

| Course Name : Professional Practice |                                                                                                                          |                                                                                                                                                                                                                                                                                                                                                            |                      |                      |                   |         |       |
|-------------------------------------|--------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------|----------------------|-------------------|---------|-------|
| Course Code                         | Course Type                                                                                                              | Regular Semester                                                                                                                                                                                                                                                                                                                                           | Lecture (hours/week) | Seminar (hours/week) | Lab. (hours/week) | Credits | ECTS  |
| COM 612                             | D                                                                                                                        | Spring                                                                                                                                                                                                                                                                                                                                                     | 3.00                 | 0.00                 | 0.00              | 1.00    | 12.00 |
|                                     |                                                                                                                          |                                                                                                                                                                                                                                                                                                                                                            |                      |                      |                   |         |       |
| Lecturer                            |                                                                                                                          | Brikena Smajli, PhD                                                                                                                                                                                                                                                                                                                                        |                      |                      |                   |         |       |
| Assistant                           |                                                                                                                          |                                                                                                                                                                                                                                                                                                                                                            |                      |                      |                   |         |       |
| Course language                     |                                                                                                                          | Albanian                                                                                                                                                                                                                                                                                                                                                   |                      |                      |                   |         |       |
| Course level                        |                                                                                                                          | Master                                                                                                                                                                                                                                                                                                                                                     |                      |                      |                   |         |       |
| Description                         |                                                                                                                          | Students are supported and guided by a supervisor appointed by the department during their professional internships.                                                                                                                                                                                                                                       |                      |                      |                   |         |       |
| Objectives                          |                                                                                                                          |                                                                                                                                                                                                                                                                                                                                                            |                      |                      |                   |         |       |
| Core Concepts                       |                                                                                                                          | How to introduce yourself in the interview to the employer with CV, motivation letter<br>Workplace ethics<br>The difference between theoretical frame and work practice<br>How the theories they have learned are applied<br>How is the work environment<br>What they aim to improve themselves<br>How will they apply theoretical knowledge to go further |                      |                      |                   |         |       |
| Course Outline                      |                                                                                                                          |                                                                                                                                                                                                                                                                                                                                                            |                      |                      |                   |         |       |
| Week                                | Topic                                                                                                                    |                                                                                                                                                                                                                                                                                                                                                            |                      |                      |                   |         |       |
| 1                                   | The semester work plan within the project set as an obligation for the completion of the course                          |                                                                                                                                                                                                                                                                                                                                                            |                      |                      |                   |         |       |
| 2                                   | The semester work plan within the project set as an obligation for the completion of the course                          |                                                                                                                                                                                                                                                                                                                                                            |                      |                      |                   |         |       |
| 3                                   | Consultation on preparing ways to introduce themselves to employers                                                      |                                                                                                                                                                                                                                                                                                                                                            |                      |                      |                   |         |       |
| 4                                   | Consultation with students regarding their placement near the institutions where they will develop professional practice |                                                                                                                                                                                                                                                                                                                                                            |                      |                      |                   |         |       |
| 5                                   | Consultation with students in the places where professional internships are conducted                                    |                                                                                                                                                                                                                                                                                                                                                            |                      |                      |                   |         |       |
| 6                                   | Consultation with students in the places where professional internships are conducted                                    |                                                                                                                                                                                                                                                                                                                                                            |                      |                      |                   |         |       |
| 7                                   | Consultation with students regarding the experience of professional practice                                             |                                                                                                                                                                                                                                                                                                                                                            |                      |                      |                   |         |       |
| 8                                   | Consultation session on the progress and problems encountered in the place of practice                                   |                                                                                                                                                                                                                                                                                                                                                            |                      |                      |                   |         |       |
| 9                                   | Consultation with students in the places where professional internships are conducted                                    |                                                                                                                                                                                                                                                                                                                                                            |                      |                      |                   |         |       |
| 10                                  | Consultation session on the progress and problems encountered in the place of practice                                   |                                                                                                                                                                                                                                                                                                                                                            |                      |                      |                   |         |       |
| 11                                  | Consultation session on the progress and problems encountered in the place of practice                                   |                                                                                                                                                                                                                                                                                                                                                            |                      |                      |                   |         |       |
| 12                                  | Consultation with students regarding the experience of professional practice                                             |                                                                                                                                                                                                                                                                                                                                                            |                      |                      |                   |         |       |
| 13                                  | Consultation session on the progress and problems encountered in the place of practice                                   |                                                                                                                                                                                                                                                                                                                                                            |                      |                      |                   |         |       |
| 14                                  | Consultation with students to complete the internship evaluation form                                                    |                                                                                                                                                                                                                                                                                                                                                            |                      |                      |                   |         |       |
| 15                                  | Consultation with students regarding final reporting                                                                     |                                                                                                                                                                                                                                                                                                                                                            |                      |                      |                   |         |       |
| 16                                  | Final Report                                                                                                             |                                                                                                                                                                                                                                                                                                                                                            |                      |                      |                   |         |       |

|                                                                          |                                                                                                                     |                         |                      |
|--------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------|-------------------------|----------------------|
| <b>Prerequisites</b>                                                     | The student must attend the course at a minimum rate of 75%.                                                        |                         |                      |
| <b>Literature</b>                                                        | • Lënda nuk parashikon literaturë të detyruar                                                                       |                         |                      |
| <b>References</b>                                                        |                                                                                                                     |                         |                      |
| <b>Course Outcome</b>                                                    |                                                                                                                     |                         |                      |
| <b>1</b>                                                                 | Pas përfundimit të praktikës do të jenë të ndërgjegjshëm për mënyrën si zbatohen dijet e marra në shkollë në terren |                         |                      |
| <b>2</b>                                                                 | Aspekte profesionale në vendin e punës                                                                              |                         |                      |
| <b>3</b>                                                                 | Etikën në vendin e punës                                                                                            |                         |                      |
| <b>4</b>                                                                 | Si të prezantohen sa më mirë sa herë që kërkojnë punë                                                               |                         |                      |
| <b>Course Evaluation</b>                                                 |                                                                                                                     |                         |                      |
| <b>In-term Studies</b>                                                   |                                                                                                                     | <b>Quantity</b>         | <b>Percentage</b>    |
| Midterms                                                                 |                                                                                                                     | 0                       | 0                    |
| Quizzes                                                                  |                                                                                                                     | 0                       | 0                    |
| Projects                                                                 |                                                                                                                     | 0                       | 0                    |
| Term Projects                                                            |                                                                                                                     | 0                       | 0                    |
| Laboratory                                                               |                                                                                                                     | 0                       | 0                    |
| Class Participation                                                      |                                                                                                                     | 0                       | 0                    |
| <b>Total in-term evaluation percent</b>                                  |                                                                                                                     |                         | <b>0</b>             |
| <b>Final exam percent</b>                                                |                                                                                                                     |                         | <b>100</b>           |
| <b>Total</b>                                                             |                                                                                                                     |                         | <b>100</b>           |
| <b>ECTS Workload (Based on Student Workload)</b>                         |                                                                                                                     |                         |                      |
| <b>Activities</b>                                                        | <b>Quantity</b>                                                                                                     | <b>Duration (hours)</b> | <b>Total (hours)</b> |
| Course duration (Including the exam week: 16x Total hours of the course) | 16                                                                                                                  | 3                       | 48                   |
| Study hours outside the classroom (Preparation, Practice, etc.)          | 14                                                                                                                  | 15                      | 210                  |
| Duties                                                                   | 0                                                                                                                   | 0                       | 0                    |
| Midterms                                                                 | 0                                                                                                                   | 0                       | 0                    |
| Final Exam                                                               | 1                                                                                                                   | 42                      | 42                   |
| Other                                                                    | 0                                                                                                                   | 0                       | 0                    |
| <b>Total Work Load</b>                                                   |                                                                                                                     |                         | <b>300</b>           |
| <b>Total Work Load / 25 (hours)</b>                                      |                                                                                                                     |                         | <b>12.00</b>         |
| <b>ECTS</b>                                                              |                                                                                                                     |                         | <b>12.00</b>         |