**INTERNSHIP PROGRAMME**

**оСНОВНАЯ Образовательная программа ВЫСШЕГО ОБРАЗОВАНИЯ –***Master’s Programme 'Comparative Politics of Eurasia'*

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| --- | --- |
|  | УтвержденаАкадемическим советом ООП Протокол № 1 от «28» августа 2018г.  |

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| --- | --- |
| Автор  | Галина Селиванова |
| Объем практики в з.е., кредитах  | *6*  |
| Продолжительность практики в академических часах, в т.ч. объем контактной работы в час, или продолжительность практики в неделях | 4 weeks228 hours, including 2 hours of in-class instructions01 – 30 September 2019 |
| Курс  | 2 |
| Вид практики | *study* |
| Тип практики | *Research internship* |

# I. General outline

Research internship is aimed at creation of conditions for further professional development of the Master students, allowing them to develop their research and work experience through the application of knowledge and skills developed during the educational courses.

The objectives of the internship are:

- familiarization of students with key principles and practical aspects of the activities of the research organisations, state and local authorities, political parties, international organizations and associations, non-profit organizations, mass media, whose activities are related to research, consultation, development of public policies, and information-analytical services;

- provision of conditions for practical application of knowledge, skills and competencies acquired during educational training;

- the formation of students' professional competencies through participation in activities of research institutions, authorities, think tanks and non-profit organizations as part of a professional collective.

# Research internship in the in the structure of the educational programme Master’s Programme 'Comparative Politics of Eurasia'

The educational internship belongs to the block “Internships, project and / or research work” of the variable part of the master’s degree curriculum in political science (41.04.04) and is provided for in the first year of study. The educational internship is based on the following disciplines of the basic curriculum of the programme ‘Comparative Politics of Eurasia’:

* Comparative Politics: Introduction;
* Quantitative methods of political research;
* Qualitative methods of political research;
* Data science;
* Big data;
* Computational Text Analysis
* Social Network Analysis

The accomplishment of the research internship prepares students of the ‘Comparative Politics of Eurasia’ programme not only forms the competencies necessary to collect data, conduct an empirical study and present the final thesis , but also prepares students for the future professional activities.

**The method of conducting educational internship:**

Stationary and field internship. Research internship is carried out in the following forms: internship of obtaining primary professional skills and experience of primary professional activity; research work in the organisations located in Saint Petersburg or outside of the city.

## Internship Format

 Internship is conducted by discretely during the period of 4 weeks of the academic year

# LIST OF PLANNED LEARNING RESULTS of taking the educational INTERNSHIP RELATED TO THE PLANNED RESULTS OF THE MASTERING THE EDUCATIONAL PROGRAM

The process of educational internship is aimed at the formation of the following competencies among students:

Table 1

|  |  |  |  |
| --- | --- | --- | --- |
| Competency Code | Competency wording | Content of competency that is formed in the course of internship (mastering descriptors) | Professional tasks that require this competency |
| УК 8 | Able to conduct professional activities, including research activities in the international environment | Conducts an assessment of the need for resources and plans to use them when solving tasks in professional activities | Research activities; Organizational and managerial activities; Project activities |
| ОПК 1 | Ability to conduct professional communication in Russian and\or English languages on the topic of professional activities (including cross-cultural communication) based on the application of various communication technologies |  Identifying and evaluating instruments of professional communication; | Research activities;Information analysis |
| ПК 1 | Able to use latest results of the scientific research in political science and neighboring discipline; develop application of political science research for solving practical tasks  | Finds, aggregates, processes and stores information on latest scientific advancements with the aim of solving assigned tasks | Research activities; Project activities; Information and analytical activities |
| ПК 2 | Able to work with the contemporary scientific literature (including literature in English language), analyse current state and tendencies in political science | Finds, and reviews literature on latest scientific advancements in political science | Research activities;Information analysis,Literature review |
| ПК 3 | Able use, for the scientific and project work empirical databases (including international ones), create and develop datasets independently for the realisation on scientific and practical tasks | Collects data and creates data matrix | Research activities;Information analysis,Data collection |
| ПК 4 | Able to conduct analysis of empirical data (from political, economic, social studies) with the help of qualitative and quantitative data analysis methods with the help of modern data analysis software | Finds, aggregates, processes and stores information with the aim of solving assigned tasks; analyses data, creates data matrix or writes a report | Research activities; Project activities; Information and analytical activities |
| ПК 6 | Able to develop research design and design of applied study, including those conducted by research teams using modern political science methodologies and scientific approach | Creates a research plan of a studyDistributes the responsibilities of participants in the planning of political projects, draws up the necessary documentation | Organizational and managerial activities; Project activities. |
|  |  |  |  |
|  |  |  |  |

# Структура и содержание практики

*Виды практической работы студента соотносятся с проф. задачами (выделено одним цветом).*

Таблица 2

|  |  |  |  |
| --- | --- | --- | --- |
| № п/п | Виды практической работы студента | Содержание деятельности\*  | Код формируемых компетенций |
| 1 | Scientific and research activities | Collection of scientific data, data analysis and presentationFulfilment of research-related tasks and practical tasks | УК-8 ОПК-1 |
| 2 | Producing a research project and conference publishing activity | - Preparation of scientific texts and reports,-Participation in scientific events such as conferences, workshops, summer schools | ПК-1, ПК-2, ПК-3 ПК-4 |
| 3 | Organisational and managing activity | Organisation of seminars, workshops and other events related to the activities of the organisation | ПК-6 |

# Internship reporting forms

Based on the results of the internship, the student provides a report on the internship (Appendix 1), which documents detailed information about the work conducted during the internship, about the skills and abilities formed by the student, formed competencies. In addition, it is necessary to provide feedback the supervisor of the internship from the host organization, containing a description of the student’s work during the internship (Appendix 2).

# MIDTREM ASSESSMENT OF INTERNSHIP

Midterm assessment of the work fulfilled during internship is carried out in the form of an assessment of the report prepared by the student during the internship. Within 10 days from the end of internship, the student is obliged to submit to the supervisor of the internship a printed version of the report on the accomplishment of internship (form in the Appendix 1).

# Criteria and grading scale for midterm assessment of internship

**8-10** - in the student's report on the accomplishment of research internship, the content of all necessary sections is deeply and comprehensively elaborated; full conclusions and generalizations are made; all the necessary requirements for the design of the report are met;

**6 - 7** - in the student's report on the accomplishment of educational internship, the content of all necessary sections is elaborated in sufficient volume; there are conclusions and generalizations; there are minor flaws in the design;

**4 - 5** - the student's report on the accomplishment of educational internship contains only a schematic description of the work done; there are no independent conclusions; the design of the report does not meet the requirements;

**0-3** - the student submitted a report, the content of which does not correspond to the program of educational internship, or did not submit it within the prescribed period.

# EDUCATIONAL, METHODOLOGICAL and informational Provisions

**Literature and Online Resources***:*

|  |  |
| --- | --- |
| **№ п/п** | **Наименование** |
| Basic Literature |
|  | Beard, F., & Morton, L. (1998). Effects of Internship Predictors on Successful Field Experience. Journalism & Mass Communication Educator, 53(4), 42–53. <https://doi.org/10.1177/107769589805300404> |
| Optional Literature |
|  | Toncar, M. F., & Cudmore, B. V. (2000). The Overseas Internship Experience. Journal of Marketing Education, 22(1), 54–63. <https://doi.org/10.1177/0273475300221007> |
| Online resources |
|  | The 10 Best Websites For Finding An Internship available at <https://www.forbes.com/sites/susanadams/2015/01/30/the-10-best-websites-for-finding-an-internship/#35fb18d71b44>  |

**List of information technologies used for the internship and list of programme provisions and information and reference systems**

During research internship students are encouraged to use new ICTs including Interneta and other means of automatization and computer simulation, as well as software applied in their respective fields and internship organizations

# Описание материально-технической базы, необходимой для проведения практики.

Desks with stationary computers or laptops, access to the Internet

# 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***

National Research University Higher School of Economics – Saint-Petersburg

Saint-Petersburg School of Social Sciences and Area Studies

Master’s Programme 'Comparative Politics of Eurasia'

**REPORT**

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

*(type of internship)*

Group ID\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

*(Student’s Name)*

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

*(Student’s signature)*

**Examined:**

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

*(Internship Organization Supervisor name, position)*

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

 *(grade) (signature)*

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

 STAMP *(date)*

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

*(HSE Internship Supervisor, name, position)*

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

 *(grade) (signature)*

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

 *(date)*

**Structure of the report**

1. Introduction (the goals and objectives of the practice should be given in the section)

2. The content part.

2.1. A brief description of the internship organization with a description of the scope of activity, the organizational structure, economic indicators.

2.2. Description of professional tasks fulfilled by the student during internship (according to the goals and objectives of the internship programme and an individual task).

3. Completed individual task.

4. Conclusion (including self-assessment of the formation of competencies).

5. Appendices (graphs, charts, tables, algorithms, illustrations, etc.).

***Appendix 2***

National Research University Higher School of Economics – Saint-Petersburg

**INDIVIDUAL TASK FOR INTERNSHIP**

for the \_\_\_\_\_\_\_\_student

*study year*

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

*(Student’s Name)*

|  |  |
| --- | --- |
| Programme | *'Comparative Politics of Eurasia'* |
| Level | Master |
| Field of Study | 41.04.04 Political Science |
|  |  |
| Faculty | Saint Petersburg School of Social Sciences and Area Studies |
| Internship Form | Study |
| Internship Type | Research Internship |
|  | From | \_\_\_/\_\_\_/2019  |
| Internship Dates |  |  |  | To | \_\_\_/\_\_\_/2019 |

Internship Aims[[1]](#footnote-1):

|  |
| --- |
| Practicing of main approaches and methods of performing research |
|  |
|  |
| Internship Objectives[[2]](#footnote-2): |
| * Formation of professional perspective in the research sphere
* Development of skills of independent and in-team heuristics and research work
* Development of ability of making reasonable conclusions based on research
* Development and training of skills of performing scientific discussion and reasonable argumentation
 |
| * Development of skill of processing and interpreting empiric data using reasonable methods of research analysis
* Mastering management basics, including research organization time-management
* Refinement of skills of presentation of research results, especially in foreign languages and with modern technical devices
 |

Internship Content:

|  |  |
| --- | --- |
| 1. | Internship Individual Plan preparation |
| 2. | Internship maintenance in a research or other organization |
| 3. | Internship Diary preparation |
| Planned Results: |
| 1. |  The student is able to articulate a research question, search for corresponding methods and literature. |
| 2. | The student has skills of team and research interactions, is able to suggest means of solving common problems |
| 3. | The student is able to interact in a professional way according to the cross-culture principles |
| 4. | The student pays attention to the auditory age specifics and finds proper form for knowledge and information transfer |
| **HSE Internship Supervisor:** |
|  |  |  |  |  |
| *(position)* |  | *(signature)* |  | *(Name)* |
| **Approved** |
| **Supervisor from Organization** |
|  |  |  |  |  |
| *(position)* |  | *(signature)* |  | *(Name)* |
| Task is accepted | \_\_\_.\_\_\_.2019 |
| Student |  |  |  |  |  |  |  |  |  |  |
|  |  | *(signature)* |  | *(Name)* |  |

***Appendix 3***

National Research University Higher School of Economics – Saint Petersburg

**INTERNSHIP SCHEDULE**

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

(Student Name)

Field of Study: 41.04.04 Political Science

Master’s Programme Field of Study: *'Comparative Politics of Eurasia'*

\_\_\_\_ study year, group ID \_\_\_\_\_\_

Faculty: Saint-Petersburg School of Social Sciences and Area Studies

Internship Type: Research Internship

Internship Dates: from \_\_\_\_\_\_20\_\_\_ to \_\_\_\_\_20\_\_

HSE Internship Supervisor: G.I. Selivanova, Lecturer

Organization Name

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

Internship Supervisor from Organization

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

(*name, position*)

|  |  |  |
| --- | --- | --- |
| №  | Dates | Work details |
| 1 |  | 1. Organizational Meeting |
| 2 |  | 2. Safety training |
| 3 |  | 3. Excursion |
| 4 |  | 4. Individual Task Completion |
| 5 |  | 5. Consultations |
| 6 |  | 6. Internship Report Preparation and Submission |

|  |  |  |
| --- | --- | --- |
|  | Student | Internship Organization Supervisor |
| 1. The student got a workplace | Confirmed\_\_\_\_\_\_\_\_\_\_\_\_\_\_/\_\_\_\_\_\_\_\_\_\_\_/ Signature name | Confirmed\_\_\_\_\_\_\_\_\_\_\_\_\_\_/\_\_\_\_\_\_\_\_\_\_\_/Signature name |
| 2. Internship is held according to the sanitary and occupational safety and health rules | Confirmed\_\_\_\_\_\_\_\_\_\_\_\_\_\_/\_\_\_\_\_\_\_\_\_\_\_/Signature name | Confirmed\_\_\_\_\_\_\_\_\_\_\_\_\_\_/\_\_\_\_\_\_\_\_\_\_\_/Signature name |
| 3. Occupational safety, fire safety and internal work rules training passed  | Confirmed\_\_\_\_\_\_\_\_\_\_\_\_\_\_/\_\_\_\_\_\_\_\_\_\_\_/Signature name | Confirmed\_\_\_\_\_\_\_\_\_\_\_\_\_\_/\_\_\_\_\_\_\_\_\_\_\_/Signature name |

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

 signature name

Internship Supervisor from HSE

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_/\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 signature name

Internship Supervisor from Organization

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ / \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 signature name

**Appendix 4**

National Research University Higher School of Economics – Saint-Petersburg

Saint-Petersburg School of Social Sciences and Area Studies

Master’s Programme 'Comparative Politics of Eurasia'

**Internship Journal**

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

 *(internship type)*

 group study year

|  |
| --- |
|  |
|  |
|  |

 *(name)*

**Start Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **End Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Grade\_\_\_\_\_\_\_\_

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

*HSE Internship Supervisor: (name, title)*

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

 *signature*

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 20\_\_**

Internship organisation\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Position, name of the Internship Supervisor from Organization\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**RECORD OF FULFILLED TASKS**

|  |  |  |  |
| --- | --- | --- | --- |
| Dates | Summary of work(to be completed by the student) | Instructions / comments of the Internship Supervisor from Organization | Signature of the Internship Supervisor from Organization |
| *First internship date* |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| *Last internship date* |  |  |  |

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

 *Signature Name*

**Appendix 5**

*Example of feedback*

**REVIEW**

**of the student’s work from the place of internship**

Feedback is provided to a student at the end of the internship period by the appointed Internship Supervisor from Organization. At the beginning of the review please indicate your name and surname, student’s name internship organisation, and internship period.

The review should include:

- professional tasks performed by the student;

- the completeness and quality of the implementation of the program of internship;

- the student’s attitude to completing assignments received during the internship period;

- assessment of the formation of planned competencies (descriptors of their formation)

- conclusions about the professional suitability of the student; if necessary, comments on his personal and professional qualities.

The review should be signed by the Internship Supervisor from Organization and certified by a stamp

***Appendix 6***

*Recommended form when internship is conducted in a specialized organization*

**Saint-Petersburg 20\_\_**

**Confirmation of the passing of the safety induction course**

Student of the National Research University Higher School of Economics

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

 *(Full name)*

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Master’s Programme 'Comparative Politics of Eurasia',

*(study year)*

Saint-Petersburg School of Social Sciences and Area Studies, NRU HSE

Assigned to conduct his\her internship in the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*organization*

has been acquainted with:

* labor protection requirements,
* safety requirements,
* fire safety requirements,
* rules of the internal labor schedule of the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*organization*

Internship Supervisor from Organisation:

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

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_/ \_\_\_\_\_\_\_\_\_\_\_

 *(position) signature name*

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

 *(first date of practice)*

1. According to the practice’s program [↑](#footnote-ref-1)
2. According to the practice’s program [↑](#footnote-ref-2)