



On approval of the Rules for the organization and completion of professional practice and internship by students of the Law Enforcement Academy under the Prosecutor General's Office of the Republic of Kazakhstan

Unofficial translation

Order of the Prosecutor General of the Republic of Kazakhstan dated March 31, 2016 No. 60. Registered with the Ministry of Justice of the Republic of Kazakhstan on April 29, 2016 No. 13657.

Unofficial translation

In accordance with subparagraph 11) of Article 5-1 of the Law of the Republic of Kazakhstan dated July 27, 2007 "On Education", **I hereby ORDER:**

1. To approve the attached Rules for the organization and completion of professional practice and internship by students of the Law Enforcement Academy under the Prosecutor General's Office of the Republic of Kazakhstan (hereinafter referred to as the Academy).

2. Rector of the Academy U.S. Baizhanov shall:

1) ensure the state registration of this order with the Ministry of Justice of the Republic of Kazakhstan;

2) within ten calendar days after the state registration of this order in the Ministry of Justice of the Republic of Kazakhstan, send to official publication in periodicals and the information and legal system "Adilet";

3) within five working days from the date of receipt of this order at the Ministry of Justice of the Republic of Kazakhstan, send to the Republican State Enterprise on the right of economic management the "Republican Center for Legal Information of the Ministry of Justice of the Republic of Kazakhstan" for placement in the Reference Control Bank of regulatory legal acts of the Republic of Kazakhstan;

4) place this order on the Internet resource of the Prosecutor General's Office of the Republic of Kazakhstan.

3. Control over the execution shall be entrusted to the First Deputy Prosecutor General of the Republic of Kazakhstan I.D.Merkel

4. This order shall be enforced upon expiry of ten calendar days after the date of its first official publication.

*Prosecutor General
of the Republic of Kazakhstan*

A. Daulbaev

Approved
by order № 60
of the Prosecutor General
of the Republic of Kazakhstan
dated March 31, 2016

Rules

for organization and professional practice and internship for students

of the Law Enforcement Academy under the Prosecutor General's Office of the Republic of Kazakhstan

1. General provisions

1. These Rules for the organization and completion of professional practice and internship by students the Law Enforcement Academy under the Prosecutor General's Office of the Republic of Kazakhstan (hereinafter referred to as the Rules) shall have been developed in accordance with subparagraph 11 of Article 5-1 of the Law of the Republic of Kazakhstan dated July 27, 2007 “On Education”.

2. The Rules shall determine the procedure for organizing and passing professional practice and internship by students in the postgraduate and doctoral studies of the Academy of Law Enforcement Agencies under the General Prosecutor's Office of the Republic of Kazakhstan (hereinafter referred to as the Academy).

Footnote. Paragraph 2 - in the wording of the order of the Prosecutor General of the Republic of Kazakhstan dated 08.06.2022 No. 123 (shall enter into force upon expiry of ten calendar days after the day of its first official publication).

3. The organization and conduct of professional practice and internship shall be entrusted to the heads of the departments of the Academy, the heads of the subdivisions of educational and methodological work and international cooperation of the Academy, as well as the director of the Institute of Postgraduate Education (hereinafter referred to as the IPE).

4. The results of professional practice and internship shall be considered at a meeting of the Educational and Methodological Council of the Academy (hereinafter referred to as the EMC).

5. The student shall follow the rules of the host organization's internal work schedule in the course of their professional practice and internship.

2. Procedure and organization of completion of professional practice

6. Professional practice shall be a mandatory component of the educational program and shall be determined according to the academic calendar in accordance with the requirements of the State Compulsory Educational Standard for Postgraduate Education, approved by order of the Minister of Education and Science of the Republic of Kazakhstan dated October 31, 2018 No. 604 (registered in the Register of State Registration of Regulatory Legal Acts No. 17669) (hereinafter referred to as the SCES).

Professional practice shall be divided into the following types: pedagogical, research, production.

Footnote. Paragraph 6 in the wording of the order of the Prosecutor General of the Republic of Kazakhstan dated 04.12.2018 № 134 (shall be enforced upon expiry of ten calendar days after the date of its first official publication).

7. The scope and labor intensity of the practice shall be calculated by the Academy independently, in accordance with the requirements of the SCES.

Footnote. Paragraph 7 - in the wording of the order of the Prosecutor General of the Republic of Kazakhstan dated 08.06.2022 No. 123 (shall enter into force upon expiry of ten calendar days after the day of its first official publication).

8. Professional practice shall have goals, objectives and a programme, on the basis of which the corresponding base of practice shall be determined.

8-1. When organizing the educational process, it shall be allowed to introduce professional practice both separately from the academic period and in parallel with the academic period.

Footnote. The Rules as added by paragraph 8-1 in accordance with the order of the Prosecutor General of the Republic of Kazakhstan dated 04.12.2018 № 134 (shall be enforced upon expiry of ten calendar days after the date of its first official publication).

9. The Academy shall develop documents on the completion of each type of professional practice.

10. As a basis for carrying out professional practice, state bodies and educational organizations shall be defined, which shall correspond to the profile of training specialists and the requirements of the educational program (hereinafter referred to as the base of practice).

By order of the rector of the Academy, professional practice shall be assigned to the corresponding department of IPE (hereinafter referred to as the responsible department).

Footnote. Paragraph 10 as amended by the order of the Prosecutor General of the Republic of Kazakhstan dated 04.12.2018 № 134 (shall be enforced upon expiry of ten calendar days after the date of its first official publication).

11. Professional practice shall be carried out on the basis of contracts (memoranda, agreements) concluded between the Academy and the bases of practice.

Footnote. Paragraph 11 - in the wording of the order of the Prosecutor General of the Republic of Kazakhstan dated 08.06.2022 No. 123 (shall enter into force upon expiry of ten calendar days after the day of its first official publication).

12. Excluded by order of the Prosecutor General of the Republic of Kazakhstan dated 08.06.2022 No. 123 (shall enter into force upon expiry of ten calendar days after the day of its first official publication).

13. To conduct professional practice, the director of the IPE shall approve a program coordinated with the base of practice.

Footnote. Paragraph 13 - in the wording of the order of the Prosecutor General of the Republic of Kazakhstan dated 08.06.2022 No. 123 (shall enter into force upon expiry of ten calendar days after the day of its first official publication).

14. The professional practice program shall be developed by the responsible department, taking into account the direction of training, the nature of the organization of the practice base and is considered at the meeting of the EMB (Educational and methodological board).

The content and structure of the professional practice program shall be determined by the Academy on its own.

Footnote. Paragraph 14 - in the wording of the order of the Prosecutor General of the Republic of Kazakhstan dated 08.06.2022 No. 123 (shall enter into force upon expiry of ten calendar days after the day of its first official publication).

15. The professional practice program shall reflect the training profile, the specifics of the type of professional practice and the educational program.

Footnote. Paragraph 15 - in the wording of the order of the Prosecutor General of the Republic of Kazakhstan dated 08.06.2022 No. 123 (shall enter into force upon expiry of ten calendar days after the day of its first official publication).

16. Before the start of professional practice, a meeting of the responsible department shall be held, at which students shall be familiarized with the program of professional practice and the requirements for reporting documentation.

The results of the meeting shall be drawn up in minutes.

17. For professional practice, students shall draw up an individual plan for professional practice in accordance with Annex 1 to these Rules.

Footnote. Paragraph 17 - in the wording of the order of the Prosecutor General of the Republic of Kazakhstan dated 08.06.2022 No. 123 (shall enter into force upon expiry of ten calendar days after the day of its first official publication).

18. To complete professional practice, students shall be appointed supervisors from the responsible department of the Academy and from the practice base.

The functions, obligations and responsibilities of supervisors shall be determined by the Academy and the bases of practice independently or by agreement.

19. The direction of students to professional practice shall be formalized by the order of the rector of the Academy with an indication of the leaders, base and terms of professional practice.

Footnote. Paragraph 19 - in the wording of the order of the Prosecutor General of the Republic of Kazakhstan dated 08.06.2022 No. 123 (shall enter into force upon expiry of ten calendar days after the day of its first official publication).

20. Based on the results of professional practice, students shall draw up a report to be verified by the supervisor of professional practice from the Academy. Based on the results of the verification, the supervisor of the Academy shall draw up a written review of the supervisor of professional practice in the form in accordance with Annex 3 to these Rules.

Footnote. Paragraph 20 as amended in Kazakh language, the text in Russian language shall not be amended by the order of the Prosecutor General of the Republic of Kazakhstan

dated 10.07.2019 № 65 (shall be enforced upon expiry of ten calendar days after the date of its first official publication).

21. The supervisor of the practice base, upon completion of the professional practice by the students, shall draw up written review on the results of the professional practice, the implementation of the individual plan, which shall be submitted to the Academy.

22. The report of the student on the results of professional practice shall be considered by a commission created by the director of the IPE from among the head of the responsible department, its teachers and supervisors of professional practice.

A student shall be invited to the meeting of the commission to protect the submitted report. The results of the report protection shall be evaluated in accordance with the score-rating letter rating system.

The decision of the commission shall be drawn up by a minute.

23. An assessment of professional practice shall be made taking into account the assessment of the supervisor of professional practice from the base of practice, the share of which shall be 40% of the final assessment, and the assessment of the commission based on the results of the protection of the report, the share of which shall be 60%. Each score shall be set on a 100 point scale.

24. The reporting documentation on the professional practice of the student (individual plan of professional practice, report, review of the head of practice) shall be kept at the department for two years after the end of his training at the Academy.

Footnote. Paragraph 24 - in the wording of the order of the Prosecutor General of the Republic of Kazakhstan dated 08.06.2022 No. 123 (shall enter into force upon expiry of ten calendar days after the day of its first official publication).

25. The students who have not fulfilled the requirements of the professional practice program, individual professional practice plan, received negative review from the practice base and/or unsatisfactory assessment when protecting the report, shall be re-assigned to professional practice in the next academic period in parallel with theoretical training or during the summer (additional) semester.

26. Students who have not passed professional practice simultaneously with the course, due to illness or other good reasons, on the basis of the order of the Rector of the Academy shall pass it at other times.

3. Requirements to methodological support of the organization and conducting pedagogical practice

27. Pedagogical practice for students shall be organized in the amount of at least 3 credits.

Footnote. Paragraph 27 in the wording of the order of the Prosecutor General of the Republic of Kazakhstan dated 04.12.2018 № 134 (shall be enforced upon expiry of ten calendar days after the date of its first official publication).

28. The pedagogical practice of undergraduates shall be carried out on the basis of other universities. For doctoral students, it shall be allowed to undergo pedagogical practice on the basis of IPE.

Footnote. Paragraph 28 - in the wording of the order of the Prosecutor General of the Republic of Kazakhstan dated 08.06.2022 No. 123 (shall enter into force upon expiry of ten calendar days after the day of its first official publication).

29. Pedagogical practice shall be carried out in order to develop practical skills and teaching methods.

30. It shall be allowed to complete pedagogical practice during the period of theoretical training without separation from the educational process by involving undergraduates, doctoral candidates in bachelor and (or) master's studies.

31. The main tasks of pedagogical practice shall be:

- 1) to master the basics of pedagogical skill;
- 2) to instill the knowledge and skills of independent conduct of educational and teaching work;
- 3) to master the skills of pedagogical research.

32. The pedagogical practice program shall be developed in accordance with the requirements of the educational program and shall be aimed at forming a teacher's professional competencies among students.

Footnote. Paragraph 32 - in the wording of the order of the Prosecutor General of the Republic of Kazakhstan dated 08.06.2022 No. 123 (shall enter into force upon expiry of ten calendar days after the day of its first official publication).

4. Requirements to methodological support of the organization and completion of research practices

33. Research practice for students shall be organized in the number of at least 3 credits.

Footnote. Paragraph 33 in the wording of the order of the Prosecutor General of the Republic of Kazakhstan dated 04.12.2018 № 134 (shall be enforced upon expiry of ten calendar days after the date of its first official publication).

34. Research practice shall be carried out in order to familiarize with the latest theoretical, methodological and technological achievements of domestic and foreign science, with modern methods of scientific research, processing and interpretation of experimental data.

35. The main objectives of research practice shall be to study modern research methods.

36. The bases of research practice shall be:

- 1) departments of IPE carrying out scientific research on topics registered in the National Center for Scientific and Technical Information or fixed by the decision of the Academic Council of the Academy;
- 2) interdepartmental research institute of the Academy;
- 3) research centers, institutes of universities;

4) research institutes of departmental universities.

Footnote. Paragraph 36 in the wording of the order of the Prosecutor General of the Republic of Kazakhstan dated 04.12.2018 № 134 (shall be enforced upon expiry of ten calendar days after the date of its first official publication).

37. The program of research practice shall be developed in accordance with the requirements of the educational program, the topic of dissertation research and shall be aimed at acquiring skills in conducting scientific research.

Footnote. Paragraph 37 - in the wording of the order of the Prosecutor General of the Republic of Kazakhstan dated 08.06.2022 No. 123 (shall enter into force upon expiry of ten calendar days after the day of its first official publication).

38. The content of research practice shall be determined in accordance with the topic of thesis research of the student.

5. Requirements to methodological support of the organization and carrying out of industrial practice

39. Production practice shall be carried out for undergraduates in the amount of at least 2 credits, for doctoral candidates - at least 3 credits.

40. The purpose of the production practice is to consolidate the theoretical knowledge gained during the training process, acquire practical skills, competencies and experience of professional activity in the trained direction of training.

Footnote. Paragraph 40 – in the wording of the order of the Prosecutor General of the Republic of Kazakhstan dated 08.06.2022 No. 123 (shall enter into force upon expiry of ten calendar days after the day of its first official publication).

41. The main tasks of production practice shall be:

- 1) improvement of professional knowledge and skills;
- 2) to master of advanced methods of professional activity;
- 3) acquisition of organizational experience.

42. The program of industrial practice shall be developed in accordance with the requirements of the educational program, the topic of the dissertation (project) and is aimed at developing professional skills among students and the formation of special competencies in accordance with qualification requirements.

Footnote. Paragraph 42 - in the wording of the order of the Prosecutor General of the Republic of Kazakhstan dated 08.06.2022 No. 123 (shall enter into force upon expiry of ten calendar days after the day of its first official publication).

43. The bases of industrial practice shall be law enforcement agencies that correspond to the profile of the direction of training.

Footnote. Paragraph 43 - in the wording of the order of the Prosecutor General of the Republic of Kazakhstan dated 08.06.2022 No. 123 (shall enter into force upon expiry of ten calendar days after the day of its first official publication).

44. The content of production practice shall be determined by the topic of the dissertation (project).

Footnote. Paragraph 43 - in the wording of the order of the Prosecutor General of the Republic of Kazakhstan dated 08.06.2022 No. 123 (shall enter into force upon expiry of ten calendar days after the day of its first official publication).

6. Procedure and terms of internship

45. Undergraduate internships shall be carried out from the second to the fourth semesters , and doctoral candidates from the second to the sixth semesters.

45-1. It shall be allowed to undergo an internship during theoretical training without interruption from the educational process, including remotely.

Footnote. The Rules as added by paragraph 45-1 in accordance with the order of the Prosecutor General of the Republic of Kazakhstan dated 04.12.2018 No. 134 (shall enter into force upon expiry of ten calendar days after the day of its first official publication); in the wording of the order of the Prosecutor General of the Republic of Kazakhstan dated 08.06.2022 No. 123 (shall enter into force upon expiry of ten calendar days after the day of its first official publication).

46. The internship shall be subject to completion by the student not later than two months prior to final certification.

47. The internship shall be carried out in state and law enforcement agencies, educational and (or) scientific organizations of Kazakhstan and (or) foreign countries (hereinafter referred to as the internship base), taking into account the topics of dissertation research.

The organization of studentship of students shall be carried out on the basis of contracts (memoranda, agreements) concluded between the Academy and the bases of practice or taking into account personal invitations of students.

For students, it shall be envisaged to undergo a scientific internship in scientific organizations and (or) organizations of relevant industries or fields of activity, including abroad.

The list of internship bases in foreign countries shall be compiled by the international cooperation subdivision of the Academy (hereinafter referred to as the subdivision).

The list of internship bases in state and law enforcement agencies, educational and (or) scientific organizations within the country shall be compiled by the responsible department.

Footnote. Paragraph 47 – in the wording of the order of the Prosecutor General of the Republic of Kazakhstan dated 08.06.2022 No. 123 (shall enter into force upon expiry of ten calendar days after the day of its first official publication).

48. Internship bases shall be determined in accordance with the scientific direction of educational programs, the topic of thesis research, the material and technical base, as well as taking into account qualified faculty, researchers and practitioners.

Footnote. Paragraph 48 in the wording of the order of the Prosecutor General of the Republic of Kazakhstan dated 04.12.2018 № 134 (shall be enforced upon expiry of ten calendar days after the date of its first official publication).

49. For the student's internship with the participation of a scientific supervisor (scientific consultant), a plan shall be drawn up in the form in accordance with Annex 4 to these Rules. The plan shall be agreed with the internship base and considered at a meeting of the responsible department.

When completing a foreign internship the student shall direct the plan of completion of the internship to subdivision for coordination of the period, term, the place and scope of the internship with foreign base of the internship.

Footnote. Paragraph 49 in the wording of the order of the Prosecutor General of the Republic of Kazakhstan dated 04.12.2018 № 134 (shall be enforced upon expiry of ten calendar days after the date of its first official publication).

50. When the base shall confirm the internship of students for internship, the Plan shall be approved by the director of IPE.

When completing an internship abroad, the approved Plan is sent to the subdivision at least 4 weeks (neighboring CIS countries) and 6 weeks (non-CIS countries) before the intended period of the internship.

Footnote. Paragraph 50 in the wording of the order of the Prosecutor General of the Republic of Kazakhstan dated 04.12.2018 № 134 (shall be enforced upon expiry of ten calendar days after the date of its first official publication).

51. When completing an internship abroad, the student submits the following documents to the training and methodological work division of the IPE:

- 1) a report addressed to the rector of the Academy with visas of a scientific adviser/consultant, head of the department, director of the IPE and supervising vice-rector of the Academy;
- 2) copies of the invitation letter from the internship base for internship, with translation into the state or Russian languages (if necessary);
- 3) internship plan.

Footnote. Paragraph 51 – in the wording of the order of the Prosecutor General of the Republic of Kazakhstan dated 08.06.2022 No. 123 (shall enter into force upon expiry of ten calendar days after the day of its first official publication).

51-1. When students undergo internships in state and law enforcement agencies, educational and (or) scientific organizations within the country by the responsible department, the following documents shall be submitted to the training and methodological work unit of the IPE:

- 1) a copy of the invitation letter from the internship base for internship;
- 2) internship plan.

Footnote. The rules as added by paragraph 51-1 in accordance with the order of the Prosecutor General of the Republic of Kazakhstan dated 08.06.2022 No. 123 (shall enter into force upon expiry of ten calendar days after the day of its first official publication).

52. The student shall be sent on the basis of the order of the Rector of the Academy, indicating the managers, base and terms of the internship.

Footnote. Paragraph 52 - in the wording of the order of the Prosecutor General of the Republic of Kazakhstan dated 08.06.2022 No. 123 (shall enter into force upon expiry of ten calendar days after the day of its first official publication).

53. Five working days before leaving the Republic of Kazakhstan, students shall be instructed in the subdivision of the Academy for the protection of state secrets.

54. In case of departure to foreign countries visa processing shall be provided by the Subdivision.

55. During the internship period, the student complies with the Charter of the host educational and (or) scientific organization.

Footnote. Paragraph 55 – in the wording of the order of the Prosecutor General of the Republic of Kazakhstan dated 08.06.2022 No. 123 (shall enter into force upon expiry of ten calendar days after the day of its first official publication).

56. For students who have not completed an internship due to illness or other good reasons, by the decision of the Rector of the Academy, the period of its passage shall be postponed to a later date.

57. After completion of the internship, the student shall submit to subdivision of educational and methodical work of IPE the document confirming passing of the internship (certificate, the reference, etc.).

Footnote. Paragraph 57 in the wording of the order of the Prosecutor General of the Republic of Kazakhstan dated 04.12.2018 № 134 (shall be enforced upon expiry of ten calendar days after the date of its first official publication).

58. After completion of the internship, the student shall draw up a report on the internship according to the form, in accordance with Annex 6 to these Rules.

The report shall be certified by the supervisor (consultant), head of the responsible department.

The student's report on the results of the internship shall be considered by a commission created by the IPE director from among the head of the responsible department and its teachers.

To protect the report, the student shall be invited to a meeting of the commission. The results of the report's protection shall be evaluated according to the scoring-rating letter rating system.

The decision of the commission shall be formalized by a protocol.

Footnote. Paragraph 58 – in the wording of the order of the Prosecutor General of the Republic of Kazakhstan dated 08.06.2022 No. 123 (shall enter into force upon expiry of ten calendar days after the day of its first official publication).

Annex 1
to Rules for the organization
and completion of professional practice
and internship by students of the Law
Enforcement Academy under the
Prosecutor General's Office
of the Republic of Kazakhstan

Footnote. Annex 1 in the wording of the order of the Prosecutor General of the Republic of Kazakhstan dated 10.07.2019 № 65 (shall be enforced upon expiry of ten calendar days after the date of its first official publication).

Form

**Law Enforcement Academy under the Prosecutor
General's Office of the Republic of Kazakhstan
Individual completion plan of professional practice**

(last name, first name, patronymic of the postgraduate/doctoral candidate (if any))

(code and name of educational program)

The beginning of practice: _____ " _____", 20__.

End of practice: _____ " _____", 20__.

Base of practice _____

№	Name of the work*	Practice schedule	Assessment on performance	Form of completion
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Discussed and approved at the meeting of the department

Minute dated _____ " _____" 20__. No. __

Head of the Department _____

(class rank, last name, first name, patronymic (if any))

postgraduate (doctoral candidate) _____ " _____" 20__.

Head of practice _____ " _____" 20__.

* Description of work shall be made taking into account the type of practice

Annex 2
to Rules for the organization
and completion of professional practice
and internship by students of the Law
Enforcement Academy under the
Prosecutor General's Office
of the Republic of Kazakhstan

Footnote. Annex 2 as excluded by the order of the Prosecutor General of the Republic of Kazakhstan dated 08.06.2022 No. 123 (shall enter into force upon expiry of ten calendar days after the day of its first official publication).

Annex 3
to Rules for the organization
and completion of professional practice
and internship by students of the Law
Enforcement Academy under the
Prosecutor General's Office
of the Republic of Kazakhstan
Form

Review of the head of professional practice

Head of professional practice _____

_____ " ____ " 20__ .

Postgraduate/doctoral candidate _____

_____ " ____ ", 20__ .

Annex 4
to Rules for the organization
and completion of professional practice
and internship by students of the Law
Enforcement Academy under the
Prosecutor General's Office
of the Republic of Kazakhstan
Form

Footnote. Annex 4 – in the wording of the order of the Prosecutor General of the Republic of Kazakhstan dated 08.06.2022 No. 123 (shall enter into force upon expiry of ten calendar days after the day of its first official publication).

Academy of Law Enforcement Agencies under the Prosecutor General's Office of the Republic of Kazakhstan Institute of Postgraduate Education

INTERNSHIP PLAN

(last name, first name, fatherland (if any) of the student)

Educational program _____

1.	Country of passage	
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2.	Organization	
3.	Deadlines	
4.	Subject	
5.	Relevance and novelty	
7.	Purpose	
8.	Tasks	
9.	Subject of inquiry	
10.	Expected results	

Internship schedule

№	Name of measures	Timing of events	Research technologies and methods used	Reporting form
				C

Considered at a meeting of the department

Minute dated _____ " ____ " , __ 20, No. ____

Postgraduate student/Doctoral student full name (if any) _____

Scientific advisor/Scientific advisor

(Full name (if any)) _____

Head of the Department full name ((if any)) _____

Annex 5
to Rules for the organization
and completion of professional practice
and internship by students of the Law
Enforcement Academy under the
Prosecutor General's Office
of the Republic of Kazakhstan

Footnote. Annex 5 as excluded by the order of the Prosecutor General of the Republic of Kazakhstan dated 08.06.2022 No. 123 (shall enter into force upon expiry of ten calendar days after the day of its first official publication).

Annex 6
to Rules for the organization
and completion of professional practice
and internship by students of the Law
Enforcement Academy under the
Prosecutor General's Office
of the Republic of Kazakhstan
Form

Report of the postgraduate/doctoral candidate on completion of the internship

Report of the postgraduate/doctoral candidate of the Law Enforcement Academy
discussed and approved at the department meeting

Minute No. " __ " dated _____ " __ ", 20 __.

Head of the Department _____ full name (if any)

postgraduate/doctoral candidate _____

_____ " __ ", 20 __ .

Internship supervisor _____

_____ " __ ", 20 __ .