

## **Programme of the Research Internship**

### **EPT "RESEARCH INTERNSHIP"**

#### **1. Goal, objectives, and the prerequisites**

Research internship is a compulsory part of the curriculum and is designed to help students gain professional experience, as well as improve and strengthen their knowledge and competencies acquired in the course of theoretical education.

Research internship as one of the EPT is aimed at organizing conditions for students to acquire professional skills and professional experience, immerse them in the environment of professional activity and develop professional competencies. The main educational result obtained by students in the course of "Research internship" is direct acquaintance with the professional environment and the development of practical competencies of the chosen professional activity. The environment, the main methods and methods of students' activity in practice should be as close as possible to the methods and methods of the chosen professional activity. In the course of "Research internship", a master's degree student has to accomplish the following objectives:

#### *Research and teaching:*

- (1) solidify the theoretical knowledge of the state-of-the-art approaches and solutions to management of arts and cultural institutions, including IT solutions, statistical methods of analysis, performance evaluation, social network analysis, marketing models, management solutions, consumer behavior, etc.;
- (2) search, collection, processing, analysis and systematization of information on the topic of research;
- (3) selection, adaptation, development and use of methods and tools for research and analysis of results;
- (4) summarize, critically analyze and implement the results obtained by Russian and foreign researchers on the research topic, discover promising trends.

#### *Managerial and entrepreneurial:*

- (5) development, implementation and evaluation of the effectiveness of projects aimed at the development of the organization;
- (6) search and evaluate the new market opportunities, development of business models and business plans;
- (7) evaluate and describe the relevance, theoretical and practical significance of the chosen subject of the scientific research for the chosen research target;
- (8) reinforce and improve skills of search and handling information sources in order to perform statistical analysis;
- (9) collect, process, analyze and systematize the information on the research topic (for example, concerning consumer behavior, their expenditures and expectations, markets

- performance, arrangement of financial and information flows, manufacturing and scientific research processes);
- (10) develop tools for the conducted researches including, if applicable, theoretical and marketing models of the studied processes, phenomena and subjects, and analyze their results;
  - (11) develop skills of preparing reports on scientific as well as research-and-practice activity for further career path.

The master's degree student has to develop the internship program on its own and undertake scientific research in accordance with the internship goals and tasks defined in such a program.

Pre-requisites: a student should successfully complete the academic part of the programme to be eligible for a science and research internship.

## 2. Milestones

Research internship is held in the 3<sup>rd</sup> module of the second year. An uninterrupted period is assigned in the calendar educational schedule for the internship. It can be conducted stationery inside the university (in research laboratories or departments) or outside the university (in companies, public organizations, etc.).

The student's supervisor from the university and the student's supervisor from the place of internship together supervise the students' activities during the internship.

When doing the research internship, the master's degree students are obliged to:

- (1) fulfil the individual task;
- (2) fulfill the internship schedule;
- (3) follow the valid internal rules and regulations of the organization in which they do research internship;
- (4) prepare the report based on the internship.

## 3. Special aspects and arrangements

The specified material and technical support must satisfy the current sanitary and fire safety standards, as well as the safety requirements for work.

## 4. Assessment and reporting procedures

Research internship is graded on a 10-point grading scale, and assessment results are included in the student performance rating. Students who failed to complete their research internship for no valid reason or who received a 'fail' grade shall be facing academic failure.

On completing the internship, a student should submit the following documents:

1. **Individual internship assignment** which is confirmed and signed by student's supervisor from university and supervisor from the organization.

The assignment should include the following items:

- a. the goal of research internship;
  - b. objectives of research internship;
  - c. research internship plan (questions to be studied);
  - d. planned results.
2. **Internship schedule** that reflects the content of a student's activity. The schedule should be signed by student's supervisor from the university and supervisor from the organization.

3. **Internship report** should reveal the student’s activities, knowledge, skills, and competencies that have been acquired.

The report should be consistent, logical, and include the following parts:

- brief description of the organization (place of internship);
- the field of activities, organizational structure, economic indicators of the organization (place of internship);
- description of professional problems solved by the student during the internship (according to the goals and objectives of internship in the individual assignment);
- description of obtained competencies;
- the main results that were achieved during the internship.

**Report structure:**

1. Introduction (goals and objectives of internship)
2. The main part (content)
3. Fulfilled individual assignment (description of tasks completed in detail and results)
4. Conclusion (including self-assessment of competencies)
5. Appendix (graphs, charts, tables, algorithms, illustrations, etc.)
6. References

The internship report should be delivered in an appropriate manner: with title list, introduction, main body, conclusions, appendices and references (if needed). The provisional length is 10-15 pages (Times New Roman, 12 pt, 1.5 space intervals).

4. **Reference letter** (review) from the organization supervisor.

The review of students’ performance during internship is formed by the organization’s internship supervisor.

The review should specify the student name, the place of internship, the time of the internship.

The review should include:

- professional tasks performed by the student;
- completeness and quality of implementation of the internship;
- student's attitude to the assignments received during the internship;
- assessment of the formation of the planned competencies;
- conclusions about professional suitability of the student; if necessary – the comment on the personal and professional qualities;
- **grade on a ten-point scale**

The review should be signed by the organization’s internship supervisor and stamped.

Table 1 – Forms of assessment

<b>Form of assessment</b>	<b>Contents</b>	<b>Confirmed and signed by</b>	<b>Need to be uploaded</b>
Individual internship assignment	contains a comprehensive part of the internship	the supervisor from the hosting organization and the	Preliminary version  Final version

		university internship supervisor	
The internship schedule	filled weekly, and reflect the content of a student's activity. The schedule is signed weekly after the student's report to both supervisors.	the supervisor from the hosting organization and the university internship supervisor	Preliminary version Final version
The internship report	reveal the student's activities, and also knowledge, skills and competencies that have been acquired	the supervisor from the hosting organization. The report has to be checked by the university internship supervisor	Final version
The review from the Organization's Internship Supervisor	contains a comprehensive part of the internship	the supervisor from the hosting organization	Final version

Table 2 – Report grading criteria

Report grading criteria	Grade
The master's degree student submits in time a research internship report written in accordance with the established requirements; the report covers fully all aspects of the internship; the individual assignment is completed correctly and completely without critical remarks from the internship supervisor. The report is characterized by the high level of prepared material, all elements of the individual assignment are thoroughly covered and reflect the depth of the research undertaken or the problem addressed. The student has demonstrated proactiveness and a high level of communication with internship supervisors from the university and the organization.	<i>Excellent, 10 points</i>
The master's degree student submits in time a research internship report written in accordance with the established requirements; the report covers fully all aspects of the internship; the individual assignment is completed correctly and completely without critical remarks from the internship supervisor. The report is characterized by the high level of prepared material, all elements of the individual assignment are thoroughly covered.	<i>Excellent, 9 points</i>
The master's degree student submits in time a research internship report written in accordance with the established requirements; the report covers fully all aspects of the internship; the individual assignment is completed correctly and completely without critical remarks from the internship supervisor.	<i>Excellent, 8 points</i>

The master's degree student submits in time a research internship report; the report covers fully different aspects of the internship, but the student has received insignificant critical remarks regarding the format of the reporting documents or has not answered fully to the questions raised at the internship report defense; the individual assignment is completed correctly but with insignificant critical remarks from the internship supervisor.	<i>Good, 7 points</i>
The master's degree student submits in time a research internship report; the report covers fully different aspects of the internship, but the student has received critical remarks regarding the format of the reporting documents or has not answered all the questions at the internship report defense; the individual assignment is completed correctly but with critical remarks from the internship supervisor	<i>Good, 6 points</i>
The master's degree student submits in time a research internship, but the student has received significant critical remarks regarding the format of the reporting documents; the report does not cover fully different aspects of the internship; not all the questions were answered at the internship report defense.	<i>Satisfactory, 5 points</i>
The master's degree student submits in time a research internship, but the student has received significant critical remarks regarding the format of the reporting documents; the report does not cover fully different aspects of the internship; not all the questions were answered at the internship report defense. The report is completed superficially, does not demonstrate a thorough approach to addressing the problem. The response to the requests from the university internship supervisor and the organization internship supervisor was not timely and adequate.	<i>Satisfactory, 4 points</i>
The master's student has not completed a research internship programme; the reporting documents are assessed with numerous critical remarks; failed to complete an individual plan; could not answer all the questions at the defense.	<i>Poor, 3 points</i>
The master's degree student has not completed a research internship program, has not submitted a report on the internship or there are many comments to the reporting documents; failed to complete an individual plan; could not answer all the questions while the defense.	<i>Poor, 2 points</i>
The master's degree student has not completed a research internship program and has not submitted a report on the internship or reporting documents; there are many comments; did not fulfil an individual plan; could not answer a single question while the defense.	<i>Poor, 1 point</i>

##### 5. **Student's presentation** of main research internship results.

On completion of the internship, students present the results during the oral defense. The duration of the presentation is 7-10 minutes and it should reflect all the activities that were fulfilled, as also the achievements made during the internship. The proposals/recommendations on the improvement of the organization business processes in management are very welcome.

Table 3 - Criteria for the presentation

Category	Scoring Criteria	Points
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Format and duration	Information is presented in a logical sequence. The presentation lasts no longer than 7-10 minutes	2
Content	The presentation contains accurate and relevant information	2
	There are conclusions summarizing the data	2
Delivery	Delivery is poised, controlled, and smooth. Visual aids are well prepared, informative, effective, and not distracting. Length of presentation is within the assigned time limits.	2
	Discussion after presentation was well communicated	2
Total		10

The final grade is a weighted average grade that presents grade from two parties involved in the process of the professional practice:

*Final Grade = 0,3\*Grade of the supervisor from the hosting organization + 0,4\*Grade of the university internship supervisor for the report + 0,3\*Grade for the oral defence*

The grade is given on a 10-point scale, reflecting the quality of the work performed by a student. The final grade is rounded using the arithmetic approach.

## 5. Resources

In the process of completing a research internship, students can use information technologies, including design automation and software development tools used in a specialized organization, Internet technologies, etc. The specified material and technical support must meet the current sanitary and fire safety standards, as well as safety requirements during work. Classrooms or other premises for the internship must be equipped with a computer with access to the Internet, and, if necessary for a student's assignment, specialized software.