**PROGRAM OF INTERNSHIP**

**FOR BACHELOR PROGRAMME**

**«SOCIOLOGY AND SOCIAL INFORMATICS»**

**Field of study 39.03.01 Sociology**

Designed by

“Sociology and Social Informatics” Educational Program

Approved by

Academic Council of Educational Programme ‘Sociology and Social Informatics’

HSE University, St. Petersburg

protocol № 8.3.2.3.1-11/301122-15 from November 30, 2022

The internship program includes the elements of the educational program’s curriculum description, organized in the elements of practical training (EPT) and grouped in the “Internship” module under the program’s curriculum for students enrolled in 2021.

**Section 1. GENERAL INFORMATION**

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| --- | --- | --- | --- | --- | --- | --- |
| **Year of study** | **Type of internship** | **Element of practical training**  **(EPT)** | **Form** | **C.u. per student** | **Academic hours per student** | **Duration** |
| *1,2,3, 4* | Project | Project | Optional/ Mandatory | 6+5+5+4 | 228+190+ 190+152 | 3 module 2021/2022 – 3 module 2024/2025 years of study |
| *3* | Research / Project | Term Paper | Mandatory | 6/6 | 228/228 | 2023/2024 year of study |
| *3* | Professional | Science and Research Internship | Mandatory | 4 | 152 | 04.03.2024 – 23.03.2024 |
| *4* | Research / Project | Graduation Thesis Preparation | Mandatory | 7/7 | 266/266 | 2024/2025 year of study |

The internship is based on the following disciplines of the basic curriculum of the Bachelor programme:

1. Sociological Theory

2. Social Structure and Social Stratification

3. Methodology and Methods of Sociological Research

4. Social and Economic Anthropology

**Section 2. INTERNSHIP CONTENTS DESCRIPTION**

* 1. **MILESTONES**

|  |  |  |  |
| --- | --- | --- | --- |
| **EPT** | Signing the student’s assignment | Submitting an interim version | Submitting a final text/report |
| Project | Not later than the official start of EPT | Assigned by Project Supervisor | Assigned by Project Supervisor, but not later than 5 working days after the official end of the EPT |
| Term Paper | Until October 28 | Assigned by Term Paper Supervisor | Until June 10 |
| Science and Research Internship | Not later than the official start of EPT | Assigned by Faculty’s Internship Supervisor | Not later than 5 working days after the official end of the EPT |
| Graduation Thesis Preparation | Until October 28 | Assigned by Graduation Thesis Supervisor | Until May 24 |

* 1. **PROJECT**

A project is an independent, organised activity aimed at finding a solution to a practical or theoretically significant problem. Projects enable students to acquire, consolidate or develop the practical knowledge or skills needed in their future career.

The project is selected by the student from the list of projects approved by the program management.

Projects are divided by the type of work: applied, service, research.

Students can select projects using the university-wide Project Fair website, based on their academic and professional interests.

* 1. **TERM PAPER**
     1. **General Requirements for a Term Paper Writing**

A term paper should be a self-conducted completed English-written research, performed by an author under the guidance of an academic supervisor.

A term paper may be conducted as a scientific paper, as a conference proceeding paper or as an extended abstract. In this case, an academic supervisor indicates the link on the scientific paper requirements of a journal (should be included into the ‘white’ list of journals, approved by HSE University) or Scopus/WoS-indexed conference in his or her review, as well as a student includes the link into the paper Preface.

If the term paper in the form of a scientific article is written by a student in a co-authorship with an academic supervisor, an academic supervisor in his or her review, as well as a student in a term paper preface, describes and assesses a contribution of the student into the work.

A term paper may be a result of an author’s work, accomplished under the frame of a research group activity. In this case, the term paper Preface must contain the information about the group study, necessary for the paper content understanding, as well as an accurate indication of the author’s contribution and the author’s personally obtained results.

A term paper should reflect the author’s skills on working with scientific literature, summarizing and analyzing factual material with the help of the theoretical knowledge and practical competencies obtained in the education process.

**Plagiarism in a term paper is prohibited**. In case of revealing the plagiarism, a term paper gets a negative review; at the further stage, a term paper gets an unsatisfactory grade, according to the ‘Regulation on disciplinary penalties of the academic norms in student papers at HSE University’ and the ‘Regulation of the control of student papers for the plagiarism and publication of the bachelor, specialist, and master thesis papers at the HSE University web-portal’. One can find the student papers via the link: <http://www.hse.ru/studyspravka/loc>

A term paper should be conducted in according with the following qualification requirements:

* The presence of an articulated research question
* Research and critical analysis of the scientific monographs, recognized Russian and international scientific papers and any other materials, related to the research topic
* Analysis and characterizing of a studied issue history, as well as its current state
* Usage of a well-reasoned research methodology, which is suitable for the stated research tasks
* Summarizing of the results, their reasoning, formulation of the detailed conclusions and possible practical recommendations
* Formatting of a term paper is in accordance with the standards, accepted by the given Program.

A term paper should be written in a scientific-style language, appropriate terminology, marking, abbreviations and symbols should be used. Using the media and usual life clichés, jargon words instead of scientific terminology is not allowed. Using informal emotional constructs and rhetorical questions is not allowed. A term paper text should be focused on the essence of the stated research problem; an argumentation should be clear and accurate, without using a conditional mood.

* + 1. **The Size, Structure and Formatting of a Term Paper**

A term paper should contain the following elements:

* Title page (Appendix 1)
* Table of Contents
* Introduction
* Body (with a structure comprising named sections and subsections)
* Conclusion
* References
* Appendices

At theIntroductionsection students have to provide a concise program of the research conducted, what, in turn, requires to:

* the reason the topic choice;
* provide a clear argumentation on the relevance, as well as scientific and practical importance of the stated problem;
* give an overview on size, structure and dynamics of the related research area, using the sociological and statistical data
* provide an outline of the paper structure and how its overall logic helps in accessing the paper goal;
* briefly mention the expected results and explain the limitations of the study.

The conclusion summarizes the outcomes of the conducted study/research project, and formulates the main findings.

*The size of the work.* The size of the work means the length of the text, excluding the reference list and appendices. The recommended size of a term paper is 30 000 – 50 000 characters, spaces included.

In case of submitting a term paper as a research article:

1. Academic supervisor indicates the link on the requirements of the journal (should be included into the ‘white’ list of journals, approved by HSE University) or the conference (Scopus- or WoS-indexed), which contains the structure, formatting and size requirements in his or her review on the student’s work
2. Student includes a Preface into his or her paper, which should be placed after the title page and before the table of content. At the preface the student indicates the title of the scientific publication, where he or she prepared the paper and the specifics of the structure and formatting related; the student describes the personal contribution into the published article.
3. In case the work was published as a conference proceeding (short text up to 20’000 characters), the student additionally provides an extended description, formatted according to the conference guidelines. The description should be focused on the theoretical overview, methodology, results’ discussion, and personal contribution (at least 30000 characters). If the paper was written in a co-authorship with more than one student, each of them submits his or her own description text, emphasizing a personal contribution. An original paper should be submitted as an appendix to the extended description text.

A conference presentation, highlighting the key findings of the research, can be counted as a term paper defense based on the academic supervisor’s decision.

* + 1. **Preparation and Defense of a Term Paper**

Students can propose his or her own topic if agreed with an academic supervisor. The suggested topics must be considered and approved/declined by the academic council of the study program. Students should decide on the topic no later than the established deadlines require and apply to the study office. The program is obliged to process the topic applications and make a decision.

The work is conducted under the guidance of an academic advisor, who must provide the support, control and student’s work evaluation.

Academic supervisor decides on the grade of the term paper on his or her own; it may not be equal to the arithmetic average, calculated based on the assessment bands; the bands play a role of an indicative assessment for the final grading (Appendix 2).

* 1. **SCIENCE AND RESEARCH INTERNSHIP**
     1. **Goals and Objectives of Science and Research Internship**

The goal of the Science and Research internship is to consolidate and deepen theoretical training and the acquisition by students of skills and competences in the field of research, professional and project activities.

Internship objectives are following:

* to participate in designing and conducting academic and applied sociological researches at various stages (development of research design; data gathering, processing and analysis);
* to process social, demographic, economic and other relevant empirical information on a base of modern information technologies, computer facilities, and communications;
* to make analysis of research data and other relevant empirical information, with tools provided by sociological theory;
* to participate in development of methodology, standards, and other tools for conducting researches, analytical and consulting project activities;
* to participate in developing and conducting analysis, evaluation, and development of social indices, processes and relations;
* to participate in development, implementation and dissemination of public opinion research outcomes.
* to participate in Teaching Assistants Project as teachers’ assistants of BA “Sociology and social informatics”
  + 1. **Special Aspects and Arrangements**

## Method of Science and Research internship: on-the-job training

Form of internship:internship is conducted discretely.

Practice can be also conducted in a distant format.

1) Science and Research internship in laboratories and research centers of the Higher School of Economics (HSE) St. Petersburg.

This Science and Research internship is aimed at students’ inclusion in research processes and project activities carried out at university. Students are placed in laboratories and research centers as requested by the laboratories and centers and as agreed upon by the Supervisors of the 3rd year internship.

The Science and Research internship involves a combination of educational technologies based on advanced researches of the laboratories and centers: the Center for Youth Studies, the Laboratory "Sociology of Education and Science", the Social and Cognitive Informatics Laboratory, and the Laboratory for Comparative Social Research, etc. Researchers and research centers conduct researches, held scientific seminars, working meetings, and discussions, conferences, etc. Lecturers at the Department of Sociology at the Higher School of Economics, employees of laboratories and research centers evaluate a success of assignments. Heads of laboratories and research centers (or appointed faculty members) provide students with individual instruction and assistance in drawing up a work schedule for the internship.

2) Science and Research internship in sociological research companies/units

Science and Research internship in companies, public service institutions and public administration agencies involves a development of sociological skills aimed at solving research problems in relation to the work of business, government and non-governmental scientific and research structures. Within the framework of internships, students implement or participate in research projects with goals and objectives set by heads of institutions/organizations/companies and their subdivisions. The faculty of the HSE University St-Petersburg evaluates both relevance and quality of work completed by students during an internship.

During this type of internship students may perform the following activities: participation in research projects of research and marketing companies. During the internship students should get acquainted with a working processes of research companies or companies’ research units. Students need also to take part in research projects as researchers/interviewers/field supervisors. They need to collect data, and, if possible, participate in a development of research tools and data analysis. Types of work are set by heads of companies/ units. Those officials assess quality of the work done by students. Based on internship results, students submit a report describing a company/unit structure, activities and research projects; assigned tasks’ nature and volume; a review of students’ work experience.

3) Science and Research internship at companies that do not have a research profile.

In agreement with the Academic Supervisor of the educational program, students are entitled to take internships at external organizations when drawing up the relevant documents. As part of the internship, students are required to conduct independent research relevant to the company's actual tasks and research guidelines. Research goals are set by heads of companies/units where students take internships. Students are required to perform all research stages: research design, development of research tools, data collection and analysis. The Department of Sociology faculty and fellows/heads of companies, or government agencies assess students’ performance. Officials at companies set individual internship assignments to students and help to make a working schedule. Individual assignments and working schedules are recorded in an internship diary and approved by officials of companies. Based on internship outcomes, students write a narrative report describing all stages of their work.

4) Teaching Assistants ProjectThe student may transfer the results of Teaching Assistants Project towards practice, but only in situation when they assisted the teacher on the courses for BA “Sociology and social informatics”. A student submits the following reporting documents: teaching assistant certificate, teaching assistant report and lecturer’s feedback and evaluation of the teaching assistant’s project work.

* + 1. **Assessment and Reporting Procedures**

Based on the results of the Science and Research internship, the student provides:

1. an internship diary (Appendix 3), recording the student’s activities during the internship;
2. an internship report which is a document containing detailed information about the work done during the internship, about the skills, abilities and competencies developed by the student (Appendix 4).

**Ongoing assessment**

Ongoing assessment is aimed to evaluate practical training of students and is made in discrete time period by the Faculty’s Internship Supervisor in the following forms:

- control (monitoring) of the schedule plan for the internship;

- control of completing of the personal assignment.

Examples of questions for ongoing 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**

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 Science and Research internship.

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

Both the internship diary and internship report should be submitted to the Faculty’s Internship Supervisor by the student. The Organization’s Internship Supervisor submits «Supervisor Feedback and Evaluation of the Student’s Science and Research Internship» (Appendix 5) to the Faculty’s Internship Supervisor.

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

## Gfinal = 0.5 Gexam + 0.5 Ginternship, where

## Gexam – the grade for the diary and the report set by the Faculty’s Internship Supervisor

## Ginternship – the grade for the internship set by the Organization’s Internship Supervisor

The final grade is rounded out arithmetically.

Plagiarism and falsification of documents are scored at 0.

The following components are included in the assessment:

- quality of fieldwork and data collected;

- quality, completeness, and timeliness of the internship reporting.

***Evaluation criteria for the internship’s grade set by the Organization’s Internship Supervisor:***

|  |  |
| --- | --- |
| **Grade** | **Criteria** |
| «Excellent» (8-10) | The internship assignment is fulfilled in full or in excess: a valuable output of research, analytical or consulting activities is created. All the tasks of the Organization’s Internship Supervisor have been completed in full and on time. |
| «Good» (6-7) | The internship assignment has been fulfilled. Tasks set by the Organization’s Internship Supervisor have been completed, but not always met the deadlines. There are some minor remarks made by the Organization’s Internship Supervisor. |
| «Satisfactory» (4-5) | The internship assignment is fulfilled partially, but at least 50% of the assignment is done. There are major criticisms by the Organization’s Internship Supervisor. |
| «Fail» (0-3) | The internship assignment is not fulfilled. Strong criticisms from the Organization’s Internship Supervisor. |

***The assessment of the reporting documentation is set on a 10-point scale by the Faculty’s Internship Supervisor***

|  |  |
| --- | --- |
| **Grade** | **Criteria** |
| «Excellent» (8-10) | The content of all necessary report sections is deeply and comprehensively elaborated; full conclusions and generalizations are made. All necessary requirements for the design of the report and diary are met. |
| «Good» (6-7) | The content of all necessary report sections is elaborated in sufficient volume; there are conclusions and generalizations; there are minor remarks on the text: design, structure, language.  There are minor flaws in the design of the report and diary. |
| «Satisfactory» (4-5) | The report contains only a schematic description of the work done; there are no independent conclusions; the design of the report does not meet the requirements. There are substantial remarks on the text.  The diary and the report are submitted after the deadline, but not more than 24 hours |
| «Fail» (0-3) | The diary and the report do not correspond to the Science and Research Internship Program, or was not submitted within the prescribed period.  Strong remarks on the documents: more than half of the parts of the documents are not presented. |

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

The fund of assessment tools for carrying out interim assessment of the Science and Research internship includes individual assignments for students that are designed taking into account the goals and objectives of the Science and Research Internship, examples of questions for ongoing assessment, criteria and grading scale for interim assessment of the internship.

Suggested research topics:

- Analysis of the corporate culture of a company

- Identification of market trends and prospects

- Thematic news monitoring

- Features of the organization of marketing research by a commercial company

- The structure of the labor market for sociologists

- Methods and algorithms for a social media analysis on a given topic

- Quantitative analysis of consumption: trends and structure

- Youth urban subcultures

- School choice by parents

- Ethnic relations in school

- The phenomenon of neighborhood: a sociological analysis of neighborhood practices

- Labor trajectories and women’ mobility: generational specifics

- Demographic and social reproduction of Russian families and the well-being of children: public and private dimensions

- The grounds and trends of the civilizational dynamics of Russian society: culture, politics, economics

- Socio-cultural changes and structuring of power relations in modern Russia

- A comparative study of individual and societal factors of health inequalities in Russia and European states

- Social sciences, social knowledge and its instrumental resources: structures and disciplinary cultures

- Social structuring of urban spaces in modern Russia

* 1. **Graduation Thesis Preparation**

**General requirements for writing a bachelor thesis**

A bachelor thesis should be a complete, independent, English-written piece of research performed by the student under the guidance of the academic supervisor. A bachelor thesis may be conducted in the form of either a regular bachelor thesis or a research paper (a scientific article, a published conference proceeding paper, or a published conference extended abstract). The thesis may be the result of the author’s work accomplished under the framework of a research group (as part of scientific projects, laboratory research, study groups, or funded projects). The thesis might as well be written in a form of a replication study, repeating an existing research with a changed sample/ methodlogy. Irrespective of the thesis submission form (regular or research paper), the research environment or the topic of research, the work should allow the readers and reviewers to evaluate the personal contribution of the author to the paper and to what extent this contribution adheres to the study program and The Standard’s requirements.

The thesis should reflect the author’s skills in working with scientific literature, summarizing, and analyzing the empirical material with the help of the theoretical knowledge and practical competencies obtained during the education process. The thesis may develop and extend the author’s prior research work conducted in a term paper, provided that there is a significant improvement (e.g., a broader scope, new and more rigorous analyses), leading to substantially new results. The general recommendation is that at least 2/3 of the work should be new, compared to the author’s term paper.

Plagiarism in the bachelor thesis is prohibited. In case of revealing the case of plagiarism, the thesis receives a negative review (fail); at a further stage, the thesis receives an unsatisfactory grade, according to the “Procedures for Taking Disciplinary Action for Violations of Academic Standards for Student Papers at National Research University Higher School of Economics” and the “Regulations on Checking Student Papers for Plagiarism and the Publication of Bachelor’s, Specialist and Master’s Theses on the HSE Corporate Website”. One can find these documents via the link: <http://www.hse.ru/studyspravka/loc>

A thesis should match the following qualification requirements:

* clearly articulates a research question,
* reviews and analyzes critically scientific monographs, articles and other materials related to the research topic,
* analyzes and characterizes the research history of the studied question, as well as its current state,
* uses a well-reasoned research methodology that is suitable for the stated research tasks,
* summarizes the results, their reasoning, formulates detailed conclusions and possible practical recommendations, and
* it is formatted in accordance with the standards provided by the Program.

If the thesis is written in a form of a replication study, the following additional requirements should be met:

* The study being replicated has to be quantitative or experimental;
* The study being replicated has to be published in a journal of Q1-Q2 (the first or the second quartile according to the website <https://www.scimagojr.com/>);
* The thesis still has to include an analytical review of the literature which doesn’t copy the review from the article;
* The thesis should include an extended section on the research design and methodology with a detailed comparison of the designs of the replicated and the actual study;
* The thesis should include an extended Discussion with comparison of the results of the source or previous studies and explanation of the differences or their absence.

The thesis should be written in accordance with academic style conventions, using appropriate terminology and abbreviations. Using the media and newspaper clichés or jargon words instead of scientific terminology is strongly discouraged. Using informal emotional constructs or rhetorical questions is strongly discouraged. The thesis text should focus on the substance of the stated research problem; the argumentation should be clear and rigorous.

**Preparation and defense of the thesis**

Students should decide on the topic no later than the key dates require and submit the topic to the study office.

Students can propose their own topics if approved by the academic supervisor. The proposed topics are considered and either approved or declined by the Academic Council of the Program.

The Program makes a decision on topic applications by December 15.

The work is conducted under the guidance of an academic supervisor, who should provide the guidance, support to and evaluation of the student’s work.

While writing the bachelor thesis, the student can address the academic supervisor for guidance on setting the research goal, literature recommendations, and methodological comments on the research design. The student has a right to decide on these independently as well.

The academic supervisor has a right to demand the student to work independently on thesis problematics, the literature, methodology development at the initial stages of work. However, they are required to help when the student does not manage to do that properly on their own and turns to them for help.

A student is obliged to provide their academic supervisor with the data collection files (data sets, interview transcripts, etc.) in line with the key dates.

The submission of a bachelor thesis in the form of a research paper should be approved by the academic supervisor no later than the day of Project Proposal defense. If there is already a positive external review from the journal from the HSE University’s recommended list or an acceptance notification from a Scopus/WoS-indexed conference proceedings manager (i.e., the submitted paper is not rejected), a reviewer appointed by the Program prepares a meta-review based on summarizing the received journal/conference reviews and providing their mapping to the thesis criteria.

The student hands in the final version of the bachelor thesis text, formatted in a proper way, to the study office after passing the final interdisciplinary examination, in accordance with the key. After this date, the paper receives the review of the academic supervisor and of a reviewer. The academic supervisor decides on the grade of the thesis on their own; the final grade may be different from the arithmetic average calculated based on the assessment bands; the criteria listed below provide an indicative assessment for the grading.

**Research environment and preparation of the thesis in group research projects**

In cases when the data or the research input of a research group (developed within the Research Seminars, HSE University laboratories’ projects, funded projects, etc.) have been used in a thesis, as well as in the case of completed or in-progress scientific or media publication of thesis materials or the dataset used in the thesis by the author or by another member of a research group, this must be indicated in the thesis Preface.

This reference should contain the research project’s title, the names of the project’s leader and other members of the research group, funding references, references to related oral presentations and published papers.

The Preface should also contain a detailed description of the author’s personal contribution, including the workload size of performed activities and the other members’ responsibility areas.

For instance, the author takes part in a study of the social-economics households’ dynamic during the economic crisis. Then he or she should give a brief but comprehensive overview of the project. Next, out of the full research tasks list, the author extracts their topic investigated in the thesis, i.e., the rural-areas households’ data or the occupation strategies. The author’s task, therefore, should be narrowly formulated in regard to the group project. The contribution of the student into the project work may or may not overlap with the thesis topic; for instance, in the project, the student worked with an urban-area survey, whereas their thesis is dedicated to rural areas.

This allows the Reviewers and the SCB members to assess the level of the author’s independence and contribution in their bachelor thesis preparation, given that the thesis is the product of a research group activity.

**The length, structure, and formatting of a thesis**

The recommended length of the thesis is 45,000–80,000 characters, excluding appendices.

The thesis should be printed on the A4 paper. Minimal page margins are as follows: 30mm left, 10mm right, 20mm top, and bottom. The main text of the thesis should be typed in 12pt or 14pt standard serif font (e.g., Times New Roman), 1.5 line spacing.

All new chapters should begin on a new page. Main sections (Introduction, Conclusion, References, Appendices, etc.) should begin on a new page.

All pages, figures, tables, and appendices should be numbered sequentially. The first page is a title page formatted according to the template in the Appendix; the title page is not numbered. The thesis should be bound before submission.

The main goal of the formatting guidelines is to ensure quick and convenient reading and examination of the thesis, findability of the key concepts, research decisions, and results. Formatting decisions should be approved by the thesis academic supervisor.

The References should be formatted in accordance with the GOST 7.0.5-2008 standard (The system of standards on information and publishing. Reference record, reference link. General requirements and completion guideline. – M: Standardinform 2008.), or in accordance with another international publishing reference style (Chicago Manual of Style, APA, Harvard, etc.), as approved by the thesis academic supervisor.

In case of submitting a thesis as a research paper:

* The academic supervisor indicates in the review on the student’s work a link to the requirements of the journal (should be included into the recommended list of journals approved by the HSE University) or the conference proceeding (Scopus- or WoS-indexed) which contains the structure, formatting and text length.
* The student includes a Preface into their paper that should be placed after the title page and before the table of contents. In the preface, the student indicates the title of the journal for which the paper was prepared and the related requirements to the structure and formatting; the student describes the personal contribution to the published paper.
* In case the work was published as a conference proceedings paper (up to 20,000 characters), the student additionally provides an Extended Description formatted according to the conference guidelines. The Extended Description should focus on the theoretical review, methodology, discussion of the results, and personal contribution (to sum up to at least 30,000 characters). If the paper was written in a co-authorship, each co-authoring student submits their own Extended Description, emphasizing their personal contribution. The original paper should be submitted as an appendix to the Extended Description text.

**Section 3. ACADEMIC AND INFORMATIONAL SUPPORT OF INTERNSHIP**

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

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| --- | --- |
| **№** | **Name** |
| Educational literature | |
| Mandatory literature | |
| **1** | Becker S, Bryman A. Understanding Research for Social Policy and Social Work (Second Edition) : Themes, Methods and Approaches. Vol Second edition. Policy Press; 2012.  <https://search.ebscohost.com/login.aspx?direct=true&db=nlebk&AN=1573415&site=eds-live> |
| **2** | Jaccard, J. (2013). 5 Theory Construction, Model Building, and Model Selection. The Oxford Handbook of Quantitative Methods, 82. Retrieved from <https://academic.oup.com/edited-volume/41258/chapter/350830152?login=true> |
| **3** | John Adams, Hafiz T. A. Khan, Robert Raeside. Research Methods for Business and Social Science Students. Vol Second edition. Sage Publications Pvt. Ltd; 2014. Retrieved from: <https://search.ebscohost.com/login.aspx?direct=true&db=nlebk&AN=784882&site=eds-live> |
| **4** | 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://urait.ru/book/metodologiya-i-metody-sociologicheskih-issledovaniy-v-2-ch-chast-2-509757> |
| **5** | Lise-Hélène Smith, Anjana Narayan. Research Beyond Borders : Multidisciplinary Reflections. Lexington Books; 2011. Accessed December 8, 2022. <https://search.ebscohost.com/login.aspx?direct=true&db=nlebk&AN=852323&lang=ru> |
| Additional literature | |
| **1** | 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> |
| **2** | Cetina, K., & Preda, A. (Eds.) (2012), The Oxford Handbook of the Sociology of Finance. : Oxford University Press. 1 Nov. 2019, Retrieved from <https://academic.oup.com/edited-volume/34327> |
| **3** | Field, A. An Adventure in Statistics: The Reality Enigma. Sage, 2016. |
| **4** | John Adams, Hafiz T. A. Khan, Robert Raeside. Research Methods for Business and Social Science Students. Vol Second edition. Sage Publications Pvt. Ltd; 2014. Retrieved from: <https://search.ebscohost.com/login.aspx?direct=true&db=nlebk&AN=784882&site=eds-live> |
| **5** | 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> |
| **6** | Peter Hedström, Peter Bearman. *The Oxford Handbook of Analytical Sociology*. OUP Oxford; 2009.. Retrieved from <https://search.ebscohost.com/login.aspx?direct=true&db=nlebk&AN=381029&site=eds-live> |
| **7** | Pierre Demeulenaere. Analytical Sociology and Social Mechanisms. Cambridge University Press; 2011.. Retrieved from <https://search.ebscohost.com/login.aspx?direct=true&db=nlebk&AN=366296&site=eds-live> |
| **8** | Powell JL. Issues in Sociology. Nova Science Publishers, Inc; 2013. Accessed December 8, 2022. <https://search.ebscohost.com/login.aspx?direct=true&db=nlebk&AN=621682&lang=ru> |
| **9** | Smelser, Neil J., Baltes, Paul B. (eds.) (2001) International encyclopedia of the social & behavior-al sciences, Elsevier.  https://www.sciencedirect.com/referencework/9780080430768/international-encyclopedia-of-the-social-and-behavioral-sciences |
| **10** | 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> |
|  | Online resources |
| **1** | Databases of Public Opinion Fund. Retrieved from: <https://bd.fom.ru/> |
| **2** | Databases of Russian Public Opinion Research Center. Retrieved from: <https://bd.wciom.ru/> |
| **3** | Federal State Statistics Service. Retrieved from: https://www.gks.ru/ |
| **4** | The World Values Survey (WVS): <http://www.worldvaluessurvey.org> |
| **5** | The European Social Survey (ESS): [www.europeansocialsurvey.org/](http://www.europeansocialsurvey.org/) |

**Section 4. MATERIAL AND TECHNICAL SUPPORT OF INTERNSHIP**

Classrooms or other areas equipped with desktops with Internet connection, beamers and software for data analysis and processing (Word, Excel, SPSS, R).

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

**Section 5. 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. Title Page Template**

FEDERAL STATE AUTONOMOUS EDUCATIONAL INSTITUTION

FOR HIGHER PROFESSIONAL EDUCATION

NATIONAL RESEARCH UNIVERSITY HIGHER SCHOOL OF ECONOMICS

Saint-Petersburg School of Social Sciences and Area Studies

***Student’s full name***

***Term Paper Title***

Term paper

Field of study 39.03.01 Sociology

Bachelor Program ‘Sociology and Social Informatics’

|  |  |
| --- | --- |
|  | Supervisor: *Supervisor’s degree*  *Supervisor’s Full Name* |

Saint Petersburg 202\_

**Appendix 2. Supervisor’s Report on Term Paper**

**Federal State Autonomous Educational Institution for Higher Professional Education**

**National Research University Higher School of Economics**

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

**Supervisor’s Report on Term Paper**

Prepared by the student \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ,

full name

Year 3, level of study: Bachelor

Degree programme: Sociology and Social Informatics

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

Topic: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| --- | --- | --- |
| № п/п | **Assessment Criteria** | **Supervisor’s Grade** |
| 1. | Consistency of the term paper topic with the paper content |  |
| 2. | Research goals and research tasks performance |  |
| 3. | Contribution to research area or practice |  |
| 4. | Successful time management and term paper preparation organisation |  |
| 5 | Formatting |  |
|  | FINAL GRADE on the term paper text: |  |

Comments on grade:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Supervisor

academic degree, title

department/school

(place of employment)\_\_\_\_\_ /signature/\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ last name and initials

Date

**Appendix 3. Science and Research internship diary**

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 Programme ‘Sociology and Social Informatics’

**INTERNSHIP DIARY**

**Student**

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

Saint Petersburg 202\_

**Type of internship:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

**Faculty’s Internship Supervisor** **(position, full name):**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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

**Organization’s Internship Supervisor (position, full name):**

1. **Individual Assignment**

1. **Internship schedule**

|  |  |  |
| --- | --- | --- |
| **№** | **Assignment** | **Period of execution** |
|
| **1** | **2** | **3** |
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**Grade for the reporting documentation:**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Final grade for the internship (including the grade for the report and the diary):**

**Faculty’s Internship Supervisor**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Appendix 4. Science and Research internship report**

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 202\_

**Report structure:**

1. Introduction (the time and place of the internship should be indicated, the goals and objectives of the Science and Research internship and the extent of their achievement are included, the content of the work done during the internship is revealed)*.*
2. Main part (the description of the structure and decision-making process in the organization-the place of internship, the description of competencies to be developed during the internship, completed individual tasks).
3. Conclusion (including self-assessment of developed competencies).
4. Appendix (graphs, charts, tables, algorithms, illustrations, etc.).

**Appendix 5. Supervisor Feedback and Evaluation of the Student’s Science and Research Internship**

**Federal State Autonomous Educational Institution for Higher Professional Education**

**National Research University Higher School of Economics**

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

**Year 3. Degree programme: Sociology and Social Informatics**

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

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

**Organization’s Internship Supervisor (position, full name):**

**Supervisor Feedback and Evaluation of the** Student’s Science and Research Internship

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Grade (10-point scale):**

**Organization’s Internship Supervisor**  \_\_\_\_\_\\_\_\_\_\_\_\_\_\_

« » 20\_\_г.