

## **CMAa15 Practical training syllabus**

### **10 ECTS**

**10 ECTS credits amount to aprox. 250 hours of work – out of which 80 hours minimum are spent in the internship institution, the rest is work with the data.**

**Ideally 5<sup>th</sup> semester or summer prior to 5<sup>th</sup> semester**

**Individual timetable, two sets of individual consultations with Bc. Thesis supervisor and course guarant (may be one and the same person or two different people).**

**Course guarant: Irena Kašparová Ph.D., irenakasparova@seznam.cz**

#### **Purpose of the course:**

The internship is embedded in the ethnographic reflection of a cultural institution in creative industries, media or archival institution of student's choice. The purpose of the internship is twofold: to learn about the praxis and activities of the chosen cultural institution AND to analyse this information via acquired methodology of social science (anthropology, media studies). One of the outcomes of the internship – the Final report – will be submitted to the cultural institution upon the termination of the internship and discussed with the involved gatekeepers.

Pedagogical and experiential benefits of the internship are not primarily based on the choice of institution and the type of activity that the student will undertake during the training. During the internship, the student will keep a field diary (see below), thus apply and practically develop the knowledge s/he has acquired during her/his studies in the previous two years of the program. In doing so, s/he will use anthropological concepts as well as knowledge about the functioning and principles of media platforms. Therefore, the internship is directly linked to developing expert competencies in critical thinking, analysis and writing, regardless of where the student takes it. The institution itself will mainly represent research platform, which will provide material for these activities. On the other hand, the outputs of students' work will provide valuable feedback to the host institutions, allowing them to understand their own conditions and processes better.

#### **When to undertake the internship?**

We recommend to undertake the internship in the 5<sup>th</sup> semester OR during the summer vacation prior to the 5<sup>th</sup> semester, in relation to the time, when the chosen event/cultural happening takes place (eg. film or music festivals etc. take time within a precise period of time, which is not compatible with school terms. However, the course may be enrolled after the courses CMAa10, CMAa11 and CMAa14 have been successfully completed or are near completion.

#### **Where do I start?**

Think of your Bc. Thesis topic. What area of your study interests you the most? You may choose from Film, Theatre, Media and Anthropology. Once you decide, contact the potential supervisor from this department and try to narrow down together your area of interest, which may then help you to choose the institution. Once the institution is approved by your B.c. supervisor, you may enrol this course.

OR

Do you have an institution, which you admire, love, always dreamed of studying or have easy access to? Does any of your relatives, friends work there or know somebody who works there? Bring this idea along to your potential supervisor and present him/her with it. If s/he agrees, then only enrol this course.

**Duration:**

The minimum length of the practical internship is two full-time weeks or the equivalent of two full-time weeks. Maximum length is not stated, however, it is not recommended to spend more than two full months in the field.

**Financial support:**

The department does not provide any financial support of the internship. The costs of living/travel/expenses are covered by the student herself/himself.

**Means of assessment:**

Field diary: 50% of final assessment (content provided below)

Final report: 50% of final assessment (content provided below)

**Practical information:**

**Prior to internship:**

The department provides the letter of support/reference letter, which explains the role of the internship and the position of the student within the practical training. This document is available in the IS system of this course in Organisational vault.

The student is responsible for organising the internship herself/himself within the geographical space of the Czech Republic, if not agreed otherwise with the course garant. If approved, the internship may be undertaken in the country of student's choice. The student contacts the gatekeepers directly in the field in person, or s/he may use the contacts to institutional partners in the field provided by the department.

**During the internship:**

The student takes part in activities as agreed with the gatekeeper within the chosen institution. During this period, the student keeps a detailed Field Diary (FD) of activities and informal interviews, observations, thoughts and feelings. If formal interviews are conducted, these are recorded and transcribed. It is a demanding time – since the student must fulfil the tasks assigned to him/her by the institution, as well as spend several hours a day to record carefully all the information gathered and observed in the field. We do not recommend to spend in the field more than five hours a day, if possible, since transcribing information from five hours fieldwork will take two to three hours every day. Data may be also coded during this period. **Quality (details) of the FD will comprise 50% of the final grade and** will be handed in to the course garant at the end of the course for inspection.

The student is entitled to academic support during and after the internship. This support is of two kinds and the student is responsible for contacting the departments and to organise regular consultation herself/himself. The two kinds of support are as follows: The course garant provides methodological consultation, while B.c. supervisor provides theoretical/factual support and consultation. The garant and the tutor may be two different people. The garant and the tutor aim to ensure maximal compatibility of student's specialization and hosting institution.

### **After the internship:**

The student finalises coding of the data and upon their basis writes up the final report. The format of the final report is described below. S/he hands in both the Final report and the FD upon the termination of the term.

The student makes available the final report to the hosting institution and if possible, discusses its practical outcomes with the gatekeeper prior to the termination of the term or within the first month of the following term.

The student may use both the data and parts of the final report as a suitable material for her/his bachelor thesis.

**Final report has the following chapters and must be written in English. (If vernacular is necessary for the institution, the student is responsible for the adequate translation). The final report is part of the public outcome of the course and will be sent to the institution where internship was undertaken, as well as available online for the course participants:**

- Introduction of the institution – anonymised if necessary (for the public version)
- Description of the problem/topic
- Research question/s
- Methodology
- Ethics
- Theory
- Analysis of data in relation to research question/s
- Practical suggestions (if applicable)
- Conclusion
- Bibliography and sources

**Field diary (FD): belongs to the researcher and will be returned to her/him after the examination.**

- Is transcribed and translated (if necessary) into English and computerised (if original FD is in paper and in vernacular, this material is part of the assessment material but will be returned to the student once marked)
- If anonymised, the examiner is provided with the key to anonymisation
- Is coded clearly and key/table of codes is provided with it.
- Is accompanied by a visual mind map, where all codes are present and the line of the final report clearly marked