**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) | *Service* |
| Project name | Event management study assistance |
| Subdivision - project initiator | Management faculty, School of Economics and Management, HSE SPb |
| Project head | *Matetskaya Marina Vladimirovna* |
| Main place of the project head’s employment at HSE University | Management faculty, School of Economics and Management, HSE SPb |
| Supervisor’s contact details (e-mail) | *mmatetskaya@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 | Course assistance includes participation in methodological support of the course (assistance in making presentations, cases, test, hometasks for seminar work); database of supportive materials and resources for students; communication and promotion of the course (website and chat). |
| Goal and objectives of the project | To gain and improve skills in learning management; to support the educational process |
| Project assignment | * *assistance in designing lecture presentations* * *assistance in designing hometasks, making tests according to existing materials* * *filling information about the course on the website* * *posting new on the website and in chat* |
| Project deliverables, special or functional requirements regarding project outcomes | Excellent mark for the course Event Manaegement |
| Starting date of project | *01.03.2023* |
| Final date of project | *30.05.2023* |
| Workload (hours per week) per participant | *3* |
| 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* | *Vacancy*  *Tasks:*   * *assistance in designing lecture presentations* * *assistance in designing hometasks, making tests according to existing materials* * *filling information about the course on the website* * *posting new on the website and in chat*   *Credits: 1*  *Qualification criteria: experience of the service project or the excellent mark for the same course* |
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|  |
| Total credits | *1* |
| Final assessment format | *Pass/fail for projects for one and two credits* |
| Format of results subject to assessment | *Presentations / database / texts / website* |
| Formula for resulting grade, possible assessment criteria, including all requirements and parameters | *-* |
| Retakes in case of unsatisfactory grades | *No* |
| Anticipated educational outcomes of the project | *content management, digital marketing* |
| Special aspects of the project implementation: territory, time, information resources, etc. | *HSE SPb campus* |
| Recommended educational programmes | *MA Arts and Culture management* |
| Students submits a CV (resume) | *Yes* |
| Students submit a motivation letter | *No* |

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