

INTERNSHIP SYLLABUS

DEGREE PROGRAMME OF HIGHER EDUCATION – MASTER’S PROGRAMME

“POLITICS. ECONOMICS. PHILOSOPHY”

Approved by
the Academic Council of the Degree Programme
“Politics. Economics. Philosophy”

Minutes No. __ as of “ ____ ” _____ 2019

ECTS	8
Duration of internship in academic hours, including duration of contact hours, or duration of internship measured in weeks	<i>304 academic hours, including two contact hours</i>
Year of Study	<i>Second year</i>
Category of Internship	<i>Production</i>
Type of Internship	<i>Research</i>

I. GENERAL PROVISIONS

Purpose and Objectives of Production (Research) Internship

The purpose of the internship is to consolidate and further develop professional skills in the field of interdisciplinary analysis of socio-economic and political processes. A student conducts research to collect, to analyze and to synthesize academic and empirical materials for the preparation of a Master's thesis. In the course of research internship, the theoretical training of a student is consolidated and further developed, practical skills and competencies are acquired and improved, professional experience (while socializing into the professional environment), as well as independent research experience, is gained.

The internship's objectives are:

- mastery of methods of description, analysis and forecasting of socio-economic and political processes and relations,
- development of practical skills in working with political texts, legislative acts, office documents and Internet resources,
- development of practical skills in political and communicative activities,
- collection and interpretation of empirical materials for Master's thesis research.

Research Internship in the Degree Programme Curriculum

In terms of theoretical knowledge, the research internship is based on the following courses:

- Modern Political Science (cycle of general courses),
- Institutions and Practices of Russian Politics in Comparative Perspective (cycle of courses of the Programme),
- Modern Economic Science (cycle of courses of the Programme).

In terms of training in the field of methodology and research methods of political science, the research internship is based on the following courses:

- Theory and Methodology of Political and Economic Research (cycle of general courses),
- Data Analysis in the Social Sciences (cycle of general courses),
- Research seminar (cycle of internships and research activities).

These courses provide a student with general competencies required for research work, including the ability to evaluate (i.e., assess and develop) acquired research methods and modes of activity; the ability to propose concepts and models, test techniques and tools for conducting professional activities; the ability to independently master new research methods and adjust analytical and practical vectors of research activities; the ability to acquire and apply new competencies and skills, using information technologies, in new unrelated domains of research; the ability to carry out political analysis of information based on applied political, economic and sociological research, while also effectively applying qualitative and quantitative methods, etc. In general, these courses create a theoretical and methodological basis for effective internship.

Method of taking research internship – stationary (taking internship in the field is allowed).

Form of taking research internship:

The standard form of internship is stationary: a student takes internship in the government and municipal organizations, public associations (in political parties' organizing bodies, socio-political associations and movements, campaign headquarters, trade unions), state and non-governmental organizations (Russian and international), commercial and non-profit organizations (Russian and international, corporate structures, research institutions and centers), structural divisions of the National Research University Higher School of Economics and other institutions of higher education.

The following forms of internship are allowed:

- participation in field empirical research (field internship), aimed at collecting data on socio-political issues,
- participation in a political campaign with a trip to the venue,
- participation in the organization of field events related to the tasks of professional activity.

II. LIST OF INTERNSHIP'S ANTICIPATED LEARNING RESULTS IN CORRESPONDENCE TO ANTICIPATED RESULTS OF MASTERING THE DEGREE PROGRAMME

The internship is aimed at the formation of the following competencies:

Competency code	Description	Professional tasks requiring the competency
PC-1	Able to use up-to-date research results in political science and related disciplines, develop political science applications to solve practical problems of professional activity	<ul style="list-style-type: none"> - preparation of analytical presentations, reports and notes, as well as research papers and information materials, primarily based on the results of research activities; - analysis and generalization of research outcomes, based on contemporary research, domestic and global state-of-art practices in political studies;
PC-10	Able to create and use regulatory documents within his/her professional responsibilities	<ul style="list-style-type: none"> - political analysis of developed and adopted government programs, projects, action plans, draft regulations, and methodological materials;
UC-1	Ability to analyze (i.e., assess and interpret) acquired research methods and work modes	<ul style="list-style-type: none"> - collection and initial analysis of data, relying on a wide range of sources and employing up-to-date data processing methods and technologies, as well as modern computation and communication technologies

UC-4	Ability to expand and develop one's intellectual and cultural horizons, as well as build trajectories for professional development	<ul style="list-style-type: none"> - drafting of thematic working plans of a subdivision and (or) organization (primarily in scientific organizations); - implementation of innovative projects, introduction of innovative research and management methods
UC-5	Ability to make managerial decisions, assess possible consequences and assume responsibility for one's actions	- assistance in the provision of organizational support with respect to decisions made by public authorities and organs of state administration, bodies and administrations of political parties, as well as public and political associations, local self-government organs, and subdivisions of commercial and non-commercial organizations.
UC-7	Ability to organize and manage multilateral communications	<ul style="list-style-type: none"> - organization and maintenance of communications with research groups, subdivisions and information and analytical centres on any matters related to sharing information, consulting and expert reviews; - provision of analytical, communication and consulting support for negotiating interests represented by different political actors

III. STRUCTURE AND CONTENT OF INTERNSHIP

The internship is to be conducted in January - February 2020. Assessment of internship is carried out in the 3rd module of the 2019/2020 teaching year.

№ п/п	Types of professional activities of students	Description	Competencies formed
1.	<i>Scientific research</i>	<ul style="list-style-type: none"> - studies of political systems, institutions and processes, political actors and related interactions at various levels of social organizations, processes of political management, public policy, political decision-making, political and public participation, and protection of human rights; - analysis and generalization of research outcomes based on up-to-date research, domestic and global best practices in political studies; - command and enhancement of theoretical and methodological approaches, as well as research techniques to study subjects within the scope of one's professional activities; - identification and structuring of research problems within relevant areas of one's professional activities, independent selection and identification of grounds for choosing the scope, subject matter, goals, objectives and methods for research activities in one's field of professional activities, as well as conducting academic 	PC-2, PC-3, PC-4, PC-5, PC-6

		<p>research;</p> <ul style="list-style-type: none"> - collection and initial analysis of political, social, economic and other empirical data, relying on a wide range of sources and employing up-to-date data processing methods, as well as modern computation and communication technologies; - interpretation of the results of the initial analysis of empirical data, with a particular reliance on up-to-date political theory; - preparation of analytical presentations, reports and notes, as well as research papers and information materials, based on the results of research activities; - presentation of research outcomes, as well as making reports on topics related to ongoing research activities; - forecasting of changes within the scope of one's professional activities, based on the research outcomes 	
2.	<i>Management and administration</i>	<ul style="list-style-type: none"> - identification of goals and management of activities conducted by research, analytical, consulting, expert and project groups and organizations, as well as related subdivisions; - preparation and holding of research seminars and conferences; - organization and maintenance of communications with research groups, subdivisions and information and analytical centres on any matters related to sharing information, consulting and expert reviews; - provision of organizational support with respect to decisions made by public authorities and organs of state administration, bodies and administrations of political parties, as well as public and political associations, local self-government organs, and subdivisions of commercial and non-commercial organizations. 	PC-6, PC-7, PC-9, PC-10
3.	<i>Project management:</i>	<ul style="list-style-type: none"> - project work including the development of methodological tools, regulations and information materials, as well as engaging in research, analytical and consulting activities (e.g., as commissioned by the actors directly involved in political processes); - provision of analytical, communication and consulting support for negotiating interests represented by different political actors; - development and exercise of analytical activities as a research team member with a focus on monitoring and evaluation of the implementation of various policies and enhancement of the efficiency of political management; - design of public campaigns to support and advance public, collective and group interests; - participation in the design and implementation of projects and programmes, including regional strategic development programmes with due consideration of the interests of various economic and political actors. 	PC-1, PC-3, PC-6, PC-7, PC-8
4.	<i>Expert and analytical</i>	<ul style="list-style-type: none"> - search for, monitoring and processing of sources of information (including in foreign languages), as well as 	PC-1, PC-3, PC-4, PC-11

	<p>creation and maintenance of databases;</p> <ul style="list-style-type: none"> - political analysis of applied economic and sociological research data with qualitative and quantitative methods; - analytical support for the development, approval, implementation and assessment of political decisions, as well as provision of recommendations for leading political actors and public policy actors; - development and analytical support for the implementation of strategic development programmes in politics; - identification of the interests of political actors, advice of mechanisms for negotiating the interests of political actors along with the relevant political, social and economic goals of political actors and requirements for social and economic development; - carrying out political analysis of developed and adopted government programmes, projects, action plans, draft regulations, and methodological materials; - studying relevant issues and problems and developing recommendations for enhancing the efficiency of corporate governance, as well as enhancing the impact of corporate social responsibility policies; - development of recommendations for the representatives of public authorities, businesses, civil society, and international organizations to address socially relevant issues and problems 	
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IV. INTERNSHIP REPORTING FORMS

A student provides the following reporting forms on the results of his/her internship:

- internship report (Appendix 1), which is a student's document that describes the activities performed during his/her internship, as well as the acquired skills and competences,
- internship diary with daily entries and notes of an internship supervisor (Appendix 2),
- signed review of internship supervisor with an organization's stamp (Appendix 3).

Also, as reporting materials, a student may provide specific products of research (project) activities accomplished during his/her internship.

V. INTERIM ASSESSMENT OF INTERNSHIP

An interim assessment of the internship is carried out in the form of an exam. An exam is conducted in the form of an assessment of reporting documents and an interview with a student.

Criteria and grading scale for an interim assessment of a student's internship

The key criteria for assessment of a student's internship are:

- content of review of an internship's supervisor from a receiving organization (a venue of internship);
- degree of compliance of the content of internship's activities and the acquired competencies with professional tasks (based on an internship's diary);
- completeness of the reporting documentation and its compliance with the specified requirements (paragraph IV).

The commission staffed with faculty members of the Faculty of Social Sciences and the Degree Programme's management assesses 2 (two) components of the grade for internship on a 10-point scale:

1. Assessment from a venue of an internship based on the review of an internship’s supervisor using the following detailed criteria (ISR):

Content of Review	Grade on a 10-point scale
Internship program has been fulfilled completely and the quality of fulfilment is very high; a student has been executing assigned duties with due diligence; a student has displayed excellent personal and professional qualities; anticipated competencies have been formed completely	8 – 10
Internship program has been fulfilled in general, and the quality of fulfilment is high enough; a student has coped with principal assigned duties; anticipated competencies have been formed to a substantial degree	6 – 7
Internship program has been fulfilled partially, and the quality of fulfilment is satisfactory; a student has displayed no interest in completing assigned duties; anticipated competencies have been partially formed	4 – 5
Internship program has not been fulfilled; anticipated competencies have not been formed	1 – 3

2. Assessment of the degree of compliance of the content of internship’s activities and the acquired competencies with professional tasks (based on an internship’s diary and an interview with a student) using the following detailed criteria (CPT):

Degree of compliance	Grade on a 10-point scale
Content of internship forms a wide range of competencies required to fulfil a range of professional tasks	8 – 10
Content of internship forms a sufficient range of competencies required to fulfil a significant range of professional tasks	6 – 7
Content of internship is partially related to professional tasks and forms some competencies required for executing professional tasks	4 – 5
Content of internship is not related to professional tasks	1 – 3

The final grade is composed of the two components described above according to the following formula: $0.5ISR + 0.5CPT$

If at least one of the components (ISR or CPT) is unsatisfactory, the commission may give a general “unsatisfactory” grade.

The final grade may be reduced by 1-3 points if the submitted reporting documents (paragraph IV) are incomplete or formatted improperly.

In the absence of reporting documents, a final grade of “0” is awarded.

VI. EDUCATIONAL, METHODOLOGICAL AND INFORMATION SUPPORT OF PRACTICE

Required Readings

1. The Oxford Handbook of Political Methodology / [ed. by Janet M. Box-Steffensmeier, Henry E. Brady, David Collier]. - Oxford, NY: Oxford University Press, 2008 .-- xiii, 880 p.
2. Jonker, J. The essence of research methodology. Springer, 2010. URL: https://www.researchgate.net/publication/225083985_The_Essence_of_Research_Methodology

Optional Readings

1. Handbook of research methods and applications in heterodox economics. Cheltenham; Northampton Edward Elgar, 2016 .-- 610 p.

Internet Resources (Databases, Reference and Search Systems)

1. Organisation for Economic Co-operation and Development (OECD, OЭCP) LIBRARY. URL: <http://82.179.249.32:2048/login?url=http://www.oecd-ilibrary.org/>
2. World Bank e-library. URL: <http://82.179.249.32:2048/login?url=http://www.worldbank.org/newelibrary>
3. World Development Indicators. URL: <http://databank.worldbank.org/ddp/home.do?Step=12&id=4&CNO=2>
4. HSE Library. URL: <https://library.hse.ru/>
5. Scopus. URL: <http://82.179.249.32:2048/login?url=http://www.scopus.com>
6. ISI Web of Knowledge. URL: <http://82.179.249.32:2048/login?url=http://isiknowledge.com/wos>

VII. DESCRIPTION OF THE MATERIAL AND TECHNICAL BASE FOR INTERNSHIP

The research internship is carried out on the equipment of an organization (institution, enterprise), which is taking in a student as an intern. Access to literature and Internet resources is provided at the HSE Scientific Library.

Структура отчета:

1. Введение (в разделе должны быть приведены цели и задачи практики)
2. Содержательная часть.
3. Исполненное индивидуальное задание.
4. Заключение (включая самооценку сформированности компетенций)
5. Приложения (графики, схемы, таблицы, алгоритмы, иллюстрации и т.п.).

Содержательная часть отчета должна включать следующие разделы:

1. Краткая характеристика организации (места прохождения практики) с описанием сферы деятельности, организационной структуры, экономическими показателями.
2. Описание профессиональных задач, решаемых студентом на практике (в соответствии с целями и задачами программы практики и индивидуальным заданием).

Internship report structure:

1. Introduction (goals and objectives to be defined in this section)
2. Content.
3. Completed individual task.
4. Conclusion (including self-assessment of obtained skills)
5. Supplements (graphs, charts, tables, algorithms, illustrations, etc.).

The **content** of the report should include the following:

1. Brief description of the organization (the venue of internship) with a description of the scope of activities, organizational structure, economic indicators.
2. Description of professional tasks assigned to a student during his/her internship (in accordance with the objectives of an internship program and individual targets).

Федеральное государственное автономное образовательное учреждение
высшего образования
«Национальный исследовательский университет «Высшая школа экономики»
«*Higher School of Economics*» – *National research University*

Факультет социальных наук
Faculty of Social Sciences
Образовательная магистерская программа «Политика. Экономика. Философия»
Master's Program "Politics. Economics. Philosophy"

ДНЕВНИК
Производственной практики студента

**Work Experience Internship
DIARY**

_____ группы /**group** _____ курса /**course**

(*фамилия, имя, отчество/ last name, first name*)

Начат/ Starting day _____

Окончен / Final day / _____

Оценка / **Grade** _____

Руководитель практики (ФИО, должность) _____ /подпись/

Faculty's supervisor (name, position)

signature

Место прохождения практики / *Company's name* _____

Должность, ФИО руководителя практики от предприятия / _____

Position and name of a supervisor from the company

**УЧЕТ ВЫПОЛНЕННОЙ РАБОТЫ
INTERNSHIP RECORDS**

Срок выполнения <i>Dates</i>	Краткое содержание работы (заполняется практикантом) <i>Description of activities (filled in by a student)</i>	Указания/комментарии руководителей практики <i>Supervisor's comments</i>	Отметка о выполнении работы (подпись руководителя практики) <i>Supervisor's signature</i>

Студент – практикант _____ / _____ /

Student

Подпись

расшифровка подписи

Signature

Name

ОТЗЫВ о работе студента с места прохождения практики

Отзыв составляется на студента по окончании практики руководителем от предприятия.

В отзыве необходимо указать – фамилию, инициалы студента, место прохождения практики, время прохождения.

В отзыве должны быть отражены:

- выполняемые студентом профессиональные задачи;
- полнота и качество выполнения программы практики;
- отношение студента к выполнению заданий, полученных в период практики;
- выводы о профессиональной пригодности студента;
при необходимости – комментарии о проявленных им личных и профессиональных качествах.

Отзыв подписывается руководителем практики от предприятия (организации) и заверяется печатью.

REVIEW of a supervisor

Review of an organization's supervisor is compiled after an internship is completed.

The following should be noted:

- student name, time of taking an internship, name of an organization,
- completeness and quality of student's performance during the internship
- student's attitude to her/his responsibilities during his/her internship
- conclusion on professional fitness of a student
- if necessary – comments on student's personal and professional qualities

Review of a supervisor should be signed by an organizations's supervisor and attested with a stamp of an organization.