COURSE SPECIFICATION DOCUMENT

Academic School/Department: Internship Office

Programme: International Internship Programme

***FHEQ* Level:**   6

Course Title: London Internship in Art, Design, and Media

Course Code: ADM 6972

Course Leader: Julie Enright

Student Engagement Hours: 275 – 320[i]
Supervisor Meetings / Tutorials: 5
Independent / Guided Learning: 270 - 315

Semester: Fall, Spring, Summer

Credits: 24 UK CATS credits
12 ECTS credits
6 US credits

Course Description:
The London internship is a student work placement that aims to provide students from all disciplines and majors with the intellectual, professional, and personal skills that will enable them to function well in a culturally diverse working environment in all key job sectors. Internship assessments have been designed to help the student reflect on the skills they are learning and the benefits gained from the internship experience, and also to help them determine if their current career goals are the correct fit for them. All internships are supervised by faculty, who grade students' coursework and who work closely with each student to ensure that the internship experience is successful.

Prerequisites:
- 60 completed credit hours upon application to the London Internship
- GPA of 3.0 for students with 45-60 completed hours; GPA of 2.75 for students with 75 completed hours (*not available to PSY students until they have reached 75 credit hours)
- For all psychology majors a GPA of 3.2 is required; GPA of 3.0 for all finance and policy majors

- 2 strong academic references

Aims and Objectives:
Internships aim to provide students with experience in the industry of their study, so that they may make a more informed decision about their career moves and ambitions. The course will enable students to understand their own strengths and weaknesses in the workplace, work with people from other cultures, and to give them confidence that they can make the step from classroom to workplace comfortably. The programme aims to ensure that students are given genuine responsibility in the workplace, and to measure how they respond to this. As a result, the overall aim of the internship is to equip the student with the correct skills in order to be better prepared for successfully gaining employment following graduation.

Learning Outcomes:
A1, A2, A3, A4, A5, A6
B1, B2, B3, B4, B5, B6
C1, C2

Indicative Content:
This will differ from student to student. At the start of the internship the student fills out a learning contract with their work place supervisor in order to establish what they aim to achieve from the internship experience, and the skills that they would like to work on developing in the coming weeks. The student is then assigned relevant projects by their work supervisor to work on throughout this period.

Assessment:
This course uses Internship Programme assessment approved at Learning and Teaching Policy Committee.

Teaching Methodology:
This is an experiential learning programme, so instead of being taught in a classroom setting, students learn and develop new skills whilst at work and under the supervision of their work place supervisor. The faculty supervisor acts as mentor and guide during the internship, so rather than teaching from the front, they serve as resource for the student to call upon if they are experiencing any issues in the work place, or require any other assistance or advice. The faculty supervisor will provide feedback on the student journals on a weekly basis, in order to help improve the students learning and development. Deadlines are set for journal submissions as well as other forms of assessment.

Bibliography:

There is not set text for this programme as students will research and read material relevant to their topic.

General recommended readings are:

Skills for Success: Personal Development and Employability - **Dr Stella Cottrell (19 May 2010)**

Navigating Newbie-ism: 12 simple ways to survive in your first job and career **- Marcia, J. Hall (10 Jan 2007)**

You're Hired! Interview Answers: Brilliant answers to tough interview questions - **by Ceri Roderick and Stephan Lucks (15 Mar 2010)**

Please Note: The core and the reference texts will be reviewed at the time of designing the semester syllabus

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Change Log for this CSD:

Major or Minor Change?	Nature of Change	Date Approved & Approval Body (School or LTPC)	Change Actioned by Academic Registry
Minor	Deleted details in course description that do not need to be in.	Chair CDC April 2016	
Minor	Added policy footnote	Chair CDC April 2016	

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[i] *Please see the credit hour policy for non-traditional courses. Range of independent hours must fall within the range of 45-60 hours per credit.*