**PROGRAM OF INTERNSHIP**

**FOR BACHELOR PROGRAMME**

**«SOCIOLOGY AND SOCIAL INFORMATICS»**

**Field of study 39.03.01 Sociology**

Approved by

Academic Council of EP

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|  |  |
| --- | --- |
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| Credits | 6 |
| Duration of internship in academic hours, incl. the amount of contact work per hour, or the duration of the internship in weeks | 228 academic hours, incl. 2 hours of contact work |
| Year of study | 4 |
| Form of internship | Work Experience internship |
| Type of internship | Pre-diploma internship |

# GENERAL PROVISIONS

## Goals and objectives of Work Experience internship

The work experience internship for bachelors is carried out with the aim of developing students' skills in research work.

The purpose of the internship on the 4th year: collection and empirical material analysis for the final qualifying paper (hereinafter - FQP), individual or as part of a collective research project. If FQP is based on the secondary data analysis, selection and primary analysis of sources are expected.

Work experience internship as the most important element of the educational process has following objectives:

• to consolidate and expand the theoretical and practical knowledge gained during the learning process of social theory, state statistics, research methods in sociology and data;

• to get the competence of independent work in the data collection, data generalization and processing;

• to gain experience in solving practical problems requiring the application of work experience knowledge and skills,

• to improve the practical skills in the chosen work experience direction;

• to acquire skills of social communication and work experience vision of social reality;

• to analyze the materials obtained during the internship for the report-writing, as well as for writing the final qualifying work.

## The place of internship in the curriculum of the Degree Programme

This work experience internship belongs to the block "Practices, design and / or research work" of the curriculum.

The study of this discipline is based on the following disciplines:

• Sociological theory

• Methodology and methods of sociological research

• Data analysis in sociology

The basic knowledge and competence of work experience internship should be used during the writing of FQP.

## **Method of educational internship:** on-the-job training

Practice can be also conducted in a distant format.

## **Method of organizing the** work experience **internship**

Internship is conducted discretely.

# LIST OF INTENDED LEARNING

Internship participation is aimed at the building of the following skills:

|  |  |  |
| --- | --- | --- |
| Skill code | Skill description | Professional tasks that require this skill |
| PC-2 | Ability to critically perceive, summarize, and analyze professional information | Research activities  Project activities  Organizational and managerial activities  Pedagogical activities |
| PC-3 | Ability to analyze socially significant problems and processes with impartiality and scientific objectivity | Research activities  Project activities  Organizational and managerial activities  Pedagogical activities |
| PC-5 | Ability to use the basic laws of natural sciences in professional activities, apply the methods of mathematical analysis and modeling and theoretical and experimental research when solving professional problems | Research activities  Project activities |
| PC-9 | Ability to compose and present research and analytical development projects in accordance with regulatory documents | Project activities |
| PC-11 | Ability to plan and carry out project works in the fields of public opinion research and organization of work of marketing services providers | Project activities |
| PC-12 | Ability to participate in analytical and consulting activities | Research activities  Project activities |

# STRUCTURE AND CONTENT OF THE EDUCATIONAL INTERNSHIP

|  |  |  |  |
| --- | --- | --- | --- |
| № | Types of student practical work | Description of activities | Skill code |
| 1 | Research activities | * FQP-program building, developing of methodological and procedural issues * Developing of FQP theoretical and methodological foundations, writing the review * Collecting empirical data, searching for secondary empirical data and analytical databases * Empirical data analysis * Preparation of the final report * Preparation of presentation and internship defense | PC -2  PC -3  PC -5  PC -12 |
| 2 | Project activities | PC -2  PC -3  PC -5  PC -9  PC -11  PC -12 |
| 3 | Organizational and managerial activities | PC -2  PC -3 |
| 4 | Pedagogical activities | PC -2  PC -3 |

# Internship report forms

Based on the results of the work experience internship, the student provides:

* an internship diary (Appendix 1), recording the student’s activities during the internship, it’s plan, control points and results;
* an internship report as an electronic document (Appendix 2)

# Ongoing and interim internship assesSment

**А. ONGOING ASSESSMENT**

Ongoing assessment is aimed to evaluate students` practical training and realized by the Internship Supervisor in the following forms:

* control (monitoring) of the schedule plan for the internship;
* control of completing of the personal assignment.

The internship diary and report are formed and supplemented by the student during the entire period of the internship. Documents should be submitted and assessed at the control points and should be fully updated by the time of internship defense.

The student provides an electronic database at the control points to the Internship Supervisor. The format of the electronic database is determined in an individual assignment by the Supervisor. The database must contain a complete array of collected data in primary and preprocessed form. The database should give the Supervisor the opportunity to assess the student's actual performance of the assigned tasks, the quality and readiness of the FQP database at each stage of internship.

The current internship evaluation is carried out in two stages. The reporting dates are determined by the individual assignment. For each of the stages, a grade is given.

At the beginning of the first stage, student with Internship Supervisor agree on the internship plan with the requirements for the types and amount of empirical data collection, preliminary data processing and analysis. They enter this information in the internship diary.

Based on the first stage results, the student reports on the collection and preliminary processing of empirical data, as well as on the research object description. The Internship Supervisor is provided with an electronic database with collected empirical data and a chapter of the internship report devoted to the methodology, research methods and data descriptive description. By the end of the first stage, at least 70% of planned data volume must be completed. Necessary improvements are discussed with the Supervisor.

Based on the 1st stage results Supervisor makes a note in the internship diary and assess the outcome.

At the end of the second stage, the student reports on the data analysis results. The Supervisor is provided with an electronic database with the collected empirical data, including additions made after the first stage, the data analysis results, as well as a chapter of the internship report devoted to data analysis. By the control point of the second stage, data collection should be totally or almost totally completed, analytical models should be built and the main meaningful results should be described.

Based on the 2nd stage results Supervisor makes a note in the internship diary and assess the outcome.

**B. interim assesSment**

Interim assessment of internship is carried out in the exam form. The exam is carried out as an assessment of the reporting documentation.

**Criteria and grading scale for interim internship assessment**

## The final assessment is set on a 10-point scale according to the following formula:

Gfinal = 0,4•GData collection and preprocessing (stage 1) +   
0,4•GAnalysis (stage 2) +0,2•Gdefense

Each form of control is assessed with the help of 10-point scale.

The grades are rounded out arithmetically.

According to the results of **the first stage** the Internship Supervisor assess:

* quality of fieldwork, data collected and data preprocessing, including:
* the electronic database was handed over at the end of the first stage and contains at least 70% of the planned material
* quality of interim report;
* quality of independent work organization during the 2-nd stage.

The database should contain data in both primary and preprocessed form, in the format fixed in the individual assignment, allowing the Supervisor to check the quality of data collection and the absence of falsification in the data.

The grade is defined as the arithmetic mean according to the following criteria.

|  |  |  |  |
| --- | --- | --- | --- |
| **Grade** | **Evaluation criteria** | | |
| ***Database and data collection*** | ***Report*** | ***Work organization*** |
| «Excellent» (8-10) | The database contains 70% or more of the planned material, has a clear structure and description of the structure. The preliminary analysis has been completed and the data are ready for the final analysis planned for the FQP. The sample of respondents (or other objects for analysis) covers the studied general population and corresponds to the planned research design.  The collected data allows answering all research questions. The data is provided in both primary and preprocessed formats. | The report contains a detailed description of the data collection and processing strategy; chosen strategy is methodologically correct. The data potential and limitations are described. The data collection methodology is supported by literature references. Descriptive statistics are provided in the case of a quantitative study and complete description of the respondents` characteristics (or other subjects of analysis) in the case of a qualitative study. | The student has demonstrated initiative and high level of skill in self-organization and time management at the stage of data collection and preliminary analysis. |
| «Good» (6-7) | The database contains 70% or more of the planned material, preliminary data processing is not completed or performed poorly. The sample of respondents (or other objects of analysis) deviates from the planned structure, but allows answering research questions. The student provides structured data and the description of this structure. The data is provided in both primary and preprocessed form, allowing starting the analysis. | The report provides a picture of the data collection and preprocessing strategy, provides a description of variables for analysis in the case of quantitative data, or a list of respondents` characteristics (or other objects of analysis), but contains errors and / or inaccuracies. The methodology of collection and preliminary analysis is described, but the critical analysis in the context of the literature is not finalized. | The student has demonstrated skills in self-organization and time management at the stage of data analysis. |
| «Satisfactory» (4-5) | The database contains less than 70% of the planned material. The sample has significant deviations from the planned design, does not reflect the studied general population and does not allow fully answering the research questions without significant redrafting. Significant revision is required to bring the database into a state suitable for further research. | The report contains a generalized description of the data collection process, but the methodology contains serious violations and requires adjustments; omits details that are important to describe the design. Data description provided but contains design or calculation errors or significant gaps. | The student has demonstrated weak skills of self-organization and time management at the stage of collecting and preliminary analysis of data; did not demonstrate initiative and high level of involvement. |
| «Fail» (0-3) | The database contains less than 60% of the planned material; preliminary data processing was not carried out by the time the database was handed over; the database does not have a clear and easy-to-analyze structure; data provided in primary form only.  The sample design is significantly distorted.  Research questions cannot be answered based on the collected data. | The report does not describe, or poorly describes the process of collecting and preprocessing data. There is no step-by-step description of preliminary data analysis or is not relevant to the study. Descriptive statistics are missing or not relevant to the study. The reasoning of the chosen methodology is absent or formal. | The student did not demonstrate skills of self-organization and time management at the stage of collecting and preliminary analysis of data; demonstrated very low level of involvement. |

According to the results of **the second stage**:

* completed database and the report about the first stage results
* quality of data analysis
* an electronic database with collected empirical data and analysis results has been submitted, contains a full or almost complete amount of collected data (at least 90% of the planned material), the results of analytical models constructing
* report quality and second stage results
* quality of independent work organization during the stage.

The grade is defined as the arithmetic mean according to 4 criteria.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Grade** | **Evaluation criteria** | | | |
| ***Database and data processing on the first stage results*** | ***Data analysis*** | ***Report*** | ***Work organization*** |
| «Excellent» (8-10) | The database contains 90% of the planned material, all the shortcomings indicated by the Supervisor after the first stage were eliminated. | Data analysis is complete or requires minor improvements; the analysis was performed correctly and meets the methodological requirements of a particular analytical approach (qualitative or quantitative). The analytical strategy is consistent with the methodological principles of this research field, which is supported by references to the literature. The analysis method was applied correctly, the results were interpreted correctly. The limitations and potential of the analytical method are discussed and supported by arguments from the literature. | The report provides complete information about the collection and preprocessing of data, about the database structure and a data description. The methodological procedure chosen for data analysis is fully and described in detail; the description of the methodological choices is substantiated by references to the literature. The preliminary results giving answers to all the questions and hypotheses posed in the FQP are ready and described correctly. | The student has demonstrated initiative and high level of skill in self-organization and time management at the stage of data collection and preliminary analysis. |
| «Good» (6-7) | The database contains 90% of the planned material, a significant part of the shortcomings noted by the Supervisor after the first stage were eliminated. | Data analysis is at the final stage, some steps performed in the analytical process require revision or correction; the main method / methods are selected and applied correctly, but the interpretation of the results requires clarifications and improvements. Critical analysis of methods and results is incomplete. | The report provides complete information about the data collection and preprocessing, provides information about the database structure and data description, including descriptive statistics. Descriptions of analytical methods and procedures are included in the report, but there are no references to literature that would support analytical choices. The results obtained require revision and rechecking, or are described with violations. | The student has demonstrated skills in self-organization and time management at the stage of data analysis. |
| «Satisfactory» (4-5) | The database contains 70-90% of the planned material. Many shortcomings noted by the Supervisor after the first stage have not been eliminated. | Data analysis is incomplete; the results for answering research questions or hypotheses are not ready or incorrect. The analytical method is irrelevant to the research question and the hypotheses, or is applied with serious violations that entail results bias. | The report superficially describes the data collection strategy, particularly of data, analytical methods and analytical results, reasoning for choosing an analytical strategy. | The student has demonstrated weak skills of self-organization and time management at the stage of collecting and preliminary data analysis; did not demonstrate initiative and high level of involvement. |
| «Fail» (0-3) | The database contains less than 70% of the planned material, most of the shortcomings noted by the Supervisor after the first stage have not been eliminated. | Data analysis is performed by less than 50%, or with gross errors that invalidate the results. | The report does not provide a database description, analytical procedure and results. | The student did not demonstrate skills of self-organization and time management at the stage of collecting and preliminary data analysis; demonstrated very low level of involvement. |

During the internship, the student must promptly inform the Internship Supervisor about all problems and difficulties that hinder the normal course of internship performing the individual activities.

The internship defense is carried out as a public presentation on the results to a commission consisting of the FQP Supervisors (at least two). It is possible presence of the heads of organizations, faculty, as well as students who participated in the study. All the necessary documents for internship must be presented at the defense.

|  |  |
| --- | --- |
| **Grade** | **Evaluation criteria** |
| «Excellent» (8-10) | The presentation on the results of research work, data collection and analysis gives the audience a complete understanding of the research empirical part.  The necessary details of the methodology and analysis are provided and reasoned by relevant sources, the results are discussed with the relevant application of the theoretical framework.  The student can competently and completely answer all or almost all of the additional questions from the commission.  Collected data provide an opportunity to get answers to research questions.  Documents and reports provided and fully prepared.  All the shortcomings noted by the Supervisor at the previous analytical stages have been eliminated. |
| «Good» (6-7) | The student presents the research work, data collection and analysis in a form that is understandable and accessible to listeners.  The discussion of the methodology and results within the selected theoretical framework is presented, on the whole, correctly, there may be shortcomings in the argumentation.  The student is not always able to fully answer the additional questions from the commission.  The collected data as a whole provide an opportunity to get answers to research questions.  Documents and reports are ready and do not require significant modifications.  The main shortcomings noted by the Supervisor at the previous analytical stages have been eliminated. |
| «Satisfactory» (4-5) | The student demonstrates poor presentation skills, is unable / able to fully convey to the audience the strategies of the data collection and analysis, as well as the final findings of the study.  The discussion of the methodology and results within the selected theoretical is not presented completely correctly.  The answers to the questions contain significant errors or gaps.  The collected data casts doubt on the possibility to answer the research questions because of insufficient quality or volume.  Internship documents and reports require revision.  The main shortcomings noted by the Supervisor at the previous analytical stages have not been eliminated. |
| «Fail» (0-3) | The student is not able / is able to present the results of research work, data collection and analysis, to correctly motivate the possibility of achieving the research goals.  The collected data do not allow answering the research questions due to insufficient quality or volume.  Some or all of the internship reports and documents have not been prepared.  The shortcomings noted by the Supervisor at the previous analytical stages have not been eliminated by more than 50%. |

The internship diary is checked and endorsed by the Supervisor.

The internship report should include:

• goals and research tasks of the FQP;

• if the project was carried out as part of a collective project, a description of the entire project, its goals and objectives; a description of the organization that carried out this project; the place of the FQP research in the entire project;

• description of choosing methods, the justification for the choice;

• description of research tool creating and its application;

• description of the data collection process and its results;

• description of the data analysis methodology and its preliminary results;

• open questions of data collection and analysis, their reflective comprehension;

• description of the student's level of participation in all the listed stages, his independence / integration into entire project.

The report should consist of two main parts - the text of the report itself and the appendixes.

The report length should be at least 15 thousand characters. Without fail, the report includes information about the amount of collected and processed data (transcripts, datasets). The report elements can be used by the student in the FQP.

The appendixes to the internship report include various documents as well as materials related to data collection. It could be:

* documents related to the entire project, during which FQP study carried out;
* questionnaires, guides, code sheets and other data collection tools;
* the data itself or data models (models of transcribed interviews, encoded texts, entered questionnaires);
* other documents and information that the student considers necessary to reflect.

All appendixes must be numbered. The textual part of the internship report should contain links to the relevant appendixes.

**Fund of assessment tools for interim internship assessment**

The fund of assessment tools includes individual assignments for students, reporting templates, internship feedback template, assessment criteria, rating scale, assessment formula for interim assessment.

# Academic AND INFORMATIONAL SUPPORT OF internship

**The list of professional literature and resources of the Internet, necessary for internship**

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| --- | --- |
| **№** | **Name** |
| **Professional literature** | |
| Mandatory literature | |
| **1** | Kravchenko, A.I. Methodology and methods of sociological research: a textbook for bachelors / A.I. Kravchenko. - M.: Yurayt Publishing House, 2015 .-- 828 p. - (Series: Bachelor. Academic course). — ISBN 978-5-9916-3330-7. - Retrieved from: <https://www.biblio-online.ru/book/metodologiya-i-metody-sociologicheskih-issledovaniy-377029> |
| **2** | Hammond, Michael, and Jerry Wellington. Research Methods : The Key Concepts, Routledge, 2012. ProQuest Ebook Central, https://ebookcentral.proquest.com/lib/hselibrary-ebooks/detail.action?docID=1047059. |
| Additional literature | |
| **1** | Swanson, Richard A., and Elwood F. Holton III (eds). Research in Organizations: Foundations and Methods of Inquiry. Berrett-Koehler Publishers. 2005. Books24x7. <https://proxylibrary.hse.ru:2137/toc.aspx?bookid=11859> |
| **2** | Analytical Sociology : Actions and Networks, edited by Gianluca Manzo, John Wiley & Sons, Incorporated, 2014. ProQuest Ebook Central, https://ebookcentral.proquest.com/lib/hselibrary-ebooks/detail.action?docID=1650830. |
| **3** | Methodology and methods of sociological research: Textbook / Dudina V.I., Smirnova E.E. - SPb: SPbSU, 2014 .-- 388 p.: ISBN 978-5-288-05537-9 - Retrieved from: <http://znanium.com/catalog/product/940854> |
| **4** | Li, Yaojun, eds. Handbook of Research Methods and Applications in Social Capital, (Cheltenham, UK: Edward Elgar Publishing, 2015) <https://proxylibrary.hse.ru:2397/view/edcoll/9780857935847/9780857935847.xml> |
| **5** | Applied Sociology: Methodology and Methods: Textbook / M.K. Gorshkov, F.E. Sheregi. - M .: Alpha-M: INFRA-M, 2009. - 416 p .: ill .; 60x90 1/16. (binding) ISBN 978-5-98281-155-4 - Retrieved from: <http://znanium.com/catalog/product/147600> |
| **6** | Treiman, Donald J.. 2009. Quantitative Data Analysis : Doing Social Research to Test Ideas. New York, NY: John Wiley & Sons, Incorporated. Accessed February 9, 2020. ProQuest Ebook Central.<https://ebookcentral.proquest.com/lib/hselibrary-ebooks/detail.action?docID=706553> |
| **Online resources** | |
| **1** | Bit by Bit. Social research at the Digital Age. <https://www.bitbybitbook.com/> |
| **2** | Databases of Russian Public Opinion Research Center. Retrieved from: <https://bd.wciom.ru/> |
| **3** | Databases of Public Opinion Fund. Retrieved from: <https://bd.fom.ru/> |
| **4** | Federal State Statistics Service. Retrieved from: https://www.gks.ru/ |

**Information technologies used in the internship, including the software and information reference systems (if necessary)**

The student can use the following software: Microsoft Office, SPSS, R.

# MATERIAL AND TECHNICAL SUPPORT OF internship

Classrooms or other areas equipped with desktops with Internet connection, beamers and software for data analysis and processing necessary to complete the student individual assignment.

All equipment and material procurement must meet the current sanitary, fire safety, occupational health and safety standards.

# Special conditions for organization of learning process for students with special needs

If necessary, students with disabilities (at the request of the student) may be offered individual tasks and the following options for the perception of educational information, taking into account their individual psychophysical characteristics, including with the use of e-learning and distance technologies:

1. *for persons with vision disorders:* a printed text in enlarged font; an electronic document; audios (transferring of learning materials into the audio); an individual advising with an assistance of a sign language interpreter; individual assignments and advising.
2. *for persons with hearing disorders: a* printed text; an electronic document; video materials with subtitles; an individual advising with an assistance of a sign language interpreter; individual assignments and advising.
3. *for persons with muscle-skeleton disorders: a* printed text; an electronic document; audios; individual assignments and advising.

Appendix 1

FEDERAL STATE AUTONOMOUS EDUCATIONAL INSTITUTION

FOR HIGHER EDUCATION

NATIONAL RESEARCH UNIVERSITY HIGHER SCHOOL OF ECONOMICS

SAINT-PETERSBURG

**INTERNSHIP DIARY**

**Faculty: St. Petersburg School of Social Sciences and Area Studies**

**Year 4. Degree programme: Sociology and Social Informatics**

**Student’s Full Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Type of internship:** \_\_\_\_\_\_ Work Experience (Pre-diploma)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Terms of internship: from**  **till**  **20\_\_.**

**Internship Place: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Internship Supervisor (position, full name):**

1. **Individual Assignment**

1.1 Collection and preprocessing of empirical data:

|  |  |
| --- | --- |
| Type and description of empirical data[[1]](#footnote-1), description of preliminary processing | Planning figure and measure unit |
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|  |  |

1.2 Analysis of empirical data

1.3 Other

**Signature of supervisor who gives assignments**

1. **Internship schedule**

|  |  |  |
| --- | --- | --- |
| № | Assignment | Period |
|
| 1 | 2 | 3 |
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**3. Feedback and evaluation of the student's work during internship**

3.1 Based on the internship results, the following empirical data was collected:

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| --- | --- | --- |
| Type and description of empirical data[[2]](#footnote-2), description of preliminary processing | Figure and measure unit, control point | Figure and measure unit, control point, actual result |
|  |  |  |
|  |  |  |
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|  |  |  |

3.2 Quality of data analysis

Comment on the quality and readiness of the FQP empirical base:

3.3 Quality of internship report preparation:

3.4 Defense of practice (commission comments):

**4. Grade for the internship**

|  |  |  |
| --- | --- | --- |
| Criteria | Weight | Grade |
| 1) The fieldwork quality, data collection and preliminary empirical data processing (stage 1), including:   * the electronic database with the collected empirical data was submitted at the end of the first stage and contains at least 70% of planned data (0 at the end of the stage if not completed)   2) quality of the internship report with the results at the first stage;  3) quality of the independent work organization during the first stage. | 0.4 |  |
| 1) data analysis quality (stage 2)   * an electronic database with the collected empirical data and analysis results was submitted at the end of the second stage, contains the full or almost complete volume of data (at least 90% of the planned material), the results of building analytical models (0 at the end of the stage if not completed)   2) the quality of the internship report with the results at the second stage and finalization results  3) quality of the independent work organization during the stage. | 0.4 |  |
| Internship defense presentation | 0.2 |  |
| Final grade | 1.0 |  |

**Internship Supervisor**  \\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

« \_\_\_» 20\_\_

Appendix 2

FEDERAL STATE AUTONOMOUS EDUCATIONAL INSTITUTION

FOR HIGHER EDUCATION

NATIONAL RESEARCH UNIVERSITY HIGHER SCHOOL OF ECONOMICS

Saint-Petersburg School of Social Sciences and Area Studies

Bachelor Program ‘Sociology and Social Informatics’

**INTERNSHIP REPORT**

**Student**

**Course** \_\_\_\_\_\_\_\_\_\_\_\_ **Group**

Saint Petersburg 2021

1. Interviews, surveys, electronic data, etc., in the case of using existing databases - an emphasis on additional sources and preliminary data processing, in a theoretical work - literature sources. [↑](#footnote-ref-1)
2. Interviews, surveys, electronic data, etc., in the case of using existing databases - an emphasis on additional sources and preliminary data processing, in a theoretical work - literature sources. [↑](#footnote-ref-2)