Course syllabus «Research seminar» 1 course

Утверждена
Академическим советом ООП
Протокол № 1 от «28» июня 2018 г.

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<tr>
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<th>As. Prof. Alexandra Shubenko, As. Prof. Ekaterina Slobodyuk, As. Prof. Vladimir Kozlov</th>
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I. Aim, Results of Mastering the Discipline and Perquisites

The present syllabus sets up minimal requirements and course objectives for students, defines the content of lectures and seminars and lays out students’ evaluation criteria. The course is designed for professors teaching this course, their teaching assistants and MA students majoring in "Public Administration" (38.04.04).

The syllabus meets:
• FSES of 38.04.04 «Public Administration»;
• the educational standards of the Higher School of Economics developed for MA program 38.04.04 "Public Administration" (0401000.68 «Social sciences»)
• the curriculum of the MA program 38.04.04 "Public Administration".

The course is taught on the 1st year

Learning Objectives

Research Seminar (RS) is a "playground" for academic communication between the students and the staff of the Institute of Demography and Department of Social Sciences, visiting scholars and the staff of other departments at HSE. A guided development of research papers within the seminar environment provides a foundation to shape basic academic skills: critical reading and reviewing, academic writing and ethics, mutual learning, widening of scientific specialization, team-working, collaborative implementation of research projects. Therefore, the purpose of the RS is to develop research skills and apply these skills to conduct own research and write the course term paper.

The objectives of the seminar are:
• to provide a smooth transition from learning to conducting own research;
• to guide students in choosing appropriate research directions and topics;
• to form understanding of professional activity perspectives and possible directions of professional implementation;
• to enlighten related research fields;
• to deepen understanding of the academic activity: well-organized process of searching and re-viewing theoretical and methodological literature, justifying the goal, research questions, methods, stating the hypotheses, selection of relevant methodology and evaluation of its constraints;
• to develop academic writing skills and text reviewing;
• to advance presentation skills for further reporting within thesis defence procedure, conference talks or poster-reports;
• to enhance skills of analytical work in small groups, group-discussions;
• to practice academic discussion, moderation, constructive criticism of others’ opinions and provision of extensive written and verbal feedback to one’s assignments; adequate self-evaluation;
• to form skills of elaboration and writing of the term paper and qualification thesis – i.e. the design of the structure, the style of presentation, the ways of presenting statistical information and research results etc.

II. Content of the Course

Section 1. Elements of academic research: an overview

Section 2. How to make a literature review

Section 3. Research proposal (project proposal)

Section 4. Academic writing skills

Section 5. Statistical analysis in research paper

Section 6. Surveys, organization and interpretation

Section 7. Presentation skills. Theory

Section 8. Practical presentation skills. term paper pre-defences

III. Grading

The teacher evaluates the students work on lectures, the activity of students in discussions, simulations etc. The marks for work on lectures are put in the work sheet. The resulting score in a 10-point scale for the work on lectures and essay is determined before the final control.

The final control is carried out in the form of preliminary defence of the paper

Final score is calculated by the following formula:

\[ O_{\text{final}} = 0.3*O_{\text{preliminary defense of the paper}} + 0.05*O_{\text{review of the defence}} + 0.15*O_{\text{Seminars activity and additional tasks}} + 0.25*O_{\text{essays on academic text writing}} + 0.25*O_{\text{research/project proposal}} \]

IV. Grading Tools

Home written assignments are revised by lecturers and get individual feedback and score. Assessment of assignments is guided by the following criteria:

• Statement of research problems;
• The success in achievement of research goals and objectives;
• The clarity and validity of conclusions;
• The articulation of an author's point of view regarding own research;
• The quality of literature review, proper quoting;
• Accuracy of the research design.

The outline is graded by an academic advisor of the student. The pre-defense is marked by the commission of attended lecturers. Estimates of all forms of control are set on a 10-point scale.

The deadlines for home assignments are announced by session lecturer in class and duplicated in LMS. Late submissions of home assignments. Each day of delay with submission is punished with 2 point (out of 10).

Assessment tools to evaluate the quality of the development of the discipline (current monitoring):

1. What is the structure of a research (project) proposal?
2. What is a literature review?
3. What is the difference between an object and a subject of the research?
4. Where can you find databases for your study?
5. What are the main types of the academic research?
6. How should the presentation of the results be organized?
7. What are the criteria of scientific knowledge? What distinguishes scientific method?
8. What is a theory and why it is needed?
9. How to quote a source?
10. What is supposed as plagiarism?
11. Describe the steps of a research process.
12. What is the difference between Research methods and Research methodology?
13. Describe Design of the research project.
14. What is meant by Objectives of research?
15. What are the criteria of good research?
16. What is research problem? How to formulate it?
17. How to build Research hypothesis?
18. What kind of variables and types of measurement exist?
19. Are you in agreement with the following statements? If so, give reasons:
   (1) Validity is more critical to measurement than reliability.
   (2) Stability and equivalence aspects of reliability essentially mean the same thing.
   (3) (4) (5) Content validity is the most difficult type of validity to determine.
   There is no difference between concept development and concept specification. Reliable measurement is necessarily a valid measurement.
20. What are basic types of methods? Enumerate the different methods of collecting data.

**Examples of home assignments**

Home assignment 1. (Compulsory - comprises a share in the final score)

Write a literature review of 10 sources relevant to your own term paper. Write a summary of the papers read, their weak and strong sides. Explain for each paper, how it contributes to the development of your study. Organise your list of references in APA style. Write 8 keywords for your own study.

Home assignment 2. (Compulsory - comprises a share in the final score)

Research proposal. Write 1000 words. Include the following parts into your draft: problem statement (or research puzzle), research questions, hypotheses, expected research design and methodology, implied data,
novelty of the study. Add literature review (10 sources minimum) and a list of references in APA style. Literature review and list of references are not counted in 1000 words.

V. Sources

5.1 Main Literature


Additional literature


5.2 Software

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5.3 Material and technical support

Classrooms for lectures on the discipline provide for the use and demonstration of thematic illustrations corresponding to the program of the discipline, consisting of:

- PC with Internet access (operating system, office software, antivirus software);
- multimedia projector with remote control.
Course syllabus «Research seminar» 2 course

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• the curriculum of the MA program 38.04.04 "Public Administration" as of 2018.

The course is taught on the 2nd year.

2. Learning Objectives

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• to form skills of elaboration and writing of the term paper and qualification thesis – i.e. the de-sign of the structure, the style of presentation, the ways of presenting statistical information and research results etc.

IV. Content of the Course

Section 1. Regulation in public administration
Section 2. Non-government organizations
Section 3. Demographic methods in R
Section 4. Event-history and life-circle analysis (basic introduction)
Section 5. Econometrics models interpretation (additional)
Section 6. Population data quality
Section 7. Industrial policy and development
Section 8. Experiments in social sciences
Section 9. Field researches: fertility, migration, ethnography (master-classes)
Section 10. Map-making

IV. Grading

1. Class activity
1.1. Home tasks
Do at least 2 to "pass"
10 points each with the weights

Regulation in public administration  1
Non-government organizations 1
Demographic methods in R 1.2
Event-history and life-circle analysis (basic introduction) 1.
Econometrics models interpretation (additional) 1.2
Maximum 5 - 56%

1.2. Participation
No special marks At least 4 times to "pass"
Population data quality
Industrial policy and development
Experiments in social sciences
Field researches: fertility, migration, ethnography (master-classes)
Map - making

1.3. Mark from the supervisor for the thesis process 10%

1.4. Pre-defense max 30%
Performance 2=20%
Groupmates’ discussion up to 1=10%

2. Research activity No more than 3.5=35%

2.1. Conferences
HSE 0.8=8%
Russian 1.2=12%
International 1.5-2.5=15-25%

2.2. Workshops and schools (only with diplomas) 1=10%
3. Voluntary activity  No more than 2.5=25%

Points depend on projects

4. Project activity  No more than 3=30%

4.1. HSE  0.5-2=5-20%

4.2. Additional (working place)  0.5-1.5=5-15%

4.3. Teaching  up o 1.5=15%

V. Grading Tools

Complex of the mark explained in details in the part III

VI. Sources

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