

Syllabus of Work Experience Internship

39.04.01 Comparative Social Research

Approved by
Academic Council
of the Master's Programme
№2.6.18-02.3/ 1-2 dated 04.07.2019

Author	Dr. Christian Fröhlich
Size of internship in credits	12
Length of internship in hours	456
Length of internship in weeks	10
Year of study	2
Type of internship	Work Experience Internship

1. Internship goal and the tasks

The research internship (hereinafter – “the Internship”) is an obligatory part of the HSE Master’s Program “Master in Comparative Social Research” (hereinafter – “the Program”) curriculum. It is conducted in accordance with the Regulation “On the organization and implementation of the internship of students at the National Research University Higher School of Economics”; in accordance with the Program’s internship regulation approved by the Academic Council of the Program; and in accordance with basic and working study plans.

The main goal of the internship is to enhance the on-going research for student’s coursework and Master’s thesis (e.g. data gathering). The students are also expected to involve themselves in some of the host institution's activities

The aims of the Internship are:

- 1) to finalise the MA Thesis proposal, in coordination with the academic supervisor and any (if relevant) experts at the host institution
- 2) to complete their coursework, which is an advanced draft of an article for publication in an English-language peer-reviewed journal
- 3) to present in a professional research group. Students should present their work in a setting that also includes professional researchers (not only students), such as a periodic research seminar at their host institution, professional conference, or even a special talk designed for the purpose. This activity should be included in the internship program designed by the student together with the HSE internship supervisor
- 4) to offer an introduction to professional paths and clarify the possible scope of applying the skills and knowledge after the graduation.

As a result, students should:

Know the specific practices of the internship organization, its main everyday routines, and the instruments used.

Be able to effectively participate in the collective processes of the internship organization.

Acquire the skills of fulfilling the duties of an intern of the internship organization.

The study plan is designed so that the internship covers Modules 1-2 during the second year of study. The internship is worth 12 ECTS. An internship supervisor will grade for successful completion according to HSE regulations.

Upon completing an Internship, students should possess universal, general professional and field-specific professional competencies below

Competency code	Competency Description	Professional tasks that require this competency
PC-2	Able to work with contemporary academic literature (including publications in English), analyze current status and trends in Political Sciences	<ul style="list-style-type: none"> - preparation of research articles, chapters (sections) in collective monographs, for publication in academic publications, including in foreign publications in English - compilation of analytical reviews and peer review of academic literature on specific problems of political science and public policy
PC-3	Able to use modern empirical databases (including foreign resources) in one's academic and project activities, as well as independently develop databases for research and practical purposes	<ul style="list-style-type: none"> - collection and processing of empirical data in the field of public policy, political sciences, sociology, other social sciences for the analysis of social problems and the development of political solutions using modern databases, - Creation and maintenance of new databases based on the results of original research
PC-6	Able to design basic and applied research, including that carried out by a team, with a focus on the latest PoliSci methodologies and overarching academic approaches	<ul style="list-style-type: none"> - planning and conducting individual and collective scientific and applied research in the field of public policy, political sciences
PC-7	Able to plan and organize political campaigns	<ul style="list-style-type: none"> - organization of political campaigns with the participation and interaction of political parties, movements, interested state bodies, non-governmental organizations, as well as non-political civil campaigns with the participation of non-governmental organizations and groups of citizens to promote their legitimate interests
PC-8	Able to organize and carry out political analysis of socially significant projects	<ul style="list-style-type: none"> - conducting political analysis and examination of federal and regional government programs and regulations, specific political courses, social projects of non-governmental organizations at the stages of development, adoption, implementation and adjustment
PC-9	Able to establish professional communications with state bodies and municipal administrations	<ul style="list-style-type: none"> - building and maintaining effective communication and interaction with public authorities and administrations that make political decisions; creation of negotiation platforms to coordinate the interests of public policy entities; - Establishment of communication in a professional environment (researchers, analysts, experts, scientific and university centers) in order to exchange information, generate interest and demand for ongoing research, scientific advice, expertise, analytical

		developments
PC-11	Able to independently draw up analytical summarizing materials (reviews, memos, reports, recommendations, etc.) and proposals for persons engaged in political decision-making.	<ul style="list-style-type: none"> - Preparation of analytical reports, reviews, notes, reports, recommendations to accompany the development, adoption and implementation of decisions of political actors and public policy entities; - development of recommendations for representatives of state authorities, civil society structures, international organizations, articulating socially significant problems, requiring political decisions

Structure of an Internship

№ п/п	Types of student practical activities	Content of activities	Competencies been formed
1	Research activity	<ul style="list-style-type: none"> - Formulates a research task in the field of professional activity, substantiates the applied theoretical approach and research methods; - collects and processes primary political, social, economic, and other empirical information; - Designs models and structures of empirical data collected, their input and maintenance using existing modern databases or a self-created database 	PC-2, PC-3, PC-6
2	Organizational and management activity	<ul style="list-style-type: none"> - participates in the development of concepts, programs, preparation and conduct of research, analytical, expert conferences, seminars, meetings; - participates in the development of concepts, structure, plans, prospectuses of scientific publications, in the organization of scientific review of academic literature in the field of public policy and political science; - organizes work on the compilation of bibliographic indexes of scientific publications in the field of public policy and political science; - participates in the organization of interaction with analytical structures of public authorities and administration, business associations, the media, non-governmental organizations 	PC-6, PC-7, PC-9, PC-11
3	Expert and analytical activity	<ul style="list-style-type: none"> - studies the main types and methods of preparation of expertise and analytical products of analytical centers, expert institutions; - develops a plan for conducting analytical and expert work based 	PC-3, PC-6, PC-11

		<p>on the use of common methods and tools of policy analysis;</p> <ul style="list-style-type: none"> - develops expert opinions and analytical notes; - compiles releases on the directions and content of the expert and analytical work of the analytical center and expert institution for the media and the general public; 	
4	Project activity	<ul style="list-style-type: none"> - formulates a logical and consistent research project structure; - studies the methodology for developing a research project; - formulates the problem and the ultimate goal of the project, defines the objectives and terms of the project; - collects, processes, organizes and summarizes data in accordance with the proposed problem, goals and objectives of the project; - analyzes resources, develops a methodology for solving problems; - draws up a work phased research plan and conducts design work; - predicts possible risks for the implementation of the plan and develops a strategy for mitigating them; - prepares a presentation of the result. 	PC-3, PC6, PC-7, PC-8, PC-9

2. Organization of internship, internship placement, format of activities, and program

Students do the Internship according to their study track and based on the Internship Program (Annex 2). The Internship Program is formed by the student with participation of their Supervisor, based on the theme of Term paper, the subject of their research seminar, as well as student's participation in research projects of the Program.

The Internship Program reflects the main types of work that the student must complete during the Internship; the expected results of the Internship; the form of presenting these results which will allow supervisor and members of the examination committee to assess the volume and quality of the collected material (e.g, in the form of tables, a summary, a report, a journal of field research notes, etc.).

Supervision of the Internship is carried out by:

- 1) Supervisor of the student (representing the Program);
- 2) Internship Coordinator at the organization where the student does the Internship;
- 3) The Study Office of the Program (the Program Manager)
- 4) The Academic Director of the Program

Supervisor of the student's Term paper must suggest to her/his student a venue for the Internship and provide contacts for communications with Internship Coordinator at the

organization. If the Supervisor of the student cannot offer her or his student a venue for the Internship, she/he shall consult with the Academic Director of the Program and the Program Manager (the Study Office) in order to find a place for the Internship. If the Supervisor of the student cannot offer the student a place for the Internship even after the consultations with the persons referred above, Supervisor must step down from supervising the research work of this student.

The internship supervisor from the University assists the student to design the internship program, formulate internship goals and expected results. Upon completion of the internship the University internship supervisor awards a grade on the 10-point scale used in HSE. The grading is based on the degree of completion of the internship program submitted before the start of the

internship, internship weekly records and additional references provided by the hosting organization upon the completion of the internship. The grade should be awarded at the end of Module 2 of the second year of studies

The internship supervisor from the hosting organization assists the student (a) to integrate into selected institutional activities, (b) offers (if relevant) advice for the student's research, and (c) signs the internship weekly record upon the completion of the internship. The internship supervisor from the hosting organization may also.

The Study Office provides technical support for the Internship process. It collects the Internship Applications (Annex 1) and Programs (Annex 2) and the reporting documents on the fulfilled Internship from the students of the Program.

The Academic Director of the Program ensures general supervision of the Internship process.

3. Internship placement, format of activities, and program

Internship placement is subject to the approval by the Academic Director of the Program. If the Internship placement is not approved, the Supervisor is to provide alternative option for further approval.

The student may conduct their internship with any organization (private sector, public sector, university, or other) involved in research activities. They may approach official partners of the program and search for their own internship destinations. All students may choose to intern in Russia or abroad and should choose organizations that complement their own career goals. As the Master in Comparative Social Research is an English-taught program, the students are expected to complete an internship in an English-speaking environment.

Students are obligatory to submit an Internship Application (Annex 1) specifying the name of the internship organization and the subject of their research to the Study Office of the Program. Students are to do it prior to the beginning of the Internship. Application must be signed by the student and approved by the Supervisor. Students are also enclosing the Internship Program (individual plan of the Internship) also signed by the student and approved by the Supervisor. The preparatory work on the internship (including: selection of the place of the Internship, preparation and coordination of the Internship Program) should be done by the student and the Supervisor prior to filing the application.

Place of the Internship and the Internship Coordinator at the organization are approved by the Academic Director and submitted to the Social Sciences Faculty administration for issuing the Faculty Internship Placement Order. If a student didn't provide the Internship Application and Program in time, the Academic Director appoints a place of Internship and an Internship Coordinator at organization from the list of partner organizations.

After the approval of the internship place by issuing Faculty Internship Placement Order and name of the Internship Coordinator at the organization, any changes are possible only after formal application for introducing changes to the internship placement. The student should provide the following documents: motivation for changing the place of internship (approved by the student's Supervisor), new Internship Application and Program. Motivation for the change of internship place should give a detailed reasoning as to why the new place is better than the previous one in terms of the internship's main goal: collecting research material for the Master's Thesis.

Upon arrival to the internship organization on the first day of the Internship, the student must inform the Internship Coordinator about the content of her or his Internship Program and get the Internship Coordinator's signature on this document certifying that the organization is familiar with the program. If for any reason the organization cannot ensure that the student will be able to do the Internship in accordance with the Internship Program, the student should immediately inform Supervisor.

4. Evaluation of the results of the Internship

Final evaluation for the Internships is carried out in the form of a pass-fail test in the ten-scale grading system. Grades for internship are included into the cumulative rating.

Evaluation of the internship results is carried out by the Commission formed by the Academic Director of the Program from representatives of the Program teaching staff. If necessary representatives from external organizations, as well as from other units of HSE may be invited.

Evaluation of the internship results is based on the documents and information submitted by the student:

1) Internship Daily Record (Annex 3) with the signature and optional notes of the Internship Coordinator at the internship organization;

2) Review of the intern's work (See last page of Annex 3, may be a separate paper) by the Internship Coordinator with the signature and contact information of the internship coordinator;

3) Review by the Supervisor (from the Program) (See last page of Annex 3, may be a separate paper) with a grade on the 10-point scale (awarded on the basis of the Internship Program fulfillment and the review by the Internship Coordinator) with the signature of the Supervisor;

4) Internship Report (See Annex 4, optional, but recommended for simplifying the internship evaluation for the Supervisor);

5) Materials (data) collected during the internship – they should be presented in the form defined by the student's Supervisor and reflected in the Internship Program.

The student must submit the documents in the following way:

1) Provide all the prepared Internship documents (including the review by the Internship Coordinator at the organization) to the Supervisor either via email or in person and to get the Supervisor's review;

2) Upload the digital copies of all the documents in LMS (using a special Research Seminar project) – including both reviews one week prior to the beginning of pre-defenses or bring the hard copies of all the documents to the Study Office one week prior to the beginning of pre-defenses.

Evaluation of internship results by the Commission is based on the following criteria:

1) Compliance of the internship aims to the Internship Regulations of the Master's Program;

- 2) Fulfilment of the Internship Program, submitted by the student before the Internship;
- 3) The review and the grade for the Internship by the Supervisor;
- 4) The review and the grade for the Internship by the Internship Coordinator;
- 5) Content and quality of internship materials submitted by the student;
- 6) Presented correspondence of the internship results to the Term paper research as far as the internship is intended to support the students' research as the primary objective.

If the Commission has doubts about the authenticity of the internship results and the form of their presentation and their correspondence with the Internship Program, as well as in the case of a negative review of the Supervisor or Internship Coordinator at the organization, the Commission has the right to require that the student submits additional materials in support of her or his work during the Internship in accordance with the approved Internship Program.

Students who did not complete the Internship Program for valid reason may be directed to re-take Internship again in their free time alongside their studies. If the previously approved Internship became impossible, the Programs refers the student to a different internship place, and the approvals of the new Internship Application and Program and of the new internship dates are required.

10-point scale	Description
10- Excellent 9- Very good 8- Very good	Full set of documents provided, signed and authorized. The goal of internship is completed entirely and beyond that: either a comprehensive scientific product outside of the course work framework (a full-length database, published or ready to be published research paper, analytical or editorial materials, translations, etc.) is finished or three or more professional competencies are acquired (examples and results are provided with commentaries of the organization's representatives which are expertly assessed. Published (or ready to be published) results of the activity are authorized (with the affiliation if HSE, if possible). No remarks from the company's representative are made.
7- Good 6- Good	A set of documents is full, but some components are nor signed or authorized. The goal of internship is completed by and large: either a comprehensive scientific product outside of the course work framework (a partial database, provided assistance in publishing a research paper, analytical or editorial materials, translations, etc.) is finished; or three or more professional competencies are partially acquired (examples and results are provided with commentaries of the organization's representatives which are expertly assessed. Published (or ready to be published) results of the activity are not authorized Minor remarks are made by the company's representative.

5- Satisfactory 4- Satisfactory	A set of documents is full, but some components are not signed or authorized. The goal of internship is completed by and large: either a passable scientific product outside of the course work framework (a partial database is started collectively, provided minimum assistance in publishing a research paper, analytical or editorial materials, translations, etc.) is finished; or three or more professional competencies are acquired insufficiently (examples and results are provided with commentaries of the organization's representatives which are expertly assessed). Results of the activity are not published. Remarks are made by the company's representative.
3- Fail 2- Fail 1- Fail	A set of documents is incomplete. The goal of the research is not accomplished: product of research outside of the course work framework is of dubious quality (or of questionable authorship): or three or more professional competencies are not acquired (examples and results are absent). Major remarks by the company's representative.

Final grade is given according to the formula:

$$O_{\text{pez}} = 0,4 \cdot O_{\text{report}} + 0,6 \cdot O_{\text{reviews}}, \text{ where}$$

O_{report} is a grade given for the provided internship report and daily record,

O_{reviews} is a grade given for the completed scope of work by the internship Coordinator and Supervisor,

Rounding of numbers in calculating of the grades is arithmetical ($\geq 0,5 = 1$).

Plagiarism and falsification are graded 0 points.

Students who did not start the Internship without valid reason, as well as students who have received "fail" during the presentation of their Internship results (Internship defense), acquire an academic backlog.

Academic backlog on the Internship should be retaken in accordance with the procedure established in the HSE for all other types of academic backlog.

5. Sources

5.1. Main Literature

1. Murray, Neil and Geraldine Hughes, 2008: Writing Up Your University Assignments And Research Projects. McGraw-Hill Education, URL <https://ebookcentral.proquest.com/lib/hselibrary-ebooks/detail.action?docID=345139> Proquest
2. Favor, Christi, Gerald Gaus, and Julian Lamont, 2010: Essays on Philosophy, Politics and Economics : Integration and Common Research Projects. Stanford University Press, URL <https://ebookcentral.proquest.com/lib/hselibrary-ebooks/detail.action?docID=547307> Proquest
3. Sharp, John A, John Peters, Professor Keith Howard, and John Peters, 2002: The Management of a Student Research Project. Taylor & Francis, URL <https://ebookcentral.proquest.com/lib/hselibrary-ebooks/detail.action?docID=429558> Proquest
4. McGinn, Noel F., 2004: Learning Through Collaborative Research : The Six Nation Education Research Project. Routledge, URL <https://ebookcentral.proquest.com/lib/hselibrary-ebooks/detail.action?docID=199649> Proquest

5. Somekh, Bridget, 2005: Action Research : A Methodology for Change and Development. McGraw-Hill Education, URL <https://ebookcentral.proquest.com/lib/hselibrary-ebooks/detail.action?docID=295487> Proquest

5.2. Additional Literature

1. Berry, Ralph, 2000: The Research Project : How to Write It, Edition 4. Routledge, URL <https://ebookcentral.proquest.com/lib/hselibrary-ebooks/detail.action?docID=165740> Proquest

2. Busi, Marco, 2013: Doing Research That Matters : Shaping the Future of Management. Emerald Publishing, URL <https://ebookcentral.proquest.com/lib/hselibrary-ebooks/detail.action?docID=1250100> Proquest

3. Anzul, Margaret, Margot Ely, Teri Freidman, Diane Garner, and Ann McCormack-Steinmetz, 1991: Doing Qualitative Research : Circles Within Circles. Routledge, URL <https://ebookcentral.proquest.com/lib/hselibrary-ebooks/detail.action?docID=182089> Proquest

5.3. Software

№	Name	Access conditions
1.	MicrosoftWindows 7 Professional RUS MicrosoftWindows 10 MicrosoftWindows 8.1 Professional RUS	<i>From the university's internal network (contract)</i>
2.	Microsoft Office Professional Plus 2010	<i>From the university's internal network (contract)</i>

5.4. Professional databases and reference systems. Internet resources (electronic educational resources)

№	Name	Access conditions
<i>Professional databases and reference systems</i>		
1.	Consultant Plus	<i>From the university's internal network (contract)</i>
2.	URAIT Electronic library system	URL: https://biblio-online.ru/
<i>Internet resources (electronic educational resources)</i>		
1.	Open Education	URL: https://openedu.ru/

5.5. Material and technical support

Classrooms for internship defense 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.

To the Academic Director of the
Master's Program "Comparative
Social Research"

Christian Froehlich

from student

2nd year of study

APPLICATION

I would like to submit for your approval the place of my Internship in (name of the organization, contacts, website, phone, e-mail):

Contact information of the person who coordinates the internship at the place of training:

Supervisor from the Program (full name):

Signature of the Supervisor _____

Signature of the student _____

Date « ____ » _____ 20__

To:

Valentina Koroleva ,
Acting HR Director Russia,
Jacobs
Douwe Egberts Rus LLC
127006, Russia, Moscow,
Dolgorukovskaya Street, 7

On the organization of internship

Dear Ms Koroleva!

National Research University Higher School of Economics (NRU HSE) kindly asks You to accept the internship at **Jacobs Douwe Egberts Rus LLC** (hereinafter, "Organization") for the NRU HSE student:

Name: **Ivanov Ivan Ivanovich**

Type of internship: organizations placement internship

Form of internship: work placement internship (or Science and Research Internship)

Type and name of the Degree programme:

Master's programme "Comparative Social Research"

Field of study: 39.04.01 Sociology

Year of Study: 2nd

Internship term: **14.12.2019 – 23.12.2019**

In case of providing a place for the internship for the NRU HSE student (students), the Organization has the following obligations:

1) to appoint the supervisor of students internship at respective subdivisions (units, laboratories) of the Organization, who agrees the individual assignments, content and expected internship results;

2) to create safe conditions of internship in the Organization, to conduct mandatory briefings on labour protection and security measures;

3) to create adequate conditions, thereby enabling NRU HSE students to complete the internship programme, to gain professional skills and practical experience through professional activities;

4) to keep records of individual and practical assignments performed by students during the internship;

5) to avoid engaging students in any activities that are not envisaged by the internship programme and not relevant for their area of studies (specialization) and future professional career.

The attachment to this letter is the internship programme.

This letter is an offer to conclude an agreement on the internship. We kindly ask to accept in a written form. In the letter we ask You to confirm Your consent to provide a place for internship, to accept other conditions of this offer, and also to provide information about the supervisor from the Organization.

Respectfully Yours,
Dean of Faculty of Social Sciences
Melville

Andrey Y.

INTERNSHIP WORKING SCHEDULE (PLAN)

Educational programme	Year	Type of internship	Name	Dates
Comparative Social Research	2	Work placement (Science and Research Internship)	<i>Name, Surname</i>	<i>Dates</i>

Internship coordinator from NRU HSE _____
/
(подпись) (ФИО, должность, ученое звание)

Coordinator from the “organization” _____
/
(подпись) (ФИО, должность, ученое звание)

Program of the Work Experience Internship

Full Name:	
Course, Studying Group:	
Duration of the Internship:	
Supervisor (NRU HSE):	
Supervisor of internship at the Host Organization:	
Internship Organization:	
Department/unit of Internship Organization:	
Internship goal:	
Internship Tasks:	
Stages of internship:	
Events/type of work planned for the Internship	
Expected Research Results:	

Signature of student _____

Signature of Supervisor from the Program _____

Signature of Supervisor from the Host Organization _____ data/stamp/

Annex 4

National Research University “Higher School of Economics”/
Национальный исследовательский Университет

"Высшая школа экономики

Факультет социальных наук / Social Sciences Faculty Master’s Program “Comparative Social
Research”/

Магистерская программа «Сравнительные социальные исследования»

**INTERNSHIP DAILY RECORD/
ДНЕВНИК**

Производственная практика/ Work Oriented Internship

Студента/ of the Student

г. Москва, 20____/

/stamp/

Студент/Student (full name)

(фамилия, имя, отчество)

Магистерская программа «Сравнительные социальные исследования »/Master Program “Comparative Social Research” 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
«____» ____20____г.

Дата выбытия с места практики / date of leaving the internship place
«____» ____20____г.

2. Координатор практики от кафедры / Scientific supervisor at the Department

Фамилия /surname _____

Имя /first name _____

Отчество /patronymic _____

3. Руководитель практики от предприятия, учреждения / Internship Coordinator at the Organization

Должность/position _____

Фамилия /surname _____

Имя / first name _____

Отчество/ patronymic _____

Annex 4

National Research University “Higher School of Economics”/
Национальный исследовательский Университет

"Высшая школа экономики

Факультет социальных наук / Social Sciences Faculty Master’s Program “Comparative Social
Research”/

Магистерская программа «Сравнительные социальные исследования»

Internship Report/

Отчет

Производственная практика/
Work Oriented Internship

Студента/ of the Student

Final grade _____/_____/

г. Москва, 20____/

/stamp/

Приложение / Appendix (Здесь необходимо разместить подготовленные во время прохождения практики материалы, которые предполагается использовать в диссертации: инструментарий, описание процедуры исследования, описание полевых данных, таблицы, диаграммы, схемы интерпретации и другие текстовые и графические приложения. Объем раздела – 8 - 10 стр. Также в приложении может быть представлена программа самостоятельного исследования, разработанная практикантом в рамках подготовки магистерской диссертации, если у практиканта имеется окончательный вариант такой программы.) (In this section you have to submit documents or materials, which you have prepared during your internship and you will use in your Master's: instruments, descriptions of used methods, graphs, tables, annexes, pictures. Max – 10 pages. It is possible to attach your Master's thesis final program)

[INSERT YOUR MATERIALS HERE]

