

Course Title	Internship				
Course Code	GRD415				
Course Type	Compulsory				
Level	Bachelor (1 st Cycle)				
Year / Semester	4 th Year/ 7 st Semester				
Teacher's Name	TBA				
ECTS	6	Lectures / week	N/A	Laboratories / week	N/A
Course Purpose and Objectives	<p>The aim of this course is to familiarise students with the practical aspects of the graphic design profession. Students will have the opportunity to establish contacts in the industry as well as familiarize themselves with the philosophy, mission, organizational culture and management style and expectations of the organization by which they are employed. This course also aims to provide students the opportunity to gain competence in performing actual graphic design tasks.</p>				
Learning Outcomes	<p>Upon successful completion of this course students are expected to:</p> <ul style="list-style-type: none"> • Integrate the basic social and communicative behavioral skills that are acceptable in within the business setting. • Apply excellent skills in carrying out professional interviews, along with portfolio presentations. • Incorporate the knowledge, attitudes and skills acquired during their studies into work practices. • Estimate how to deliver successfully and in due time their assigned tasks. • Adapt effectively to working as team members, and follow the work protocol, such as codes of good working behavior in the workplace, and work effectively with professionals in the graphic arts field. • Create a high-quality professional portfolio that meets the customer's needs and / or the requirements of the employer. 				
Prerequisites	Senior Standing		Co-requisites	None	

Course Content

Students have the responsibility to secure a placement in any of the following fields: Advertising Companies, Production Companies, Media Groups (print and electronic), IT Companies, Printers or Internet providers. In preparation for the job interviews, the student's print and digital portfolio is reviewed and re-evaluated.

The proposed in industry period is set from at **8 - 10 weeks** (a minimum of 150 working hours). Students enrolled in this course are expected to work in the field of their choice, on the practical elements of the job, under direct supervision.

Upon completion of the course, students are invited to submit a report demonstrating whether the student has incorporated the knowledge and skills acquired during their internship. Students are expected to complete a daily / weekly entry journal, recording their work experience, and they are advised to collect copies of brochures, advertisements, contracts and other documents of relevance, as these will be an integral part of their report. Throughout the practice and in preparation of the report, students are encouraged to seek help and guidance from personnel in the organization; faculty members; as well as make use of the library and other resources.

STUDENTS RESPONSIBILITIES:

- In preparation for the job interviews, the student's print and digital portfolio is reviewed and re-evaluated. Students are expected to meet with their advisor to select representative works / projects to be included in their portfolio.
- Students are expected to meet with their advisor to identify potential workplaces for a job placement. Students are responsible for securing a placement, but also have the responsibility to inform their advisor on the outcome of the negotiations in relation to their employment and possible interviews.
- During their employment, students are expected to have an orientation and a training course specifically designed for them; be assigned a supervisor to report to; participate in meetings; have access to information; be treated equally with other employees of the organization; having the same obligations and rights, thus contributing to a meaningful work internship.

FACULTY RESPONSIBILITIES:

- Provides advice with regards to the selection on an organization in which to be placed.
- Help students to build a portfolio.
- Monitor the progress of the student with visits to the organization wherever possible.
- Resolves problems that may arise during the student's employment.

	<ul style="list-style-type: none"> • Reviews the supervisor's evaluation on the student and meets with the student to discuss the experiences they gained during the internship program. • Grades the written report and portfolio. 						
Teaching Methodology	Internship in Workplace						
Bibliography	<p>Heller, S & Vienne, V. <i>Becoming a Graphic and Digital Designer: A Guide to Careers in Design</i>. New York, NY: Wiley and Sons, Inc.</p> <p>Myers, D. R. <i>The Graphic Designer's Guide to Portfolio Design</i>. Hoboken, NJ: Wiley & Sons</p>						
Assessment	<table border="1"> <tr> <td>Site Supervisor's Internship Evaluation</td> <td>70%</td> </tr> <tr> <td>Student's Written Report and Portfolio</td> <td>30%</td> </tr> <tr> <td>Total</td> <td>100%</td> </tr> </table>	Site Supervisor's Internship Evaluation	70%	Student's Written Report and Portfolio	30%	Total	100%
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Language	English						