails by Career Center on internship opportunities from GSOM corporate partners
IMPORTANT: Check your corporate e-mail regularly

July-August Internship

Spring 2023

Submission of Recommendation Letter and Internship Report by those who have been on exchange semester

March

Meeting with Career Center representatives

June

Choosing a place of internship, handling of organizational issues

November

Submission of Recommendation Letter and Internship Report

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 №2408/1 dated 29.03.2021, download [here>>](#))

Form of Control



Pass/Fail on the basis of Recommendation Letter from a company and Internship Report from a student (some programs require oral defense of the report)

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.

Time constraints



6 weeks in the period from 6th July till 31st 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.

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.

Use other CV making services

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

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>>](#)

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) →

Inform the Career Center
careercenter@gsom.spbu.ru
OR fill in the form via the [link>>](#)

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

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



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

CV

Agreement

Recommendation Letter

Internship Report

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>>](#)



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

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

Full list of FAQs you can find [here>>](#)

- **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 if your job functions correspond to your program. In this case, please send a scanned copy of your labour contract to Career Center (careercenter@gsom.spbu.ru).

USEFUL LINKS AND CONTACTS

Telegram channel

https://t.me/join_mcw



MCW website

<https://mcw.gsom.spbu.ru/>



GSOM website/Students and
Careers/Career Center/Summer
internship programs

https://gsom.spbu.ru/gsom/career/projects_internships/

a list of corporate partners

companies where GSOM students did
the internship in 2021

standard internship agreement



Elizaveta Troyanova

Career Center Head

e.troyanova@gsom.spbu.ru
[@ElizavetaTroyanova](#)

Career Center e-mail

Phone



Anna Vilpan

Career Center Manager

a.vilpan@gsom.spbu.ru
[@Anna_Vilpan](#)

careercenter@gsom.spbu.ru

+7 (812) 323 84 65 (ext. 401)