**PROGRAM OF INTERNSHIP**

**FOR MASTER PROGRAM**

**«Applied and Interdisciplinary History»**

*(educational program)*

Approved by

Academic Council of EP

Protocol No. 1"28" August 2019

|  |  |
| --- | --- |
| Author  | Ekaterina Alexeevna Kalemeneva  |
| Credits  | *5* |
| Duration of internship in academic hours, incl. the amount of contact work per hour, or the duration of the internship in weeks  | *380 academic hours, incl. 4 hours of contact work* |
| Year of study | 1 and 2 course  |
| Form of internship | *field* |
| Type of internship | *research* |

# GENERAL THESIS

## Goals and objectives of research internship

Goal of internship is 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 objectives of internship are performance of search, analytical and research activities in the organization in accordance with the profile and level of training of students.

## The place of research internship in the curriculum of the degree programme

The research internship is a part of section 2 of the educational program“Internships, project and research activities”. Internship is based on the following courses:

1. Historical Heritage: Policy and Practices;
2. Historical Memory and Identity Narratives;
3. Research Seminar.

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

## Method of internship — stationary internship.

## Form of internship — discrete in terms of types of internship

# LIST OF INTENDED LEARNING outcomes

The internship is aimed at the development of the following learning outcomes [[1]](#footnote-2)\*:

Table 1

|  |  |  |
| --- | --- | --- |
| The LO сode | LO description | Professional tasks that require this LO |
| PK 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 | To collect and primary process empirical data using a wide range of sources based on the use of modern methods and technologies for the preparation of museum expositions |
| PK 2 | Is able to analyze and propose scientific interpretation of historical events in their interrelation in accordance with the requirements of modern historical science | analysis and generalization of the results of scientific research in accordance with the requirements of modern historical science |
| PK3 | Is able to present the results of research with special terminology | presentation of the results of work, participation / organization of a scientific discussion based on research materials |
| PK 5  | Is able to analyze the obtained information using modern software | work with databases and information systems for the humanities and social sciences |
| PK 7  | Capable of extracting, selecting and structuring information from a variety of types of sources according to professional objectives | conducting of theoretical and applied research in the field of humanities; |
| PK 10 | Is able to perform historical and cultural expertise and analysis | organization of the collection and preparation of analytical information |
| PK 12 | Is able to give cultural and educational lectures, participate in cultural and educational events organized by mass media | development of educational, generally accessible materials for the development of the public understanding of the significance of the past and the value of scientific attitude to historical heritage |

# STRUCTURE AND CONTENT of internship

Table 2

|  |  |  |  |
| --- | --- | --- | --- |
| №  | Types of student practical work | Description of activities \*  | The LO сode |
| 1 | Research  | * To collect and primary process empirical data using a wide range of sources based on the use of modern methods and technologies for the preparation of museum expositions
* analysis and generalization of the results of scientific research in accordance with the requirements of modern historical science
* presentation of the results of work, participation / organization of a scientific discussion based on research materials
* conducting of theoretical and applied research in the field of humanities;
 | PK 1; PK 2; PK 3; PK 7.  |
| 2 | Expert and analytical activities | * work with databases and information systems for the humanities and social sciences
* organization of the collection and preparation of analytical information
 | PK 5; PK 10  |
| 3 | Cultural and educational activities | * development of educational, generally accessible materials for the development of the public understanding of the significance of the past and the value of scientific attitude to historical heritage.
 | PK 11; PK 12.  |

 *Student’s activity should include some of the following tasks:*

 - Organization-based research;

 - Search for materials for exhibitions, sites, descriptions, presentations, lectures, excursions, etc.

 - Preparation of analytical reports on the basis of materials provided by the organization; data monitoring; preparation of other analytical materials

 - examine the practices and characteristics of the organization.

Internship is organised from May 11 to 12 June 2019 during the first year of study, the exact dates of internship on the second year of study (2020-2021) are specified in the educational programme. Duration of internship is 190 academic hours on the first year of study and 190 academic hours on the second year.

The internship is carried out on the basis of agreements with external organizations related to the practical use of historical knowledge. Internship is organised in state, municipal, public and non-profit organisations, which work is connected with heritage preservation and popularisation of historical knowledge. An obligatory condition is to involve a student in practically significant work, which will allow him/her to acquire new skills important for a specialist who works with heritage. Examples of professional organisations:

* state and private museums,
* exhibition centres and galleries,
* libraries,
* other organisations and institutions, connected with practical use of historical knowledge and expertise.

# Internship report forms

Based on the outcomes of the internship, the student provides:

*-* an internship repot, which is a student’s document reflecting the work performed by him/her during the internship, the skills and abilities acquired by student, and the formed competencies (Appendix 1).

- an internship diary, which reflects the student’s activity algorithm during the internship period, diagnostic tools for organizations, methodological and other types of research*.*

* a feedback with an assessment of the internship supervisor from the organisation;
* oral presentationon the basis of internship*.*

The **internship 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 educational programme (page 1);

- the place of internship and the name of organization; the terms of the internship in accordance with the curriculum; the signatures of the internship supervisor from HSE and the supervisor 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 supervisor from the university and signed by him (page 3);

- the calendar schedule of passing the main stages of internship with the brief description of the executed works, signed by the internship supervisor from the organization, the student, and also the internship supervisor from the department (page 4);

- brief feedback and assessment of the student's work during internship by the supervisor from the organization, signed by the head of the organization and certified by the seal of the organization, the final assessment of the student's work during internship by the supervisor from the department o based on the presentations of the internship results (page 5).

The internship supervisor from the organization, on the basis of personal observations, acquaintance with the report and internship diary makes a review of his work during the internship. The following should be covered in the **feedback of the internship supervisor from the organization**:

- specific work performed by a student,

- whether the work was carried out independently or under the supervision of internship supervisor,

- the conditions under which the work was organised,

- what difficulties were encountered in the performance of the duties assigned to the student,

- how the student did the work, whether he/she was capable of independent professional activity,

* if there were any incentives or comments;
* recommended grade.

The supervisor’s feedback should be signed by the supervisor and contain an official seal of the organisation.

The **internship repot** is the result of the research work performed by the student.

The report should contain:

* data on the location and timing of the internship,
* description of the organisation's activities - internship base,
* own analysis of various aspects of the organisation's work,
* description of the work performed during the period of internship with a summary of the content of the activities,
* analysis of the most complex and interesting, as well as controversial problems faced by a student during the internship,
* conclusions, comments, suggestions.

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

#  interim internship asseSsment

Interim internship assessment is carried out in the form of exam; exam carried out in the form of written report and public presentation of internship outcomes. The report is submitted on the examination week and is counted as part of the final grade for passing the research internship. After providing an oral report, the internship supervisor conducts an interview based on the report. Based on the results of the defense, the internship supervisor from the faculty puts a mark on the title pages of the internship report on a 10-point scale.

##  Criteria and grading scale for interim internship assessment

During public defense, the supervisor from the department evaluates the results of the internship on the following approximate scale:

|  |  |
| --- | --- |
| **Grade** | **Примерное содержание оценки** |
| 8-10 Excellent | The set of documents is complete, all documents are signed and certified properly. The purpose of the internship is fulfilled completely: either a product of research activity is created outside the framework of the term paper; or three or more professional competencies have been fully developed and put into practice (numerous examples and results of activities are presented with comments by representatives of the organization, which are evaluated). There are no criticism from representatives of the organization. |
| 6-7 Good | The set of documents is complete, but some documents are not signed or are not properly certified. The goal of the internship was almost completely fulfilled: either an acceptable product of research activity was created outside the framework of the course work (a partial database was created, assistance was provided in preparing the exposition, scientific journalistic or analytical articles, translated materials, etc.); or three or less professional competencies have been partially worked out and put into practice (some examples and results of activities are briefly presented without comments from the organization’s representatives, which are evaluated expertly). Minor criticism from representatives of the organization. |
| 4-5 Satisfactory | The set of documents is complete, but some documents are not signed or are not properly certified. The purpose of the internship was partially fulfilled: either a certain product of research activity was created outside the framework of the course work (a partial database was collectively started to be created, minimal assistance was provided in preparing the exposition, scientific journalistic or analytical articles, translated materials, etc.); or three or less professional competencies are not sufficiently developed and applied in practice (some examples and results of activities are briefly presented without comments from the organization’s representatives, which are evaluated in an expert way). Criticism from representatives of the organization or from the supervisor. |
| 0-3 Fail  | The set of documents is incomplete. The purpose of the internship has not been partially fulfilled: either the product of the research activity created outside the framework of the term paper is of dubious quality (or its authorship is doubtful); either professional competencies are not developed or poorly applied in practice (there are no examples and results of activity). Serious critical comments from representatives of the organization. |

## Assessment tools for interim internship assessment

The supervisor from the department evaluates the work of a student during the internship, based on the data from the internship diary, current and final tasks performed, the feedback from the external supervisor as well as oral presentation of the results.

The final assessment for the course is calculated as follows:

*Оres = 0,4\* Оreport + 0,3\*·Оpresentation+0,3\*·Оdiary*

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.

# Academic AND INFORMATION SUPPORT OF internship

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

*The following list of mandatory and additional literature should contain a minimum of items (max 5-10)*

|  |  |
| --- | --- |
| **№**  | **Name** |
| Mandatory 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](http://www.jstor.org/stable/24587171). |
| Additional literature |
|  |  |
| Resources of the Internet |
|  | On museum internships. URL: <http://museumblogging.com/2011/11/05/on-museum-internships/>  |

**Databases, reference and search systems**

# MATERIAL AND TECHNICAL SUPPORT OF internship

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

# 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.

Приложение 1

Образец дневника и отчёта по практике

Appendix 1

Internship Diary and Report Template

National Research University Higher School of Economics,

Saint-Petersburg

Faculty Saint-Petersburg School of Humanities and Arts

'Applied and Interdisciplinary History «Usable Pasts»'

Master’s Degree

**46.04.01 “History”**

**REPORT**

**Research Internship**

 *(form of internship)*

Executed by the student of\_\_\_\_\_\_ group

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

*(student’s full name)*

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

 *(signature)*

 **Verified:**

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

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

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

 *(grade) (signature)*

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

  *(date)*

*E.A.Kalemeneva, Senior Lecturer*

*(position, full name of HSE Internship supervisor)*

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

 *(grade) (signature)*

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

 *(date)*

**Report structure.**

1. Introduction (goals and objectives of internship).
2. Main part (content).
3. Fulfilled individual assignment.
4. Conclusion (including self-assessment of competences)
5. . Appendix (graphs, charts, tables, algorithms, illustrations, etc.).

**Main part of the report** should include:

1. Brief description of the Organization (place of internship) with a description of the field of activities, organizational structure, economic indicators.
2. Description of professional problems solved by the student during internship (according to goals and objectives of internship and individual assignment).

**REVIEW**

**of students’ performance during internship**

The review of students’ performance during internship is formed by the the Organization’s Internship Supervisor.

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

The review should include:

* professional tasks performed by the student;
* completeness and quality of implementation of the internship;
* student's attitude to the assignments received during internship;
* assessment of formation of the planned competences

|  |  |  |
| --- | --- | --- |
| Code of the competences | Description of competences  | Assessment of formation (in words or points) |
|  |  |  |
|  |  |  |
|  |  |  |

* conclusions about professional suitability of the student; if necessary – the comment on the personal and professional qualities

The review should be signed by the Organization’s Internship Supervisor and stamped.

**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 \_\_\_\_\_\_\_\_\_, 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 **Kalemeneva**

Имя /first name **Ekaterina**

Отчество /patronymic **Alexeevna**

1. **Руководитель практики от предприятия, учреждения /**

**Internship supervisor at the organization**

Должность/position \_\_\_\_\_\_\_\_\_

Фамилия /surname \_\_\_\_\_\_\_\_\_\_

Имя / first name \_\_\_\_\_\_\_\_\_

Отчество/ patronymic \_\_\_\_\_\_\_\_\_\_

**4. Ежедневные записи студентов по практике / Daily notes on the internship activity**

|  |  |  |
| --- | --- | --- |
| **Дата / date** | **Описание работы, выполненной студентом /****activities done by the intern, accomplishments,****daily work, etc.** | **Отметки руководителя / notes of the internship supervisor** |
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National Research University Higher School of Economics,

Saint-Petersburg

**THE INDIVIDUAL INTERNSHIP ASSIGNMENT**

for the student of\_\_\_\_\_ year of study full-time / part-time / extramural program

 *(underline )*

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ *(*student’s full name*)*

|  |  |
| --- | --- |
| Educational program | 'Applied and Interdisciplinary History «Usable Pasts»' |
|  |  |  |  |  |
| Degree | Master’s |
| Field of study | 46.04.01 “History” |
|  | *(code and title)* |
| Faculty | Saint-Petersburg School of Humanities and Arts |
| Form of internship | Производственная |
| Type of internship | Научно-исследовательская/Research |
| Internship period | from | \_\_\_.\_\_\_.201\_\_  |
|  |  |  |  | to | \_\_\_.\_\_\_.201\_\_ |
|  |  |  |  |  |  |

Goals of internship[[2]](#footnote-3):

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| --- |
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|  |
|  |
| Objectives of internship[[3]](#footnote-4): |
|  |
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|  |
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|  |

Internship plan (content) (questions to be studied):

|  |  |
| --- | --- |
| 1. |  |
| 2. |  |
| 3. |  |
| 4. |  |
| 5. |  |
| 6. |  |
| 7. |  |
| Planned results: |
| 1. |  |
| 2. |  |
| 3. |  |
| 4. |  |
| 5. |  |
| 6. |  |
| 7. |  |
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|  |
| --- |
| Internship supervisor (HSE academic staff member): |
|  |  |  |  |  |
| *(position)* |  | *(signature)* |  | *(print name)* |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| APPROVED |
| the Organization’s Internship Supervisor |
|  |  |  |  |  |
| *(position)* |  | *(signature)* |  | *(print name)* |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| The task accepted | \_\_\_.\_\_\_.201\_\_ |
| Student |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  | *(signature)* |  | *(print name)* |  |

National Research University Higher School of Economics,

Saint-Petersburg

**AN INTERNSHIP PLAN (SCHEDULE)**

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

(student’s full name)

Field of Study 46.04.01 “History”

Educational program 'Applied and Interdisciplinary History «Usable Pasts»'

Full time / part-time / program, of\_\_\_\_ year of study, group № \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(underline)

Faculty Saint-Petersburg School of Humanities and Arts

Type of internship Research Internship / Научно-исследовательская практика

Internship period: from «\_\_\_» \_\_\_\_\_\_\_\_\_\_ 20\_\_\_ to «\_\_\_» \_\_\_\_\_\_\_\_\_\_ 20\_\_\_ .

Internship supervisor from University \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (full name, academic degree,academic title, position)

Name of the internship Organization \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

the Organization’s Internship Supervisor (full name, academic title)

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

|  |  |  |
| --- | --- | --- |
| №  | Time period | Internship plan |
| 1 |  | 1. Organizational meeting |
| 2 |  | 2. Personnel safety notification |
| 3 |  | 3. Welcome tour |
| 4 |  | 4. Performance of an individual task |
| 5 |  | 5. Consultations |
| 6 |  | 6. Preparation and providing report on internship |

|  |  |  |
| --- | --- | --- |
|  | Student | Supervisor from the of internship Organization  |
| 1. The workplace is provided to the student | confirm\_\_\_\_\_\_\_\_\_\_\_\_\_\_/\_\_\_\_\_\_\_\_\_\_\_/signature print name  | confirm\_\_\_\_\_\_\_\_\_\_\_\_\_\_/\_\_\_\_\_\_\_\_\_\_\_/signature print name |
| 2. The safe conditions of internship meeting health regulations and the requirements of labor protection are provided | confirm\_\_\_\_\_\_\_\_\_\_\_\_\_\_/\_\_\_\_\_\_\_\_\_\_\_/signature print name | confirm\_\_\_\_\_\_\_\_\_\_\_\_\_\_/\_\_\_\_\_\_\_\_\_\_\_/signature print name |
| 3. Personnel safety notification, fire safety and also is carried out by employment policies and procedures | confirm\_\_\_\_\_\_\_\_\_\_\_\_\_\_/\_\_\_\_\_\_\_\_\_\_\_/signature print name | confirm\_\_\_\_\_\_\_\_\_\_\_\_\_\_/\_\_\_\_\_\_\_\_\_\_\_/signature print name |

Student \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ / \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Internship supervisor (HSE academic staff member) \_\_\_\_\_\_\_\_\_\_\_\_\_\_ /\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

the Organization’s Internship Supervisor \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ / \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. [↑](#footnote-ref-2)
2. According to the internship program. [↑](#footnote-ref-3)
3. According to the internship program. [↑](#footnote-ref-4)