

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		Suela Musta, 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 Workplace ethics The difference between theoretical frame and work practice How the theories they have learned are applied How is the work environment What they aim to improve themselves 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						

Prerequisites	The student must attend the course at a minimum rate of 75%.		
Literature	• Lënda nuk parashikon literaturë të detyruar		
References	•		
Course Outcome			
1	Pas përfundimit të praktikës do të jenë të ndërgjegjshëm për mënyrën si zbatohen dijet e marra në shkollë në terren		
2	Aspekte profesionale në vendin e punës		
3	Etikën në vendin e punës		
4	Si të prezantohen sa më mirë sa herë që kërkojnë punë		
Course Evaluation			
In-term Studies		Quantity	Percentage
Midterms		1	30
Quizzes		0	0
Projects		1	20
Term Projects		0	0
Laboratory		0	0
Class Participation		0	0
Total in-term evaluation percent			50
Final exam percent			50
Total			100
ECTS Workload (Based on Student Workload)			
Activities	Quantity	Duration (hours)	Total (hours)
Course duration (Including the exam week: 16x Total hours of the course)	16	3	48
Study hours outside the classroom (Preparation, Practice, etc.)	14	17	238
Duties	1	0	0
Midterms	1	7	7
Final Exam	1	7	7
Other	0	0	0
Total Work Load			300
Total Work Load / 25 (hours)			12.00
ECTS			12.00