

**FERRIS STATE UNIVERSITY
COLLEGE OF TECHNOLOGY
PRINTING AND IMAGING TECHNOLOGY
MANAGEMENT DEPARTMENT**

COURSE SYLLABUS

**Course: PMGT 393
Instructor: John Conati
Office: J-H 216
Phone: X2851**

COURSE TITLE: PMGT 393: Printing Management Internship

COURSE DESCRIPTION: This is ten-week work experience in a printing plant or within a company that is directly related to graphic communications. This internship experience must be taken the summer prior to graduation, and must be a management-related position. Written weekly progress reports by the students are required. Ten orientation sessions which must be completed the semester prior to the internship will focus on resume writing and the job search. Another requirement is an internship experience presentation session that will be schedule during the prior semester.

CREDIT HOURS: Four

CONTACT HOURS: 24 hours of previous preparation, 400 hours onsite internship experience, and 4 hours of group presentation the proceeding semester.

COURSE PREREQUISITE:
PMGT 351, Printing Production Estimating
PMGT 361, Printing Production Planning

TEXT: None

GRADING CRITERIA:	Completed information sheet	10
	Ten weekly reports at 10 points per report	100
	Intern supervisor 5 th week evaluation	25
	Intern supervisor final evaluation	50
	Final report (8 pages minimum)	<u>100</u>
	Total	285

GRADING SCALE:	93 - 100% A	73 - 76% C
	90 - 92% A-	70 - 72% C-
	87 - 89% B+	67 - 69% D+
	83 - 86% B	63 - 66% D
	80 - 82% B-	60 - 62% D-
	77 - 79% C+	0 - 59% F

INSTRUCTIONAL UNIT TOPIC DESCRIPTIONS AND TIME ALLOCATION:

		Lecture Hours:	Lab Hours:
I.	Job Search	24	0
II.	Field Experience (Internship)	0	400
III.	Internship Presentation	3	0
IV.	Evaluation of Student Learning	3	0
	Total Hours	30	400

UPON COMPLETION OF EACH INSTRUCTIONAL UNIT, THE LEARNER WILL BE ABLE TO SATISFACTORILY:

- I. Job Search
 - A. Construct an applicable resume.
 - B. Create an affective cover letter.
 - C. Apply standard interviewing skills.
 - D. Secure an internship experience.

- II. Field Experience (Internship)
 - A. Apply technical and managerial skills in an applied environment.
 - B. Identify and explore careers within the graphic arts field.
 - C. Explain the duties and experiences on a weekly basis.
 - D. Demonstrate employment skills.

- III. Internship Presentation
 - A. Create an electronic presentation of the internship experience.
 - B. Exhibit an oral presentation of the internship experience.
 - C. Analyze the internship experiences of fellow classmates.

- IV. Evaluation of Student Learning