

**Правительство Российской Федерации
Федеральное государственное автономное образовательное
учреждение высшего профессионального образования
«Национальный исследовательский университет "Высшая школа экономики"»
Санкт-Петербургский филиал**

Санкт-Петербургская школа гуманитарных наук и искусств
Департамент истории

Программа научно-исследовательской практики

для образовательной программы «Прикладная и междисциплинарная история»

направления подготовки 46.04.01 «История»

уровень - магистратура

Разработчик программы

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Согласована менеджером ОП «Прикладная и междисциплинарная история»

«27» августа 2018 г.

Д. А. Ахмеджанова _____ [подпись]

Утверждена Академическим советом образовательной программы

«23» августа 2018 г., № протокола 1

Академический руководитель образовательной программы

Ю.А.Лайус _____ [подпись]

Санкт-Петербург
2018

Настоящая программа не может быть использована другими подразделениями университета и другими вузами без разрешения кафедры-разработчика программы

1. Field of application and regulatory references

Students' practice is a part of the educational process and is aimed at formation of practical professional skills, acquisition of initial practical experience in the main types of professional activities for further development of competencies in the direction of 46.04.01 "History". The present program of practice establishes the minimum requirements to knowledge and skills of the student, defines the content and types of works, as well as the content and forms of reporting on practice.

The program is intended for students of the 46.04.01 "History" direction, studying under the master's program "Applied and interdisciplinary history", directed on practice, and also for heads of practice from the university and from the enterprise, responsible for the given practice and educational assistants.

The program is designed in accordance with:

- - The educational standard of the National Research University Higher School of Economics in the direction of 46.04.01 "History" of Master's degree training, see "History" (in Russian)
<https://spb.hse.ru/data/2015/10/01/1321443845/46.04.01%20%D0%98%D1%81%D1%82%D0%BE%D1%80%D0%B8%D1%8F.pdf> ;
- - Educational program "Applied and interdisciplinary history" in the direction of 46.04.01 "History" of Master's training.
- · The Unified University Curriculum for the Applied and Interdisciplinary History curriculum approved in 2017.
- - Regulations on the organization and conduct of internship of students in the National Research University Higher School of Economics, approved by the order of the National Research University Higher School of Economics № 6.18.1-06/1804-03 of 18.04.2011.

2. Aim and objectives of research practice

Practice goal: to consolidate professional skills and abilities, to improve competencies, to check the readiness of future historians for independent work, to collect material for the final qualification work, to master the competences necessary for the use of professional historical knowledge and skills in the applied field.

The practical tasks of the practice are: performance of search, analytical and research activities in the organization in accordance with the profile and level of training of students.

3. Competencies of the student formed as a result of practical training

In the course of mastering the internship program, the student must:

- **to have practical experience:**
of collection and analysis of data, documentation, preparation of analytical materials (exhibitions, descriptions, reviews, etc.), work with the audience

- **to be able to:**
Use professional historical knowledge and skills in practical work in museums, travel agencies, government and other institutions
- **to know:**
Peculiarities of the work of a historian in various professional institutions

As a result of the internship the student learns the following competences:

Learning Outcome Code	Learning Outcome Description
YK-5	Is able to make management decisions and ready to take responsibility for them
YK-6	Is able to analyze, verify, evaluate the completeness of information in the course of professional activities, to add and synthesize missing information if necessary
YK-7	Able to organize and manage multilateral communication
YK-8	Able to perform professional activities, including research and development activities in the international environment
ОПК -1	Able to work with information: identify, evaluate and use information from a variety of sources for scientific and professional purposes (including with a systematic approach)
ОПК-7	Capable of conducting independent research, including problem analysis, setting goals and objectives, identifying the object and subject of research, choosing the mode and methods of research, and assessing its quality
ПК-1	Is able to conduct independent fundamental and applied research using classical and modern methodology, analysis of problems, setting goals and objectives, selection of the object and subject of research, choice of research mode and methods, as well as assessment of its quality
ПК-2	Is able to analyze and propose scientific interpretation of historical events in their interrelation in accordance with the requirements of modern historical science
ПК-3	Is able to present the results of research with special terminology
ПК-5	Is able to analyze the obtained information using modern software
ПК-7	Capable of extracting, selecting and structuring information from a variety of types of sources according to professional objectives
ПК-8	Able to motivate other people to independent work
ПК-10	Is able to perform historical and cultural expertise and analysis
ПК-11	Is able to develop strategies aimed at preservation, recognition of items and objects as monuments and sites of cultural and historical heritage
ПК-12	Is able to give cultural and educational lectures, participate in cultural and educational events organized by mass media
ПК-13	Is able to prepare for publication texts in Russian, foreign and ancient languages, including the use of software.

4. Place of practice (internship) in the structure of the educational program

The main provisions of the practice should be used in further preparation of graduate qualification papers.

4.1. Content of the practice

No	Tasks that provide practice-oriented student training	Reporting documentations form (<i>research project, abstract, report, etc.</i>)	Number of weeks
1	Internship at GMZ Peterhof	Diary and Report	10
2	Internship at the State Museum of History of St. Petersburg	Diary and Report	10
3	Internship at Rosfoto IEC	Diary and Report	10
4	Internship at the National Research University Higher School of Economics (Kochubey Mansion)	Diary and Report	10
5	Practical training at the Anthropology and Ethnography Museum named after Peter the Great (Kunstammer) of the Russian Academy of Sciences	Diary and Report	10
6	Internship at the Anna Akhmatova Museum in the Fountain House	Diary and Report	10

4.2. Contents of the tasks providing practice-oriented student training

Tasks should include one or more of the following functions:

- Research (organization-based research)
- Search (search for materials for exhibitions, sites, descriptions, presentations, lectures, excursions, etc.)
- Analytical (preparation of analytical reports on the basis of materials provided by the organization; data monitoring; preparation of other analytical materials)

The student has to...

- examine the practices and characteristics of the organization;
 - Qualitatively fulfill the orders of the head of practice from the organization;
- during the internship to systematically keep notes in the practice diary about the work done and activities in which the student participated, as well as to assure their reliability with the direct supervisor of the practice from the organization.

4.3. Content of practice-oriented reporting documents

Reporting documents on research practice are: practice diary, feedback (characteristic) on the work of the student, compiled by the head of the practice of the organization, oral report, provided on credit week on the results of research practice.

5. Forms of control used in practice

Type of control	Form of control	Parameters (oral, written, volume of materials, duration, etc.)
Current	Internship diary(daily record)	Written, the diary template is used
Current	Tasks set by the head of the practice of the organization and agreed with the head of the practice of the university	Written, to be agreed by the practice leaders
Final seminar	Oral report, interview	Oral, 20 minutes

5.1. Criteria for evaluating the performance of practical tasks

The results of the practice are summarized in the practice diary.

The practice diary shall contain the following information:

- Cover page with the surname, name, patronymic of the student, name of the faculty, course, group, number and name of the training direction (page 1);
- the place of the internship and the name of the organization; the terms of the internship in accordance with the curriculum; the signatures of the dean of the faculty and the head of the internship from the organization with the indication of the position of the latter; the date of arrival and departure from the organization; the seals of the Department and of the internship organization (page 2);
- individual task, which is given by the head of practice from the university and signed by him (page 3);
- The calendar schedule of passing the main stages of practice with the brief description of the executed works, signed by the head of practice from the organization, the student, and also the head of practice from the department (page 4);
- brief feedback and assessment of the student's work in practice by the head of practice from the organization, signed by the head of the organization and certified by the seal of the organization, the conclusion of the head of practice from the university on the work of the student with a credit assessment of practice on the basis of the results of protection of practice (filled in by the head of practice from the university on the results of the offset) (page 5).

5.2. Evaluation tools

5.2.1. Review - evaluation criteria

The head of the internship from the organization, on the basis of personal observations, acquaintance with the report and the diary of the student makes a review of his work during the internship.

The following should be covered in the feedback:

- The nature of the work performed by the student,
- whether the work was carried out independently or under the supervision of a practice manager,
- the conditions under which the work proceeded,
- what difficulties were encountered in the performance of the duties assigned to the student,
- how the student did the work, whether he was capable of independent professional activity,
- if there were any incentives or comments.

Review is signed by the head of practice from the organization and sealed.

5.2.2. Report evaluation criteria

The report on production practice is the result of the research work performed by the student himself.

The report must contain:

- - data on the location and timing of the internship,
- - Description of the organization's activities - internship base,
- - Own analysis of various aspects of the organization's work,
- - Description of the work performed in the course of practice with a summary of the content of the activities,
- - Analysis of the most complex and interesting, as well as controversial problems faced by the student during his internship,
- - their conclusions, comments, suggestions.

The report is submitted on an examination week and counts as part of the final evaluation of the research internship. After the written report is submitted, the supervisor of the university internship will conduct an interview based on the report submitted.

5.3. Procedure for forming an assessment of practice

The instructor evaluates the work of students during their internship, based on the data from the practice diary, current and final tasks performed, given by the head of the practice from the organization and agreed with the head of the practice from the university, as well as oral credit and interview.

The accumulated assessment for the current control takes into account the results of the student on all types of works as follows:

$$O_{acc} = 0,3 * O_{diary} + 0,7 * O_{tasks}$$

Method of rounding up the accumulated estimate: *arithmetic, in favor of the student.*

The final assessment for the course is calculated as follows:

$$O_{res} = 0,5 * O_{acc} + 0,5 * O_{sem}$$

Method of rounding up the resulting assessment in the form of a workshop: *arithmetic, in favor of the student.*

Students who fail to complete a valid internship program are provided with the opportunity to take part in internships in their spare time.

Students who fail to complete an apprenticeship program without a valid reason or who receive a negative grade are considered academically ineligible.

The results of the internship are recorded in a credit report and are taken into account in the ranking of students.

6. Organization and management of the practice

6.1. Duration of the internship

In the academic years 2018-2019 and 2019-2020, the distributed practice is conducted in three stages:

28.01. - 08.02.2019, 3 module of 1 year of training - introductory practice

15.05 - 14.06.2019, 4 module 1 year of training - practical training, reporting.

02.09 - 27.09.2019, 1 module 2 years of training - practical training, reporting.

6.2. Place of practice

The practice is carried out on the basis of agreements with external organizations related to the practical use of historical knowledge. First of all, students are sent to museums and exhibition centers. Students are also trained by commercial companies and non-profit organizations, as well as government agencies. An obligatory condition is to involve the student in practically significant work, which will allow him/her to acquire new skills important for a specialist in working with heritage.

6.3. Functions of the head of practice from the department:

The Head of Practice from the History Department performs the following functions:

*At the preparatory stage:

-Hold a meeting with Masters students to discuss the general objectives and requirements of research practice

-Ensure that the host organisation's agreements are implemented (agreement to organise an internship, organise an orientation meeting, etc.)

-Participates in the orientation meeting of students and the head of the internship from the organization at the place of the internship

*" at the beginning

-will ensure that students are provided with assignments

*" during the internship period

-solves current problems (students' non-appearance at the internship, etc.)

-controls the course of practice

*" in the final stage

-receives reporting work

-is holding a final meeting with the students

6.4. Functions of a practice leader from the host organization:

*" at the preparatory stage

-Hold an orientation meeting with students at the internship site

*" at the beginning

-provides students with assignments

*" during the internship period

-solves current problems (students' non-appearance at the internship, etc.)

-controls the course of practice

-accepts current reporting works

*" in the final stage

-accepting final reporting works

-Write a review of the students' internship

7. Methodological recommendations to students on practical training

Recommendations for the collection and analysis of practical experience gained during the practice:

A. It is recommended that the head of practice from the department and the host organization be contacted on a regular basis.

B. It is recommended to attend introductory seminars organized by the department.

B. It is recommended that practice assignments are coordinated with the head of the department.

Г. At the end of the practice, lessons learned should be compiled and conclusions drawn about their applicability to professional life.

Examples of quizzes and assignments at the end of the internship:

Describe your professional experience.

Analyse the possibilities of its application.

In your opinion, what is the most valuable thing in your experience?

What elements of your host organisation's experience do you find most valuable?
What would you recommend, based on your experience, to optimize the performance of the host organization?

7.1. Methodological recommendations for the implementation of the practice tasks;

Tasks should be discussed with supervisors to ensure that the task is understood correctly. While performing the task, a plan should be drawn up and strictly followed to avoid wasting time. After the assignment has been completed, briefly discuss the results with the supervisor.

7.2. Methodological recommendations to students on preparation and registration of the report and practice diary.

The practice diary is filled in on a daily basis. All the assignments received should be recorded in the journal, all the main stages of their implementation should be noted and the results should be briefly described. The diary should be completed in accordance with the form developed by the Department. The summary report should be completed in a free form and should include a summary of the experience gained and an analysis of the prospects for its application in professional life.

8. Educational, methodical and informational support of the discipline

8.1. Literature.

Cuyler, Antonio C., and Anne R. Hodges. "From the Student Side of the Ivory Tower: An Empirical Study of Student Expectations of Internships in Arts and Cultural Management." *International Journal of Arts Management*, vol. 17, no. 3, 2015, pp. 68–79., www.jstor.org/stable/24587171.

Stewart, Richard W. "The Chief's Corner: History and Museum Interns and Professional Development." *Army History*, no. 96, 2015, pp. 4–5. www.jstor.org/stable/26300412.

Isaac-Menard, Rachel. "Transferable Skills and the Nontraditional Workplace: A Case Study of Internships with an Art and Design Theory-Focused Journal." *Art Documentation: Journal of the Art Libraries Society of North America*, vol. 34, no. 2, 2015, pp. 339–348. www.jstor.org/stable/10.1086/683389.

8.2. Internet resources

The introductory seminar analyzes the materials available on the Internet, dedicated to the experience of organizing and practicing in the leading museums of the world.

<https://www.louvre.fr/>

<https://www.rijksmuseum.nl/>

<https://www.youtube.com/watch?v=ChjgPDHLcjs>

<https://www.amsterdammuseum.nl/ru>

<https://www.youtube.com/watch?v=6YnbRJDYfms>

9. Material and technical support of discipline

If necessary, the student use a PC, Power Point presentation, Excel software, Adobe, GIS tools, voice recorder

**National Research University/ Национальный исследовательский
Университет**

“Higher School of Economics” / “Высшая школа экономики”

**Faculty Saint-Petersburg School of Humanities and Arts/
Факультет**

Санкт-Петербургская школа гуманитарных наук и искусств

Master’s Programme 'Applied and Interdisciplinary History «Usable Pasts»/
Магистерская программа «Прикладная и междисциплинарная история»

REPORT / ОТЧЕТ
по научно-исследовательской практике for Internship

Выполнил студент гр. / Group №.
МПИ____

(Student Name / ФИО)

Проверил/ Checked by:

Доцент Крайковский А.В./ Assoc. Prof. Alexei V. Kraikovski
(должность, ФИО руководителя от факультета)

(оценка)

(подпись)

(дата)

**Национальный исследовательский университет «Высшая школа экономики»
Факультет Санкт-Петербургская школа гуманитарных наук и искусств
Образовательная программа магистратуры «Прикладная и междисциплинарная
история»**

Индивидуальное задание на практику студента.

Группы МПИ___ курс _

ФИО студента

Направляется в _____

Руководитель практики от _____: ФИО руководителя

1. Задание 1

2. Задание 2

3. ...

дата

**Руководитель практик
Доцент департамента истории
А.В. Крайковский**

**«Текст отчёта о выполнении индивидуального задания и впечатления о
практике в свободной форме»
«Short Internship report and evaluation of the internship in a free format»**

**National Research University/ Национальный исследовательский
Университет**

“Higher School of Economics” / "Высшая школа экономики"

**Faculty Saint-Petersburg School of Humanities and Arts/
Факультет**

Санкт-Петербургская школа гуманитарных наук и искусств

RESEARCH INTERNSHIP DIARY (DAILY RECORD)

**ДНЕВНИК НАУЧНО-ИССЛЕДОВАТЕЛЬСКОЙ
ПРАКТИКИ СТУДЕНТА**

г. Санкт-Петербург

Студент/Student (full name)

_____ (фамилия, имя, отчество)

Магистерская программа «Прикладная и междисциплинарная история»/Master Program “Master Program in Applied and Interdisciplinary History” 2 курса/year of study, группы/group МПИ171, направляется на (в)/is recommended for internship at _____ (учреждение, предприятие/name of the organization)

1. Календарные сроки практики / Internship dates

По учебному плану /according to study plan

начало /start date _____ конец /end date _____

Дата прибытия на практику/ date of arrival at the internship place «__» _____ 201

Дата выбытия с места практики / date of leaving the internship place «__» _____ 201

2. Координатор практики от МП / Internship coordinator at the Masters' programme

Фамилия /surname **Kraikovskiy**

Имя /first name **Alexei**

Отчество /patronymic **Viktorovich**

2. Руководитель практики от предприятия, учреждения / Internship supervisor at the organization

Должность/position _____

Фамилия /surname _____

Имя / first name _____

Отчество/ patronymic _____

5. Отзыв и оценка работы студента на практике / Evaluation of student's work during the internship (given by the Internship supervisor at the organization)

«Текст отзыва»/»Evaluation Text»

**Подпись руководителя практики от предприятия/
Signature by the Internship supervisor at the organization**

_____ Печать /Stamp «_____» _____ 201_.