**For practical training in a project format**

**(as per the initiative of HSE University staff[[1]](#footnote-1))**

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| --- | --- |
| Practical training element | *Project* |
| Project type (if a project) | *Applied* |
| Project name | Technical assistance with the LMS space for the “Population ageing” course |
| Subdivision - project initiator | Department of Strategic and International Management |
| Project head | *Gulnara Afruzovna Minnigaleeva* |
| Main place of the project head’s employment at HSE University | Department of Strategic and International Management |
| Supervisor’s contact details (e-mail) | [*gminnigaleeva@hse.ru*](mailto:gminnigaleeva@hse.ru) |
| Project co-heads at HSE University *(if any)* |  |
| Contact details of co-heads at HSE University (e-mail) |  |
| Key project idea / description of the problem under consideration | The project is for providing technical assistance at the course “Population Ageing” (taught in English). |
| Goal and objectives of the project | The aim of the project is to provide technical assistance to the teacher at the course “Population ageing” with LMS and communications with students |
| Project assignment | 1. *Managing the course space in Smart LMS* 2. *Assistance to the teacher in all technical questions* 3. *Communications with the students about technical & procedural details* |
| Project deliverables, special or functional requirements regarding project outcomes | Functional course on the Smart LMS platform |
| Starting date of project | *14.02.2023* |
| Final date of project | *15.05.2023* |
| Workload (hours per week) per participant | *4* |
| Anticipated number of participants (vacancies) on project team | *1* |
| Vacancies (roles), short description of tasks, number of credits assigned, and qualification criteria for project participants *(description of a single vacancy will be sufficient, if all participants perform similar works)*  *Credits per participant shall be calculated as: the duration in weeks \* the project’s workload in hours / 25* | *Assisting the teacher in managing the LMS course space: uploading and arranging the teaching materials, slides, class videos, tests, etc.*  *Communications with students regarding the technical&procedural questions*  *Credits:3*  *Qualification criteria:*  *English proficiency*  *Interest in the topic of the project*  *Excellent English Writing Skills*  *Computer and web skills* |
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| Total credits | *2* |
| Final assessment format | *Report* |
| Format of results subject to assessment | *Timely and accurately arranged materials, tests, activities at the LMS course space* |
| Formula for resulting grade, possible assessment criteria, including all requirements and parameters | *LMS course space 100%* |
| Retakes in case of unsatisfactory grades | *no* |
| Anticipated educational outcomes of the project | *Learning to navigate and edit LMS environment* |
| Special aspects of the project implementation: territory, time, information resources, etc. | *Individual* |
| Recommended educational programmes | *Sociology, public administration, English* |
| Students submits a CV (resume) | *no* |
| Students submit a motivation letter | *Yes*  *Please identify why you are interested in the project, how it will benefit your future work, what skills you have to contribute to the project.* |

1. Project work initiated by HSE University’s staff can be organized jointly with partner organizations. [↑](#footnote-ref-1)