



UNIVERSITI TEKNOLOGI MARA

JMD350: PROFESSIONAL PRACTICE

Course Name (English)	PROFESSIONAL PRACTICE <b>APPROVED</b>		
Course Code	JMD350		
MQF Credit	3		
Course Description	This course is designed to immerse students in practical and ethical issues related to their future professional life. Students will be given the opportunity to learn and prepare themselves as art and design graduates including authoring professional documents of organizing an exhibition. The student becomes more self-reliant and resourceful in the job search; investigate career opportunities and the career path, personal qualities, job responsibilities, and qualifications necessary to be competitive and promotable. This course requires them to develop a plan of action, practice interviewing skills, and produce a digitized professional portfolio, resume, cover letter, and artist statement to prospective employers.		
Transferable Skills	1.Communication Skills 2.Social skills, Teamwork and Responsibilities 3.Values, Ethics, Moral and Professionalism 4.Leadership Skills		
Teaching Methodologies	Lectures, Studio, Tutorial, Discussion, Small Group Sessions , Supervision		
CLO	CLO1 Apply knowledge and skills in writing professional practice documents CLO2 Display writing skills in preparing professional documents. CLO3 Demonstrate written and verbal communication skills in professional practice. CLO4 Demonstrate teamwork in organizing an exhibition		
Pre-Requisite Courses	No course recommendations		
Reading List	<table border="1"> <tr> <td>Recommended Text</td> <td> <ul style="list-style-type: none"> <li>• Adolfo Mattiello 1995, <i>Techniques of Jewelry Illustration and Color Rendering</i>, Du-Matt Corporation [ISBN: 0964419300]</li> <li>• Maria Josep Forcadell Berenguer, Josep Asunción Pastor 2012, <i>Drawing for Jewelers</i>, Schiffer Publishing [ISBN: 9780764340581]</li> <li>• Tim McCreight 1991, <i>The Complete Metalsmith</i>, Sterling Publishing Company, Inc. [ISBN: 0871922401]</li> <li>• Elizabeth Bone 2012, <i>Silversmithing for Jewelry Makers</i>, Interweave [ISBN: 1596684992]</li> </ul> </td> </tr> </table>	Recommended Text	<ul style="list-style-type: none"> <li>• Adolfo Mattiello 1995, <i>Techniques of Jewelry Illustration and Color Rendering</i>, Du-Matt Corporation [ISBN: 0964419300]</li> <li>• Maria Josep Forcadell Berenguer, Josep Asunción Pastor 2012, <i>Drawing for Jewelers</i>, Schiffer Publishing [ISBN: 9780764340581]</li> <li>• Tim McCreight 1991, <i>The Complete Metalsmith</i>, Sterling Publishing Company, Inc. [ISBN: 0871922401]</li> <li>• Elizabeth Bone 2012, <i>Silversmithing for Jewelry Makers</i>, Interweave [ISBN: 1596684992]</li> </ul>
Recommended Text	<ul style="list-style-type: none"> <li>• Adolfo Mattiello 1995, <i>Techniques of Jewelry Illustration and Color Rendering</i>, Du-Matt Corporation [ISBN: 0964419300]</li> <li>• Maria Josep Forcadell Berenguer, Josep Asunción Pastor 2012, <i>Drawing for Jewelers</i>, Schiffer Publishing [ISBN: 9780764340581]</li> <li>• Tim McCreight 1991, <i>The Complete Metalsmith</i>, Sterling Publishing Company, Inc. [ISBN: 0871922401]</li> <li>• Elizabeth Bone 2012, <i>Silversmithing for Jewelry Makers</i>, Interweave [ISBN: 1596684992]</li> </ul>		
Article/Paper List	This Course does not have any article/paper resources		
Other References	<ul style="list-style-type: none"> <li>• Website Adora C. Balmes 2013, <i>Writing a Career Objective in a Resume</i>, jobstreet.com <a href="http://www.jobstreet.com.my">http://www.jobstreet.com.my</a></li> <li>• Website jobstreet.com.my 2014, <i>Writing a Killer Resume</i>, jobstreet.com.my <a href="http://www.jobstreet.com.my">http://www.jobstreet.com.my</a></li> <li>• Website jobstreet.com.my 2013, <i>Resume Writing Tips and Types of Resumes</i> <a href="http://www.jobstreet.com.my">http://www.jobstreet.com.my</a></li> </ul>		