Syllabus of Internship

for the BA Program in Political Science and World Politics

Academic years 2020 – 2024

Approved by the Academic Council of the BA Program in Political Science and World Politics

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**Abstract**

Internships (practical training) at the BA Program in Political Science is organized in the following formats: professional internship, including educational internship (introductive training) and work experience internship, projects, term papers and preparation of the graduation thesis. Practical training is aimed at developing skills, necessary for professional activities, related to the field, including the skills in solving research, applied, organizational and managerial tasks. The syllabus describes the elements of the study plan, related to the internships (practical training) module.

**SECTION 1. GENERAL INFORMATION**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Year of study** | **Type of internship** | **Element of practical training****(EPT)** | **Form[[1]](#footnote-1)**  | **Credits per student** | **Academic hours per student** | **Duration** |
| *3* | Professional | Educational (Introductive Training) | Compulsory | 3 | 114 | 4 module, 2022-2023 |
| *4* | Professional | Work Experience | Compulsory | 6 | 228 | 3 module, 2023-2024 |
| *2,3,4* | Project | Projects | Elective | 2,2,3 | 266 | 2021-2022,2022-2023,2023-2024 |
| *2,3* | Research | Term paper | Compulsory | 5,6 | 190,228 | 2021-2022, 2022-2023 |
| *4* | Research | Preparation of Graduation Thesis | Compulsory | 3 | 114 | 2023-2024 |

**SECTION 2. INTERNSHIP CONTENTS DESCRIPTION**

**2.1. Educational Internship (Introductive Training)**

**2.1.1. Goals, Tasks, Prerequisites**

The objectives of the educational internship are the organization of conditions for students’ acquaintance with the professional field, development of primary skills and abilities in the chosen professional field, including the primary skills in research.

The tasks of the educational internship (introductive training) are:

1. familiarization of students with key principles and practical aspects activities of public authorities and local self-government, political parties, international organizations and associations, non-profit organizations, mass media, commercial organizations whose activities are related to provision of consulting and analytical services, research and analytical structures;
2. creation of conditions for students to apply their knowledge, skills in the professional field;
3. formation of students' professional competencies through engagement in the activities of government bodies, commercial and non-profit organizations.

Internship is based on the following disciplines of the basic educational plan: Categories of political science, Comparative politics, Quantitative methods in political research, Qualitative methods in political research.

**2.1.2. Milestones**

|  |  |
| --- | --- |
| Signing the assignment | Not later than the official start of internship |
| Interim report submission | Defined by the internship coordinator |
| Final report submission | No later than 3 working days after the end of the internship |

**2.1.3. Contents and Peculiarities**

The method of conducting educational internship is stationary. Educational internship is carried out in the following forms: internship of obtaining primary professional skills and experience of primary professional activity; research work, pedagogical assistance.

Educational internship is predominantly organized in host organizations, based on the agreement with the HSE, signed according to the HSE Regulations. Also, the internship can be organized in the structural units of the HSE University. Internships can be held in the distant format, upon approval of the academic supervisor, internship supervisors and host organizations.

Predominantly, the internship is organized to develop professional skills in the following areas:

* Education and Research (in the field of Political Science)
* Administrative, Managerial activities
* Mass media
* Expertise, government agencies, NGOs and international organizations.

Possible directions of internship are:

* analysis of state organizations and public authorities, as well as their activities in the political process;
* analysis of the role of NGO, mass media, political parties in political and social processes;
* analysis of organizational and institutional processes of organization management;
* analysis of the role and place of business companies in society, their interaction with other political actors;
* analysis of the activities in the sphere of applied analytics, PR, GR, policy analysis;
* organization and implementation of projects (including various events), including scientific activities, within the field of study;
* participation in the educational and scientific activities, acquisition of skills in research and education, including the activities of teaching assistants.

The student chooses the specific topic of internship independently, based on the proposed list, and gets its approval from the supervisor of internship from the organization and the supervisor of internship from HSE - St. Petersburg.

Educational internship includes the following activities:

|  |  |
| --- | --- |
| **Activity** | **Content of activities** |
| Individual assignment | Depending on the area and topic of internship |
| Fulfillment of some official tasks (instructions) of the supervisor of internship | At the discretion of the internship supervisor |
| Studying of local regulatory legal acts of organization | Acquaintance with the structure and decision-making process at the place of practical training, learning of local regulatory legal acts adopted in the organization |
| Participation in the preparation and conduct of events | Depending on the individual assignment |
| Collection and synthesis of material necessary for the preparation of reporting documents for internship | Internship report preparation |

**2.1.4. Assessment**

Before the internship starts, a student prepares an individual assignment, which is to be agreed by the internship coordinator. After the internship, a student submits a final report, as well as the feedback from the organization. Templates of all documents can be found in the Appendix.

Assessment is focused on the control of the schedule and the individual assignment.

Examples of questions for current assessment

* Explain the goal and objectives, as well as the organizational structure of the organization (or structural unit of HSE) – internship place;
* Provide common characteristics of the main local regulatory acts of the organization (or structural unit of HSE);
* Point out main priorities of the organization – internship place, as well as its mission and key target groups;
* Describe main functions of the structural unit you are working as an intern in;
* List key ethical norms of the organization – internship place;
* Analyze the compliance of your personal tasks with job descriptions of structural unit and with the personal assignment for the internship.
* Give a practical example of certain solution for the professional task in the organization.

Interim assessment of internship is carried out in the form of an exam. The exam is carried out in the form of an assessment of the reporting documentation prepared by the student during the educational internship.

Within 3 days till the end of the internship, the student is obliged to submit to the coordinator of the internship a printed and electronic version of the report on the accomplishment of internship, drawn up in accordance with Appendix, with all necessary attachments (individual assignment, schedule of the internship, feedback from an organization).

**Criteria and grading scale for interim assessment of the internship:**

* 10 - 8 points - in the student's report on the accomplishment of the educational internship, the content of all necessary sections is deeply and comprehensively elaborated; full conclusions and generalizations are made; all the necessary requirements for the design of the report are met;
* 6 - 7 points - in the student's report on the accomplishment of the educational internship, the content of all necessary sections is elaborated in sufficient volume; there are conclusions and generalizations; there are minor flaws in the design;
* 4 - 5 points - the student's report on the accomplishment of the educational internship contains only a schematic description of the work done; there are no independent conclusions; the design of the report does not meet the requirements;
* 3 - 0 - the student submitted a report, the content of which does not correspond to the program of the educational internship or did not submit it within the prescribed period.

The formula of assessment is calculated: 0,8\*report + 0,2\*feedback.

**Approximate topics of the educational internship:**

* analysis of state organizations and public authorities, as well as their activities in the political process;
* analysis of the role of NGO, mass media, political parties in political and social processes;
* analysis of organizational and institutional processes of organization management;
* analysis of the role and place of business companies in society, their interaction with other political actors;
* analysis of the activities in the sphere of applied analytics, PR, GR, policy analysis;
* organization and implementation of projects (including various events), including scientific activities, within the field of study;
* participation in the educational and scientific activities, acquisition of skills in research and education, including the activities of teaching assistants.

Topics and directions of internship can be formulated independently by students, upon prior approval of the academic supervisor and internship supervisor.

**2.1.5. Resources**

Infrastructure for the internship comprises of rooms, equipped with the personal computers and Internet-access, software necessary for tasks specified in the individual assignment. Students may use information technologies and resources, available at the host organization and the HSE university. Infrastructure requirements are specified in the agreement between the HSE University and host organizations, they should comply with safety requirements (including fire safety, sanitary and accident prevention requirements).

**2.1.6. Peculiarities of Internships During Lockdowns and Other Special Regimes**

Internship can be organized in a distant format. Documents between the HSE University and host organizations can be processed using electronic means and e-mails.

**2.1.7. Information Sources**

M. S. Klevtsova, S. V. Kudinova, Vvedenie v proffesiyu (spetsial’nost’): obschie kompetentsii professionala. Kommunikativnaya kompetentsiya professionala: rabochaya tetrad’ studenta №1 [Introduction to the profession (specialty): general competencies of a professional. Communicative competence of a professional: student workbook No. 1], Kirov, Raduga-PRESS, 2015. Available from: http://proxylibrary.hse.ru:2109/catalog.php?bookinfo=526581

M. S. Klevtsova, S. V. Kudinova, Vvedenie v proffesiyu (spetsial’nost’): obschie kompetentsii professionala. Informatsionnaya kompetentsiya professionala: uchebniye materali [Introduction to the profession (specialty): general competencies of a professional. Information competence of a professional: educational materials], Kirov, Raduga-PRESS, 2015. Available from: http://proxylibrary.hse.ru:2109/catalog.php?bookinfo=526583

**2.2. Work Experience Internship**

**2.2.2. Goals, tasks, prerequisites**

The objectives of the work experience internship are to prepare students for professional activities via practical training and application of theoretical knowledge, to acquire practical skills and capabilities in the professional field (science and research, organization and management, project, information and analytics), to form competencies in accordance with the HSE Educational Standards via the preparation of the final theses.

Tasks of the work experience internship include:

* Development of universal and professional competencies via through the acquaintance with the activities of the government agencies, international organizations, mass media, political parties, research and analytics organizations, business and non-profit organizations.
* Collection of empirical data for the BA final thesis or similar research projects.
* Development and realization of individual (collective) project, social project and initiatives, participation in the activities of the organization, where the internship is conducted.

The internship is based on the following disciplines of the basic curriculum of the programme «Political Science and World Politics»: Categories of Political Science; Introduction to Policy Analysis; Rhetoric: the Practice of Oral and Written Communication; Law; Political Theory; Economic Theory; Comparative Politics; Political Regional Studies; International Political Economy; Contemporary Russian Politics; Game Theory; Quantitative Methods of Political Science; Qualitative Methods of Political Science; Educational Internship.

**2.1.2. Milestones**

|  |  |
| --- | --- |
| Signing the assignment | Not later than the official start of internship |
| Interim report submission | Defined by the internship coordinator |
| Final report submission | No later than 3 working days after the end of the internship |

**2.1.3. Contents and Peculiarities**

The method is stationary. In some cases, students may participate in the internship in other formats (including distant format).

The internship is carried out in the following forms: Research activities, Development and realization of the social projects, Acquiring professional skills and experience of professional activities in the organizations (places of internship).

The internship may include the following types of activities:

|  |  |
| --- | --- |
| **Activity** | **Content of activities** |
| Research activities | Collection and processing ofmaterials for BA Theses.Participation in scientific seminarsand conferences. |
| Organizational and managerial activities | Familiarization with the structureand decision-making process at theplace of internship.Performance of official assignmentsof the head of practice from theprofile organization. |
| Information and analytical activities | Study of local regulations.Participation in information campaigns.Collection and synthesis of the material necessary for the preparation of final documents on internship. |
| Project activities | Participation in the preparation andholding of various events within theframework of the project.Preparation of the necessary project documentation. |

Work experience internship is predominantly organized in host organizations, based on the agreement with the HSE, signed according to the HSE Regulations. Also, the internship can be organized in the structural units of the HSE University. Internships can be held in the distant format, upon prior approval of the academic supervisor, internship supervisors and host organizations.

Possible directions of Internship:

* Internship in organizations, relevant to the topic of the BA Thesis, including public authorities, business-companies, mass media, NGO, political parties, analytical and consulting centers;
* Analysis of organizations’ activities in the process of decision-making and social and political life;
* Studying the activities of organizations, organizational and communication processes in organizations;
* Participation in research, analytical, consulting and communication activities of organizations;
* Planning and organization of projects and events (including scientific ones) within the field of study and / or the field of organization’s activities;
* Other areas related to the topics of the thesis and / or the field of study.

The student chooses a specific topic of internship independently, based on the proposed list, and coordinates it with the coordinator of internship from the organization and the coordinator of internship from the HSE University.

**2.2.4. Assessment**

Interim assessment of internship is carried out in the form of an exam. The exam is carried out in the form of an assessment of the reporting documentation prepared by the student during the internship.

Within 3 days till the end of the internship, the student is obliged to submit to the supervisor of the internship a printed and electronic version of the report on the accomplishment of internship, drawn up in accordance with Appendix 2, with all necessary attachments (individual assignment, schedule of the internship, review from the supervisor). The electronic version should be sent to the corporate email address of the supervisor of the internship from HSE side.

The final grade formula: Оfinal= 0,8\* Оreport + 0,2\* Оfeedback

Sample topics of work placement (graduation) internship

1. Internship in organizations, relevant to the topic of the BA Thesis, including public authorities, business-companies, mass media, NGO, political parties, analytical and consulting centers;
2. Analysis of organizations’ activities in the process of decision-making and social and political life;
3. Studying the activities of organizations, organizational and communication processes in organizations;
4. Participation in research, analytical, consulting and communication activities of organizations;
5. Planning and organization of projects and events (including scientific ones) within the field of study and / or the field of organization’s activities;
6. Other areas related to the topics of the thesis and / or the field of study.

**2.2.5. Resources**

Infrastructure for the internship comprises of rooms, equipped with the personal computers and Internet-access, software necessary for tasks specified in the individual assignment. Students may use information technologies and resources, available at the host organization and the HSE university. Infrastructure requirements are specified in the agreement between the HSE University and host organizations, they should comply with safety requirements (including fire safety, sanitary and accident prevention requirements).

**2.2.6. Peculiarities of Internships During Lockdowns and Other Special Regimes**

Internship can be organized in a distant format. Documents between the HSE University and host organizations can be processed using electronic means and e-mails.

**2.2.7. Information Sources**

M. S. Klevtsova, S. V. Kudinova, Vvedenie v proffesiyu (spetsial’nost’): obschie kompetentsii professionala. Kommunikativnaya kompetentsiya professionala: rabochaya tetrad’ studenta №1 [Introduction to the profession (specialty): general competencies of a professional. Communicative competence of a professional: student workbook No. 1], Kirov, Raduga-PRESS, 2015. Available from: http://proxylibrary.hse.ru:2109/catalog.php?bookinfo=526581

M. S. Klevtsova, S. V. Kudinova, Vvedenie v proffesiyu (spetsial’nost’): obschie kompetentsii professionala. Informatsionnaya kompetentsiya professionala: uchebniye materali [Introduction to the profession (specialty): general competencies of a professional. Information competence of a professional: educational materials], Kirov, Raduga-PRESS, 2015. Available from: http://proxylibrary.hse.ru:2109/catalog.php?bookinfo=526583

**2.3. Projects**

**2.3.1. Goals, Tasks, Prerequisites**

The aim of the projects is to create conditions for independent activity students in solving research, applied or organizational and managerial tasks.

The tasks of the project include:

1. development of students' skills in the implementation of project activities;
2. obtaining by students of practical skills in solving research, applied or organizational and managerial tasks.

Students participate in the projects in accordance with the curriculum, but projects can be completed by students of all years of study. Project prerequisites are determined by the project initiators and are reflected in the project proposal.

**2.3.2. Milestones**

|  |  |
| --- | --- |
| Signing the assignment | Not later than the official start of internship |
| Interim report submission | Defined by the internship coordinator |
| Final report submission | No later than 5 working days after the end of the internship |

**2.3.3. Contents and Peculiarities**

Depending on the content and goals of the project, projects are divided into the following types:

* Research – a project whose main goal is to conduct research.
* Applied - a project whose main goal is to solve an applied problem.
* Service - a project aimed at solving service problems or to facilitate administrative processes of the University.

Research projects can be aimed at studying social, political and socio-economic processes on the subject of political science and related disciplines, collection and analysis of relevant empirical data, and systematization and analysis of scientific literature on the chosen topic. Results of the research project may include a scientific article (project of a scientific article), a scientific or an analytical report, database or other scientific product.

Applied projects can be aimed at solving applied, information-analytical or organizational problems in the public, political or socio-economic sphere. The results of an applied project may include applied information and analytical materials on selected topics, draft proposals on socio-economic or socio-political tasks for state and non-governmental organizations, social projects, information resources.

Service projects can be related to the organization or organizational support of activities carried out by the structural units of the HSE University.

The specific subject and content of the project is reflected by the project initiator in the project proposal and is agreed with the academic supervisor of the program. Students independently choose projects from the list of projects agreed by the Academic Supervisor of the BA Program. Projects can be carried out on the basis of the National Research University Higher School of Economics, as well as under agreements with other organizations. Projects may held in the distant format.

**2.3.4. Assessment**

Forms of interim and final reports, assessment formula and grading criteria are defined by the project initiator in the project proposal. The initiator of the project assesses the students according to the defined criteria within 5 working days from the end of the project.

**2.3.5. Resources**

Infrastructure necessary for the projects is defined in the project proposals. Students may use information technologies and resources, available at the host organization and the HSE university. Infrastructure requirements are specified in the agreement between the HSE University and host organizations, they should comply with safety requirements (including fire safety, sanitary and accident prevention requirements).

**2.2.6. Peculiarities of Internships During Lockdowns and Other Special Regimes**

Internship can be organized in a distant format. Documents between the HSE University and host organizations can be processed using electronic means and e-mails.

**2.4. Term Papers**

**2.4.1. Goals, Tasks, Prerequisites**

The goal of the term paper is to develop students’ skills in the field of research activities (including applied policy-analysis research).

The tasks of the term paper are:

* To develop students’ skills in the field of data collection and analysis for research and analytical purposes.
* To develop students’ skills in formulating research and analytic tasks and choosing the relevant methods of research.
* To develop students’ skills in effective academic communication, including writing and speaking skills.

**2.4.2. Milestones**

Milestones are defined in the Guidelines for Preparation and Defense of Term Papers (Annex 3)

**2.3.3. Contents and Peculiarities**

The term papers are performed by the students of the second and third years of study. The term paper of the second year is performed only as a research paper (literature review). The third-year students may choose the format of the term paper – either a research paper or a policy paper. Regardless of the format, students prepare the term papers individually.

Requirements to the content, structure and other peculiarities are defined in Annex 3.

Term papers are supervised by academic supervisors, approved according to the HSE Regulations. Visiting lecturers and PhD students may be allowed to supervise term papers.

**2.3.4. Assessment**

Assessment criteria are defined in Annex 3. Term papers of the second year are evaluated by the academic supervisor of term papers. Term papers of the third year are evaluated based on the results of the public defense, as an average grade of the marks given by the academic supervisor, the reviewer and the defense committee.

**2.3.5. Resources**

Students may use information and library resources of the HSE University, as well as other relevant information technologies and Internet-resources.

**2.2.6. Peculiarities of Internships During Lockdowns and Other Special Regimes**

Students may prepare a term paper in a distant format. Communication with the academic supervisor can be held using e-mail and other online communication technologies.

**2.5. Preparation of Graduation Theses**

The goal of the Graduation Thesis Preparation is to develop students’ skills in the field of research activities (including applied policy-analysis research).

Graduation Thesis is a compulsory element of the educational programme. Defense of the Graduation Thesis is a part of the Final Assessment.

The tasks of the Preparation of Graduation Theses are:

* To develop students’ skills in the field of data collection and analysis for research and analytical purposes.
* To develop students’ skills in formulating research and analytic tasks and choosing the relevant methods of research.
* To develop students’ skills in effective academic communication, including writing and speaking skills.

**2.5.2. Milestones**

Milestones are defined in the Guidelines for Preparation and Defense of BA Theses (Annex 4)

**2.3.3. Contents and Peculiarities**

Students may choose the format of the theses – either a research paper or a policy paper. Regardless of the format, students prepare the term papers individually.

Requirements to the content, structure and other peculiarities are defined in Annex 4.

BA Theses are supervised by academic supervisors, approved according to the HSE regulations. Requirements for qualification of academic supervisors are specified in the HSE Regulation on Practical Training. In addition, full-time senior lecturers without a PhD degree are allowed to supervise the BA theses.

**2.3.4. Assessment**

Assessment criteria are defined in Annex 4. The grade is defined by the State Examination Committee based on the public defense of the Thesis. The defense is carried out during the Final Assessment period.

**2.3.5. Resources**

Students may use information and library resources of the HSE University, as well as other relevant information technologies and Internet-resources.

**2.2.6. Peculiarities of Internships During Lockdowns and Other Special Regimes**

Students may prepare a paper in a distant format. Communication with the academic supervisor can be held using e-mail and other online communication.

**3. 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. Students may choose the language of the practical training elements: Russian or English [↑](#footnote-ref-1)