**PRACTICUM PLAN**

**MASTER PROGRAMME**

*“Linguistic theory and language description”*

Compiled by Michael Daniel, Daria Ryzhova

Approved

by the academic board of the programme
Minutes #14, 10.08.2024

The present practicum plan lists and regulates all the forms of practical research activities included in the curriculum of the master programme “Linguistic theory and language description”. The practicum aims at increasing professional competences related to research, analytical, practical and project management activities of the students and comprises two educational internships, as well as a term and a diploma paper preparation.

# General information.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Year** | **Type** | **Specification** | **Status**  | **SEC** | **Duration in academic hours** | **Period** |
| *1* | *Research* | *Term paper* | *Compulsory* | *3* | *114* | *first year of education* |
| *2* | *Educational* | *Educational* | *Compulsory* | *6* | *228* | *1.09.2024 – 30.12.2024* |
| *2* | *Research* | *Graduation thesis* | *Compulsory* | *12* | *456* | *second year of education* |

## II. Description of the content of the practice

|  |  |  |  |
| --- | --- | --- | --- |
| **Type of EPT** | **Control point for signing the assignment to the student** | **A control point for providing an intermediate version of the text/report** | **Control point for providing the final text/report** |
| Term Paper | The choice of the Term paper topic by students / initiative proposal of the 1st year topics is carried out **from October 28 to November 15 of the current academic year.** **No later than November 15,** students have to submit the Request for the topic of Master’s thesis and supervisor to LMS. **No later than November 20,** the Academic Council must approve the list of term paper's topics and supervisors. Some of them may be declined by the Academic Council if they do not correspond to the field of research, the level of complexity, etc.**No later than February 15 of the current academic year,** students have the right to adjust the topic and supervisor of the Term paper  | The first draft of the term paper is submitted to the supervisor for review; the text must then be revised accordingly, if needed. The first draft of the thesis must be submitted as per the preparation schedule provided in the Guidelines. **No later than May 17,** the student must submit a draft of the term paper to the supervisor.  | **Uploading Term Paper to the Anti-Plagiarism system:**no later than June **16 of the current academic year.****No later than June 10,** the student must upload the final text of the term paper into **LMS** a .doc, .docx, or .pdf file using their personal account (no later than 23:59)**No later than June 27, supervisors have to send grades** |
| Educational | It is determined by the head of the practice, but **no later than 30 days before the start of the practice.** | It is determined individually by the Head of Practical Training. | It is determined by the head of the practice, but **no later than 5 working days from the end of the practice.** |
| Graduation thesis | The choice of the Student Graduation Thesis topic by students / initiative proposal of the 2nd year topics is carried out **from October 28 to November 15 of the current academic year.****No later than November 15,** students have to submit the Request for the topic of Master’s thesis and supervisor to LMS. **No later than November 20,** the Academic Council approves the list of Master’s thesis topics and supervisors. Some of them may be declined by the Academic Council if they do not correspond to the field of research, the level of complexity, etc.**No later than February 15 of the current academic year,** students have the right to adjust the theme and supervisor of the Master's thesis. | - **No later than December 25** of the ongoing academic year, resubmission of the thesis outline (if the first one was not approved by the supervisor);- **No later than one calendar month before the scheduled defense**, submission of the first draft of the thesis.- Students must upload Master's thesis to LMS using student’s personal account in LMS <http://www.lms.hse.ru>;- **No later than May 29**, the supervisor has to check and grade Master’s Thesis; | **Uploading Master’s Thesis to the Anti-Plagiarism system:**no later than **May 22 of the current academic year.****No later than the 3rd week of June,** Master’s Thesis public defense. |

## II. EDUCATIONAL INTERNSHIP

## Aims and objectives

The aims are increasing professional competences related to research, analytical, practical and project management activities. The objectives include:

* developing skills of linguistic data collection, processing and visualization
* developing analytical skills
* basics of academic management (organizing an academic event, including international events)

## Role of practicum in the educational structure of the programme

The practicum is based on the courses providing a general view of the aims and methods of the study of language, including:

* Grammar of a non-European language
* Theoretical models and methods in language description
* Research and design seminar “Linguistic projects”
* Linguistic typology
* Sociolinguistics

Prerequisites:

A general vision of linguistic research, basic data collection and processing skills, knowledge of most important linguistic resources available online*.*

The skills acquired during the practicum are employed during the second year of the *Theoretical Models and Methods in Language Description* course as well as in the diploma research.

## Location

At the institution or at other location, depending on research project.

**Type**

Discrete, by the type of the internship.

# List of the envisaged educational results relative to the intended outcomes of the master programme (professional skills)

The practicum is aimed at developing the following professional skills:

Table 1

|  |  |  |
| --- | --- | --- |
| Code | Explanation | Domains of professional expertise addressed by the skill |
| *PS14* | Development and support of online linguistic resources, linguistic components of information systems, linguistic modules of computer assisted learning systems | research, applications |
| *PS15* | Expert analysis of different types of spoken and written discourse with applied purposes | analytical, applications |
| PS13 | Linguistic processing of texts for applied purposes | Applications |
| PS 7 | Assessment of the quality of linguistic data, language corpora, natural language processing applications | research, analytical, applications |
| PS 17 | Conceptual design, preparation, and managing an academic event, including international academic events | project management |

# Structure and specification

Table 2

|  |  |  |  |
| --- | --- | --- | --- |
| # | Types of practical assignments | Specification | PS code |
| 1 | Research | - collection and curation of language data- creating language corpora and linguistic databases- compilation of questionnaires- open data support | PS-7, PS-14 |
| 2 | analysis | - quality assessment of linguistic data including language corpora- quality assessment of natual language processing algorithms- efficiency evaluation for language training applications- suggesting amendments to improve natural language processing applications, enhancing efficiency of language skills training applications, improving corpora and linguistic data collection practices | PS-7, PS-15 |
| 3 | applications | - creation of natural language processing for speech analysis or production- natural language data processing for applied purposes, including linguistic annotation, glossing, and cognitive mapping;- creating and improving electronic language resources, including language corpora, dictionaries, and phonetic, lexical and terminological databases); linguistic and cognitive components of information retrieval and intellectual systems (thesauri, ontologies, databases, knowledge databases, parsers); | PS-7, PS-13, PS-14, PS-15 |
| 4 | management | organization of academic events | PS17 |

# Forms of control

The student files an electronic report that describes the outcomes of his work. The report accounts for her task(s) within the framework of the practicum, the expertise she acquired and the professional skills she developed.

# Interim control

Interim control is held as an examination. Grading is based on the evaluation of the interim report*.* Examination is preceded by a current control (internal consultations with a supervisor).

## Criteria and grading of the interim examination

10 - all tasks have been accomplished well and on time

8-9 - all tasks have been accomplished well but after the deadline

6-7 - not all tasks have been completed, or not all have been completed well

4-5 - less than 50% of the tasks were completed, or more than 50% were not completed well

0-3 - less than 25% of the tasks were completed

## Basis for interim control

Examples of individual tasks:

1. Provide X examples from the corpus C with morphological / syntactic / semantic annotation
2. Prepare a questionnaire for a typologically oriented analysis of some morphological / syntactic / semantic category in the language L
3. Collect a set of examples illustrating some morphological / syntactic / semantic phenomenon

# III. Research papers

# Preliminary information

1. This document regulates working on, submitting and defending term papers as well as final MA papers for the MA program Linguistic theory and language description as addenda and specification of the Regulation on term and BA and MA papers for the students of National Research University Higher School of Economics (Main Regulation below).
2. Possible models for term and MA papers in the program include:
* conventional academic research papers, i.e. studies aimed at obtaining new knowledge about the structure and properties of and patterns observable in the object of scientific investigation,
* experimental papers,

The rules regulating the form and the content of a paper may be different for different models above.

1. The Regulation applies exclusively to single-authored term papers and MA papers. Collaborative (with multiple authorship) MA papers are not allowed. Collaborative term papers may be allowed on a special permission from the academic supervisor of the program. The rules regulating submission, defence and reviewing of collaborative papers are to be determined by the academic supervisor and may depend on the nature of the research project.

# Term papers and MA papers

1. Timeline of term papers

**topic selection**: the topic is selected according to the Main Regulation; the topic is to be selected not later than November 15 and must be confirmed by an order on November 20 at the latest;

**submission of the research plan**: the student(s) must submit a plan of the paper not later than February 15; for best consideration submit on January 15; additional deadlines may be established by the research supervisor;

**submission of a draft paper**: the research supervisor suggests a deadline for the first submission of the draft of the full paper; but not later than three weeks prior to the defence; for best consideration, the paper should be submitted one month prior to the defence;

**submission of the final version of the paper**: the research supervisor suggests a deadline for the submission of the final version of the paper; but not later than one week prior to the defence; for best consideration, the paper should be submitted ten days prior to the defence;

**LMS upload**: the paper must be uploaded to LMS to be reviewed by Antiplagiat not later than two days prior to the defence;

**grading by the research supervisor**: grading by the research supervisor (eventually, also research supervisor’s report) has to be completed before the defence;

**submission to the academic office**: the paper is submitted to the academic office both electronically and in paper;

**limited open access**: the paper is made available to the staff of School of Linguistics

**public defence**: the paper is presented and discussed; the defense does not affect the grading of the term paper

The research supervisor may also introduce additional deadlines and checkpoints. In case no additional deadlines are determined, the student follows the default timeline as defined above. All further modifications of the deadlines must be agreed between the research supervisor and the student(s).

The timeline and additional regulations for the term papers submitted in the period of re-examination are determined by the academic supervisor of the program.

1. Timeline of MA qualification papers:

**topic selection**: the topic is selected according to the Main Regulation; the topic is to be selected not later than November 15 and must be confirmed by an order on November 20 at the latest;

**submission of the research plan**: the student(s) must submit a draft plan of the paper not later than December 15; the final research plan confirmed by the research supervisor must be submitted not later than December 25;

**submission of a draft paper**: the research supervisor suggests a deadline for the first submission of the draft of the full paper; but not later than 20 days prior to the defence;

**submission of the final version of the paper**: the research  supervisor suggests a deadline for the submission of the final version and the abstract of the paper; but not later than ten days prior to the defence; the research  supervisor must submit a report on the paper not later than seven days prior to the defence;

**reviewing**: the final paper is submitted to the reviewer prior to the data agreed by the reviewer and the research  supervisor; the reviewer submits a review to the academic office not later than six days prior to the defence;

**LMS upload**: the paper must be uploaded to LMS to be reviewed by Antiplagiat on the same day as submitted to the reviewer;

**submission to the academic office**: the paper is submitted to the academic office both electronically and in print including an abstract, the research supervisor’s report and the Antiplagiat report not later than seven days prior to the defence;

**limited open access**: the paper is made available to the staff of School of Linguistics

**public defense**.

The research supervisor may introduce additional deadlines and checkpoints. In case no additional deadlines are determined, the student follows the default timeline as defined above. All further modifications of the deadlines must be agreed between the research supervisor and the student(s).

1. Any modification and change in the topic of a term paper or MA paper or changing the research supervisor or the consultant is only possible upon a request submitted to the academic office not later than on month prior the deadline of the submission of the final paper and are confirmed by the faculty dean’s order.
2. Deviations from the timeline are exceptionally considered and confirmed or disproved by the academic supervisor of the program.

# 3. Defense and grading

1. Grading of the term paper is based exclusively on the grades by independent reviewers who read the paper. No public defense is held, but a conference-like event may be volunteered by the students to be held later, with no impact on the grading. Not less than two reviewers are recruited from HSE staff or externally. The grade is calculated as the simple average between the round grades provided by the reviewers, to be rounded arithmetically. **Final grade = (Reviewer\_1 + ... Reviewer\_n)/n.** In case the submission of the paper is postponed to the next exam session at own will of the student with no legitimate excuse, the final grade is calculated according to the formula **Final grade = Final grade \* 0.8.**
2. Grading of the MA qualification paper is done by the State Qualification Committee which is formed according to general HSE regulations. The opinion of the research supervisor is taken into account. Defense of the MA qualification paper includes a presentation by the author (including a handout or slides), comments from the research supervisor, from the reviewer (or reading her review aloud), the student’s replies to the questions and issues raised by the board and the reviewer. Grading takes into account the text of the paper. The presentation, replies to the issues raised during the defense, and the review are also assessed by the committee and in some cases influence the final grade.
3. In case the formalities of the defense are not met, the student may appeal during one work day after the defense. No appeal can be filed simply to improve the grade. The appeal committee must consider the appeal within three work days after it has been filed and declare their decision.
4. All deviations from this standard are only possible upon confirmation by both the research supervisor and academic supervisor of the program.

# 4. Storage and publication

1. The papers continue at the academic office during two years after graduation as electronic copies. Their storage is regulated by the Main Regulation.
2. Term papers may be put into open access by the decision of the Academic Board of the program. If the paper uses a code, raw data and a dataset it is recommended that these are made available at GitHub, BitBucket or a similar open third party repository environment. The link to the relevant repository must be included in the text of the paper.
3. In case there are copyright obligations or similar circumstances that make it impossible to the data or the code into public domain, they have to come as electronic attachments to the text of the paper.

# IV. Textbooks and software

**Textbooks and internet resources required for the project (praktikum) or research paper**

*Internet resources:*

Web of Science — access: http://proxylibrary.hse.ru:2048/login?url=http://isiknowledge.com/wos

Scopus — access: http://proxylibrary.hse.ru:2048/login?url=http://www.scopus.com

*Additional textbooks (in Russian)*:

*Радаев В.В.*Как организовать и представить исследовательский проект: 75 простых правил / В.В. Радаев. – М.: ГУ-ВШЭ: ИНФРА-М, 2001. – 203 с. (available at HSE library, shelf index: 316Р15)

*Растимешин В. Е.* Упорядочение: путь к созданию качеств. рабочего места: практ. пособие / В. Е. Растимешин, [Т. М. Куприянова](http://opac.hse.ru/absopac/index.php?url=/auteurs/view/92848/source:default); Под общ. ред. [В. Н. Шлыкова](http://opac.hse.ru/absopac/index.php?url=/auteurs/view/106577/source:default). – Изд. 3-е. – М.: РИА "Стандарты и качество", 2006. – 173 с. (available at HSE library, shelf index: 005.6 Р245)

**The list of internet resources used in the workflow, including technologies and electronic databases (if required)**

Is determined by the specific individual assignment.

# Equipment required

*No special equipment is required.*