


Educational Establishment
“The Belarusian State University of Culture and Arts”

APPROVED

Vice-rector for Academic Affairs
of Educational Establishment
“Belarusian State University
of Culture and Arts”

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Syllabus of Academic Internship
for Specialty of the II Stage of Higher Education (Master’s degree)
1-21 80 14 Art History

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Author:

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Recommended to approval:

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Responsible for the editorship: Alena Sharoika

1. EXPLANATORY NOTE

The syllabus of research practice is intended for Master students of intramural and extramural academic programmes of the specialty 1-21 80 14 Art History of the 2nd Stage of Higher Education.

The duration of the internship is 2 weeks and is conducted in 2 semesters (for intramural programm) and 3 semesters (for extramural programm) in accordance with the curricula of the specialty 1-21 80 14 Art History. The complexity of the internship is 3 credits. The form of the current certification is a differentiated credit.

The internship syllabus determines the procedure for conducting, summarizing, and providing material support for the internship of Master student of the educational institution “Belarusian State University of Culture and Arts”.

The main objectives of academic internship are:

- the preparation for independent research activities in the field of art history and contemporary art practices;
- the formation of skills and value criteria of research activity in the field of art criticism;
- the development of research and analytical skills;
- the realization by undergraduates of knowledge about the theory, methodology, goals, principles, forms and directions of research activities in the field of art history.

Objectives of academic practice:

- to consolidate of the foundations of theoretical knowledge and practical skills of conducting research;
- to master techniques, methods and ways of working with sources and literature;
- to work out the rules for the design of scientific apparatus and publications;
- to stimulate the skills of independent analytical work;
- the presentation of the results of primary scientific research;
- the ability to organize the research process;
- the ability to set specific tasks in the study of the problems of the history of art and conceptualize modern artistic practices;
- the familiarity with the source base of the study of art problems;
- the understanding the context of the course of modern Belarusian art.

Requirements for the content and organization of research practice:

The practice is aimed at consolidating the knowledge and skills acquired in the process of theoretical training in the Master’s degree, mastering skills in the field of educational, methodological and managerial work by independently conducting training sessions, participating in the development of educational, methodological and information support for the educational process and using modern educational technologies.

The list of planned results during the internship, correlated with the planned results of the development of the educational program, includes competencies formed because of the internship, which the Master student must master during the program.

According to the academic standards of Master students' education of specialty 1-21 80 14 Art History of the 2nd stage of higher education the content of presupposes the availability of the following of competences:

- to be able to apply methods of scientific comprehension (analysis, co-delivery, systematization, abstraction, modeling, verification of data reliability, etc.) in independent research activities, generate and implement innovative ideas;

- to possess the methodology of scientific comprehension, be able to analyze and evaluate the content and level of philosophical and methodological problems while solving the tasks of research and innovation;

- to have the skills to use modern information technologies to solve research and innovation tasks;

- to be able to organize scientific activities, determine optimal directions and methods for scientific research;

- to be able to present research results to the scientific community and the general public in the form of scientific reports, reports and publications;

- to be able to choose the directions of development of information and communication systems and technologies, effectively use information resources in organizational and managerial activities;

- to be able to develop new research methods, to innovate scientific activity, to develop independent hypotheses in the field of art criticism.

At the end of the academic internship, the master student is obliged *to know*:

- principles, methods and means of research activity in the field of art history and modern art practices;

- the principles of organizing exhibition projects, both on the subject of art history and modern art practices;

- criteria for evaluating scientific results in the field of the history of art and exhibition activities;

- sociocultural, aesthetic and stylistic factors of the development of art within the chosen subject.

to be able to:

- consistently work according to the plans of the research profile;

- to highlight the main and secondary when working on an object;

- to work on short-term and long-term tasks;

- professionally analyze the works of modern art;

- to make conceptual justifications of the modern artistic process;

- to organize and conduct research work using your creative potential;

- to analyze and to summarize the results of scientific research based on modern approaches.

to have:

- abstract thinking, analysis and synthesis skills;

- the ability to formulate and solve current research problems in the history of culture and art;
- the main methodological principles and methodological techniques of historical research in the field of cultural history and art;
- various means of analyzing various objects in different techniques and materials;
- to find and compile bibliographic lists of the studied material;
- computer skills of searching for the material needed for research.

Place of practice

The educational program of the 2nd stage of higher education, which forms knowledge, skills and skills of academic work and provides for obtaining a master's degree in the specialty 1-21 80 14 Art History (specialization "Comparative Art History"), provides for the organization of practice on the basis of ministries, departments, research institutions and cultural organizations of the Republic of Belarus. Relevant contracts and/or partnership agreements are concluded between the educational institution and organizations acting as practice bases.

If master student is involved in research, the basis of academic practice can be the graduating department of Theory and History of Art or the department where the master student conducts his research under the guidance of a supervisor.

As bases for conducting practice, the Department of Theory and History of Art of the educational institution "Belarusian State University of Culture and Arts" selects organizations, regardless of their form of ownership, corresponding to the profile of the Master's degree in Art History, with which a contract is concluded for conducting practice.

Full-time Master student can take an internship in organizations that correspond to the profile of training specialists, including at the place of future distribution (employment).

The internship is carried out on the territory of the Republic of Belarus. Foreign citizens can practice outside the Republic of Belarus upon submission of relevant documents (letter of guarantee, contract, request, etc.), in the absence of objections from the graduating department and in agreement with the leadership of the Faculty of Artistic Creativity.

The place of internship is approved at a meeting of the Department of Theory and History of Art, considering the academic interests of magicians. A Master student has the right to independently choose the place of practice, informing the head of the practice from the department about it in the appropriate time. The rector of the university can independently change the place of practice to pass the internship more effectively and rationally.

During the internship period, Master student is subject to labor protection legislation and the rules of the internal labor regulations of the organization, with which they must be familiarized in accordance with the procedure established in the organization. The labor legislation also applies to Master student hired for vacant positions. Master student who is not enrolled in vacant positions are required to comply with the daily regime in force in this organization.

The duration of the working day of master student during internship is regulated by the Labor Code of the Republic of Belarus and is no more than 40 hours per week for master student over the age of 18 (Article 112 of the Labor Code).

2. CONTENT OF ACADEMIC INTERNSHIP

Internship is an important component of the educational process, within which practical work is carried out based on theoretical knowledge and practical skills of the basic disciplines of the Master's degree course and writing a Master thesis.

In the course of internship, the attention of undergraduates is focused on the comprehension and bibliographic, conceptual, visual mastery of the source base of research.

The practice gives undergraduates an opportunity to get acquainted with the circle of researchers and specialists in contemporary art and art history, research texts and methodological techniques for their creation.

1. Lecture on the methods and results of practical training

Each master's student receives an individual assignment with an explanation of the requirements for the volume of his submission, the potential result and draws up an internship diary.

2. Internship in designated enterprises

During the internship, the master's student independently and/or under the supervision of the direct supervisor of the internship from the organization performs the internship program and reflects the progress of its implementation in the diary of the internship.

During the internship, undergraduates can prepare excursion routes, exhibition projects, scientific works of various genres (articles, essays, explications, accompanying texts of excursions).

3. EDUCATIONAL-METHODICAL SECTION

3.1 Organization of internship

The basis for passing a research internship is the Order of the rector of the educational institution "Belarusian State University of Culture and Arts". The general educational, methodological and organizational management of the practice is carried out by the head of the Department of Theory and History of Art.

The sequence of internship is determined by the practice schedule, compiled by the head of the department individually for each undergraduate student based on the daily work schedule of the organization in which the undergraduate is practicing. In the calendar schedule, it is necessary to indicate the full name of the institution, its address and phone number, the list of completed works, their specific deadlines.

During the internship, the master's student is obliged to prepare several of his materials for the organization (on the assignment of the organization or on his own initiative), while bearing responsibility for the reliability and accuracy of the facts presented. During the internship period, a master's student, based on the capabilities and needs of the organization, can be involved in the performance of the duties of one of the employees.

According to the curriculum, 108 hours are allocated for research practice, of which 72 hours are practice in the organization, and 36 hours are independent work of a master's student.

3.2 Individual tasks

During the internship period, the master's student performs individual tasks in the specialty, followed by their entry into the practice diary. The topic of the individual assignment and the amount of material provided is determined by the head of the practice from the department to each graduate student individually, taking into account the specifics of the practice object and the problems that need to be solved.

As the topic of an individual assignment, an in-depth study of the most important issues related to the topic of Master thesis can be provided.

3.3 Guidelines for practical training

A Master's student has the right to:

- contact the heads of the practice on all issues that arise during the practice;
- make suggestions for improving the organization of the practice.

A Master's student-intern is obliged to:

- to appear at the place of internship within the time limit set by the university admission;
- on the first day of practice, pass an occupational health and safety briefing at the place of internship;
- to comply with the rules of the internal labor regulations of the enterprise;
- study the practice program and be guided by it during the internship;

- keep a regular practice diary;
- perform individual tasks of practice managers from the department and the enterprise;
- be responsible for the work performed and its results on an equal basis with the full-time employees of the enterprise;
- after the end of the internship, submit a report in accordance with the approved program and the necessary appendices, a practice diary and a review of the head from the organization;
- to obey the head of the practice from the organization, to carry out the orders of the head of the practice from the institute.
- in case of missing, being late, inform the supervisor in advance, explain the reason for absence or being late, submit the necessary documents (certificate of illness, summons, etc.).

In case of non-compliance with the requirements imposed on the intern, he may be suspended from the internship.

The duties of the heads of the internship from the department include:

- organization of permanent communication of the department with organizations – bases of internship;
- conducting organizational events, briefing and conversation about the norms of behavior before sending undergraduates to internship;
- development and delivery of individual assignments to Master student;
- consultations of undergraduates on the collection and processing of necessary materials, preparation and writing of a report, completing assignments, keeping a diary;
- to control over the implementation of the internship program by making a corresponding entry in the diary of a graduate student-intern;
- provision of information on the course of practice to the department;
- to review of internship reports and admission to defense;
- solving organizational issues that arise during the practice period.

The supervisor of the internship from the department and the establishment have the right:

- give Master student additional tasks necessary for in-depth study of the program;
- to suspend a Master student from internship if he violates labor discipline.

3.4 Requirements for the preparation of the report

Based on the results of the internship, the undergraduate prepares a report, which is the main document reflecting his work during practice. The report is compiled by each undergraduate individually in accordance with the program, individual assignments and practice diary as the material accumulates. The presentation of the results of the study of the organization should be informative and consistent. To get acquainted with the necessary materials and use them in the process of preparing the report, the Master student is obliged to apply for permission from the management of

the organization. The project prepared because of internship can be discussed both at the place of practice and at the department.

The report is formed in accordance with the approved program, certified by the seal of the organization. The content of the practice report should fully comply with the practice program. The report is signed by the Master's student and the heads of the practice from the enterprise and the head from the department.

A written report on the internship must contain:

- information about the duration of the internship and the sequence of its conduct at the workplace;
- data on the profile of the organization, the nature of research and project activities;
- characteristics of the structure of the host organization, departments and departments where the Master's student had an internship;
- detailed description of the work performed personally;
- presentation of the problems that arose during the internship, suggestions for their resolution;
- a description of the assistance received from the head of the practice from the department, from the host organization;
- specific proposals to improve the work of the host organization;

A list and a brief description of the collected material for writing a Master's thesis and/or author's works (publications, manuscripts, concepts, plans, edited texts, interviews, reports, databases, mailing lists and other materials) that characterize the implementation of academic research and practice programs.

Attached to the report are:

- internship diary, signed and duly certified;
- a written review of the direct head of the practice from the organization, signed and certified by the stamp (corporate) seal;
- projects, sketches, photographs and other additional graphic materials showing the work performed by the intern.

The content of the practice report should fully comply with the practice program. The minimum volume of the report on research practice is a mandatory minimum of 6 pages.

The report on the implementation of the practice is submitted in typewritten form, designed in accordance with the standards for the design of reports (Appendix B).

3.5 Summing up the practice results

During the first two weeks after the end of the internship, in accordance with the schedule of the educational process, the Master student passes a differentiated credit to the head of the internship, which is conducted in the form of an interview with the undergraduate on the basis of the individual assignment and report presented above, with an analysis of the implementation of all stages and tasks of the practice.

4. FINAL EVALUATION OF INTERNSHIP RESULTS

All types of practice in the Master's program "Art History" are evaluated within the framework of a differentiated credit. The assessment in practice is equated with the assessments and credits for theoretical training and is taken into account when summarizing the progress and rating of the graduate student.

The trainee is certified according to the point system in accordance with the standards of assessments adopted in "Belarussian State University of Culture and Arts". Assessment of Master students' academic achievements in the discipline "Academic Internship" is realized gradually and rated on a 10-point scale.

Methodology for the formation of the final assessment of the differentiated credit in practice:

"Credit", 10 points – ten

- performance of all tasks of research practice;
- participation in the research of the graduating department (confirmed by the act of implementation);
- availability of a formalized program of the conducted research and a full description of the expediency of choosing a method/s of research;
- positive characteristic of the head of the practice from the organization; provision of accounting documents on time;
- availability of all necessary certification inscriptions on accounting documents.

"Credit", 9 points – nine

- performance of all tasks of research practice;
- the existence of a formalized program of the conducted research, the expediency of choosing the method is explained/s of research;
- positive characteristic of the head of the practice from the organization; provision of accounting documents on time;
- availability of all necessary certification inscriptions on accounting documents.

"Credit", 8 points – eight

- performance of all tasks of research practice;
- availability of a formalized program of the conducted research, but the expediency of choosing a method/the s of the study is not explained;
- positive characteristic of the head of the practice from the organization;
- provision of accounting documents on time;
- availability of all necessary certification inscriptions on accounting documents.

"Credit", 7 points – seven

- implementation of research practice tasks;
- availability of the program of the conducted research, without explanation of the expediency of choosing the method/s of research;
- minor formatting errors of the report text;
- positive characteristic of the head of the practice from the organization;

- provision of accounting documents on time;
- availability of all necessary certification inscriptions on accounting documents.

“Credit”, 6 points – six

- failure to fulfill certain tasks of research practice;
- availability of the program of the conducted research, without explanation of the expediency of choosing the method/s of research;
- formatting errors of the report text;
- positive characteristic of the head of the practice from the organization;
- violation of the deadlines for the provision of accounting documents;
- absence of all necessary certification inscriptions on accounting documents.

“Credit”, 5 points – five

- failure to comply with certain requirements of the practice program and recommendations of the supervisor;
- errors in the design of the research program and the choice of method/s of research;
- formatting errors of the report text;
- comments in the description of the head of the practice from the organization;
- violation of the deadlines for the provision of accounting documents;
- absence of certification inscriptions on accounting documents.

“Credit”, 4 points – four

- failure to comply with certain requirements of the practice program and recommendations of the supervisor;
- the working materials of the research on the topic of the dissertation have not been fully processed and analyzed;
- significant errors in the design of the research program and the choice of method/s of research;
- formatting errors of the report text;
- negative characteristic (lack of characteristic) of the head of the practice from the organization;
- violation of the deadlines for the provision of accounting documents;
- absence of certification inscriptions on accounting documents.

“Not credited”: 3 points – three, “Not credited”, 2 points – two, “Not credited”, 1 point – one, not credited:

- absence of a valid reason for non-attendance at practice;
- violation of the deadlines for the provision of accounting documents;
- lack of accounting documents;
- lack of research conducted;
- failure to show up for the test.

If a Master’s student receives “Not credited”, it is considered that the Master’s student has not fulfilled the relevant section of the curriculum.

The absence of a report and/or receiving a non-credit based on the results of the internship is considered an academic debt that must be eliminated in order to obtain admission to the defense of a Master’s thesis.

Master students who have not completed the internship program for a good reason (documented), who have received negative assessment from the head of the internship from the organization, an unsatisfactory mark when passing a differentiated credit to the head of the practice from the department, are sent to internship a second time in their free time, but not more than once. Master students who have not completed the internship program without a valid reason or have received a negative assessment are expelled from the university as having academic debt and have the right to be reinstated in the next academic year.

APPENDIX A**Пример оформления титульного листа**

Educational Establishment "Belarusian State University of Culture and Arts"
FACULTY OF ARTISTIC CULTURE

The Department of Theory and History of Art

APPROVED

(full name of the establishment)

_____ Surname and Name
 " ____ " _____ 202_

REPORT

About the academic internship that took place during the period
 from " ____ " _____ 202_ to " ____ " _____ 202_
 в (full name of the establishment)

Supervisor of internship

from the establishment

_____ Name and Surname

Prepared by

Master student

Specialty 1-21 80 14 Art History

_____ Name and Surname

Supervisor of internship

from the Department

_____ Name and Surname
 Position, Academic degree

Minsk, 202_

APPENDIX B**Example of the design of the list of contents****LIST OF CONTENTS**

INTRODUCTION.....	3
CHAPTER 1. MAIN CHARACTERISTIC OF ESTABLISHMENT “(full name)”	4
CHAPTER 2. INDIVIDUAL TASK.....	9
CONCLUSION.....	18
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APPENDIX C

Rules for the design of the report

Typing the text of the practice report is carried out, as a rule, using the Word text editor. At the same time, it is recommended to use Times New Roman fonts with a size of 14 points. The number of characters in a line should be 60–70, the line spacing – 18 points, the number of text lines on the page – 39–40. The following field sizes are set upper and lower – 20 mm, left – 30 mm, right – 1 mm.

It is allowed to use computer capabilities to accept attention on the most important and significant messages, using different font styles: italic, bold, italic bold, highlighting with frames, discharge, underline, etc.

It is prohibited to use text editing and formatting tools (compaction, correction of intervals, margins, etc.) in order to change the volume of work calculated in pages to a greater or lesser extent.

The report should have a solid numbering of pages of text. The page number is not placed on the title page and the table of contents. (Appendix A shows a sample of the title of the report.) The first digit is placed on the introduction. This is usually 2. The page number is put down at the bottom from the center. The pages of the text of the course work are numbered in Arabic numerals, observing the end-to-end numbering throughout the text. Illustrations, diagrams, tables, figures located on separate sheets are numbered in the general order.

The Table of Contents is located on the second page (Appendix B). The headings of the table of contents should exactly repeat the headings in the text. It is impossible to shorten or give them in a different wording and sequence compared to the headings in the text. All headings start with a capital letter without a dot at the end. The last word of each heading is connected by an ellipsis with the corresponding page number in the right column of the table of contents. The title page is not included in the table of contents.

The names of the structural elements “REPORT”, “INTRODUCTION”, “CONCLUSION”, “REFERENCES”, “APPENDIX” serve as the headings of the structural elements of the report on research practice.

The word “Chapter” is not written in the title.

If possible, highly specialized terms, abbreviations, and abbreviations should be avoided in the headings.

The headings and subheadings on the page should be in a flanking (directly from the left margin) way.

The headings of subsections and paragraphs should begin with a paragraph indentation (1.25 mm). The title is written in capital letters, the subtitle is written in lowercase, with the first uppercase. There is no dot at the end and no emphasis. If the title includes several sentences, they are separated by dots. Hyphenation of words in headings and subheadings is not done.

Chapters should start from a new page.

The headings of subsections, paragraphs and subparagraphs should not be printed at the end of the sheet - they should be followed by at least three lines of text.

Chapters, sections, subsections, paragraphs, sub-paragraphs are numbered in Arabic numerals. Chapters (sections) are numbered within the main part of the work in Arabic numerals (1, 2, 3, etc.). Paragraphs are numbered within each chapter (section) and subsection. The item number consists of the number of the chapter (section), the serial number of the subsection or sub-paragraph, separated by a dot (for example, 1.1, 1.2 or 1.1.1, 1.1.2, etc.).

If the chapter (section) consists of one item, it is also numbered. If the text is divided only into paragraphs, they are numbered by ordinal numbers within the work.

At the end of the designation of the number of the chapter (section), paragraph, sub-paragraph, do not put a dot, leave one space between the last digit of the number and the first letter.

Two intervals are placed between the headings of the structural elements of the diploma and the chapters of the main part, the title of the first paragraph. Paragraphs and sub-paragraphs of the main part of the text are printed with paragraph indentation.

All illustrations should be made in the same style. Illustrations are placed immediately after the first reference to them in the text. Each illustration should be accompanied by a meaningful signature and numbered. Illustrations can be numbered end-to-end or numbered within a single chapter. With many illustrations, they are placed in the order of numbers at the end of the work (in the Appendix). The numbering should be continuous. The caption under the illustration is written with a capital letter in one line after the number. Don't put a period at the end of the signature.

If an illustration placed under one number includes several figures (shots), they are indicated by lowercase letters (a, b, c, etc.). The word "Figure" is written with a capital letter and is not abbreviated. After it, they put a dash and give a meaningful signature. If the drawing is the only one, the link to it is made out as follows: (see Figure). If the text of the work contains a reference to several illustrations, then write the word 'Figure' and indicate it at the first serial number. For example, Figure 1 shows...

There should be a link to all illustrations in the text.

Illustrations can be made on a separate sheet or be directly in the text.

There should be 2 one-and-a-half spaces between the title and the text.

The materials must be placed in a separate folder, decorated in the prescribed way.

Training publication

SYLLABUS OF ACADEMIC INTERNSHIP

The syllabus of the academic discipline for all specialities of the II stage of higher education

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