

## PRACTICAL TRAINING INSTRUCTIONS FOR STUDENTS

### 1. Objectives of the Internship

The Department of Multimedia and Graphic Arts believes that the internships of students in the industry is an important component of their studies, which will assist them in:

- Further developing the technical skillset required in their intended specialization.
- Building strong theoretical and practical background.
- Gaining experience that will substantially contribute to building expertise in the discipline, in agreement with the aims of the academic program
- Understanding the complexity of human relationships in the professional environment.
- Gaining experience in working as part of a team in the professional field.
- Cultivating experience in oral and written communication at a professional level.

The students' internship performance will be formally evaluated, according to the regulations described below.

Students are also evaluated based on the overall impression created by the company/organization staff members who interact with them, as it is believed to be crucial for the status of the University. It should therefore be understood that students are ambassadors of their department and university, and as such, their behavior can affect the reputation of alumni, as well as current and future students. The Cyprus University of Technology (CUT) expects that students will behave in a responsible and professional way, in a way that this enhances the university's and their own status and reputability.

### 2. Internship Planning

In order to achieve the objectives of the Internship, a member of the academic staff at the Department of Multimedia and Graphic Arts, will communicate with representatives from the internship company/organization. The purpose of this is to discuss about the tasks that students can engage in during their internship, and to make a joint decision on the most appropriate internship plan for the student at the company/organization.

It is recommended that student interns engage as much as possible with representative tasks/projects of the company's/organization's field of expertise, so as to gain valuable experiences from the various stages of representative projects. It is equally important to form

an understanding of the company's/organization's business cycle, as this constitutes useful information for their future professional careers.

### 3. Internship Period

The internship starts on the second week of September and lasts for a total of 12 weeks. It comprises two eight-hour sessions per week, on days that will be agreed on based on the department's academic program in that year.

### 4. Internship Details

An internship form (form PF1) will be sent electronically (email through other ways defined by the department) to the Academic Internship Representative within one week of initiating the internship. The student must fill in all the required information in the form, which can be downloaded from the department's website.

In addition, students must download, complete, and sign the employment contract (form PF2). Then, after requesting the signature of their employer from the company / organization, they must send it electronically to the Head of Internship, within one week from the start of their work.

If (based on serious causes) students need to change their internship company/organization, they must inform the department immediately, and this decision will only apply after obtaining the required permission from the Academic Internship Representative of the department. **It is crucial that the department is aware of the students' whereabouts throughout their internship period.**

### 5. Workplace Safety Information

Being timely informed on workplace safety is important for the student's benefit and safety. This information addresses issues that may arise in the workplace.

All students should take 'Health & Safety' instructions seriously, even in a seemingly harmless work environments. Students should therefore request relevant information and details from their employer.

### 6. Keeping a Work Practice Diary During the Internship

Students should keep a work practice diary during their internship, recording the main characteristics of the work they perform each week. The reasons for this are:

- To keep a record of the practical/technical work on a weekly basis, which can be used later

on to complete the final evaluation report and completed work diary, that are to be presented at the department at the end of the internship.

- It will also be useful for later evaluations of possible problems that may arise at the workplace.

Students need to include the following where applicable:

- Date
- Location
- Work in progress
- Details on new work initiated
- Sketches and photos with accompanying notes
- Meetings, recording any kind of action from the student
- Main points learned during work

Whether students work in a research office, laboratory or organization, they should include all relevant work details they consider important.

**Students must always have the Work Practice Diary ready for inspection and approval, if requested by the Academic Internship Representative.**

## **7. Interviews with the Academic Internship Representative**

Through an interview with the employer (business/organization) by the Academic Internship Representative the student progress will be evaluated. This will then contribute to the evaluation of the entire internship.

**The evaluation report (form PF4) will have to be sent directly from the employer (business/organization) to the Academic Internship Representative, following instructions from the latter at the end of the internship.**

## **8. Students' Personal Assessment Report and Internship Work Practice Diary**

Students will be asked to complete the Personal Assessment Report with honesty and clarity (form PF3). They are required to answer to all points of the report. Through their answers they correctly assess and provide a complete account of their internship period. In addition, one of the aims of this report, is to demonstrate the ability to select the most important elements to be included.

The Personal Assessment Report must be submitted attached to the Work Practice Diary at

the students' final internship presentation (exam period).

The Work Practice Diary should include important tasks that were undertaken as well as drawings, photos or other/related artifacts. These must be categorized by date. This should present the student's involvement in creative tasks, as well as provide evidence of any software and/or equipment used during the internship.

Both of the aforementioned deliverables should be presented in the final presentation/examination of the internship program, which is organized by the Academic Internship Representative of the department. The date will be set during the final exam period and students will be notified via email.

The Academic Internship Representative will evaluate both the student's Personal Assessment Report, and the Work Practice Diary produced during the internship.

Note: student reports should not contain offensive statements that could either offend the students, the company/organization, or any other people involved.

## **9. Student Assessment**

During the final exam period of the semester, students should make a presentation of their work-based experiences, as well as the knowledge created during the internship, to their peers.

Students will be evaluated based on their overall performance in the internship (Evaluation by employer in company/organization, Student Assessment Report, internship Work Diary, oral presentation, etc.).