This work experience at the Department of Information prepares students for the fast-paced world of journalism and it is ideal for those who wish to work in print or online news organisations. Students on this placement are expected to identify four themes or subjects, and to conduct the appropriate research in order to produce written features.

During this work experience students are introduced to an environment where they have to write knowledgeable, original articles about subjects in which they possibly have no background. Where possible, students are to enhance their feature with graphics or photographs. Students are also required to respect deadlines.

Students are requested to produce four features periodically for the duration of the work experience. A final story piece by each student will be distributed to a local print media organisation while the other feature stories may also be featured on the DOI website.

**Time-frame:** 80 hours spread over 8 weeks.

**Supervisor:** Paul Azzopardi, Manager (International Services and Media).

**Assessment:** The student will be assessed on the quality of the articles.

**No of placements:** 10.

**Individual / team:** Individual.
This work experience at the Department of Information prepares students for the fast-paced world of broadcast journalism. It is ideal for those who wish to work in television newsrooms. Students on this placement are expected to identify one specific theme or subject and to conduct the appropriate research in order to produce a video clip.

During this work experience students are introduced to an environment where they have to produce scripts for original video footage about subjects in which they possibly have no background. Once the script has been approved, the student is to organise the filming of footage. Students may enhance the feature with complementary graphics, photographs or music, in order to produce a complete and edited feature. Students are required to respect deadlines.

Students are requested to produce a three-minute video for the duration of the work experience. The final clip will feature on the DOI website and social networks and it may also be featured during a news bulletin on a local television station.

**Time-frame:** 80 hours spread over 8 weeks.

**Supervisor:** Paul Azzopardi, Manager (International Services and Media).

**Assessment:** The student will be assessed on the quality of the video.

**No of placements:** 10

**Individual / team:** Individual.
3. Digitizing historical photographs

*Scanning, retouching and archiving of historical photos*

This work experience at the Department of Information provides valuable insight for students who wish to work in either photography or digital archives. A digital archive allows the public to view photographs without harming delicate originals.

Under close supervision, students are required to scan 25 photo negatives of historical events. Students will then retouch and enhance these photos using photo manipulation software. Once finished, students will register these photos by inserting meta data for archiving purposes. Historical archived photo negatives depicting hallmarks of the country’s socio-economic past will be given priority. Students can choose a particular historical event from a wide selection available in the DOI photo archives.

The 25 digitised photos will be uploaded to the gallery on the gov.mt website and/or Facebook over a period of time.

**Time-frame:** 80 hours spread over 8 weeks.

**Supervisor:** Paul Galea, Manager (Video Production & Archives).

**Assessment:** The student will be assessed on the quality of the finished product.

**No of placements:** 20.

**Individual / team:** Individual.
This work experience at the Department of Information prepares student for the fast-paced world of journalism and it is ideal for those who wish to work in print or online media.

During this work experience students are placed in an environment where they have to take down quick notes, to transcribe speeches from a voice recorder and to produce clear reports in a timely manner. This work experience places special emphasis on the importance of factual reporting and respecting deadlines.

Students on this placement are expected to attend 25 Prime Minister’s events on an ad hoc basis and to produce short reports as required. A press card will be issued to all students on this assignment.

**Time-frame:** 80 hours spread over 8 weeks.

**Supervisor:** Paul Azzopardi, Manager (International Services and Media).

**Assessment:** The student will be assessed on the quality of the articles.

**No of placements:** 15.

**Individual / team:** Individual.
This work experience at the Department of Information prepares student for the fast-paced world of journalism and it is ideal for those who aspire to a career in photo journalism.

During this work experience students are placed in an environment where they have to document ministerial events and to prepare the photographs for the media. Students have to follow instructions in order to produce photographs fitting to the event. Students will acquire experience in shooting a wide array of subjects ranging from conferences to exclusive DOI only events. Students will also garner experience in presenting a news event in a visual manner.

Students on this placement are expected to attend 25 press events. A press card will be issued to all students on this assignment.

**Time-frame:** 25 press events spread over 8 weeks.

**Supervisor:** Saviour Cassar, Officer in Charge of Photography.

**Assessment:** The student will be assessed on the quality of the photographs.

**No of placements:** 25.

**Individual / team:** Individual.
This multi-disciplinary work placement is suitable for a team of students who will attend to different parts of the project. This work experience at the Department of Information prepares students for working in a team, coordinating a long term project and ensuring that work produced individually fits into the overall vision of the project.

During this work experience students will create a map of Valletta and its surroundings, indicating administrative buildings, together with brief descriptions of the services offered by each department or organisation.

The map is to be made available in print format and in a more interactive online version. Students are required to complete the map by the end of the placement. The map will be published by the Government Printing Press and distributed to the general public from the Department of Information.

**Time-frame:** 80 hours, per student, spread over 8 weeks.
**Supervisor:** Charmaine Bonnici, Senior Information Officer.
**Assessment:** The students will be assessed on the quality of the map.
**No of placements:** One.
**Individual / team:** Team of four students.

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6. Map Design

*Production of a map identifying government buildings*
This multi-disciplinary work placement is suitable for a team of students who will attend to different parts of the project. This work experience at the Department of Information prepares students for working in a team, coordinating a long-term project and ensuring that work produced individually fits into the overall vision of the project.

Students are required to present an online exhibition spread over the weeks preceding the actual anniversary of the Government Gazette. During this online exhibition the history of the Government Gazette is revealed week by week. Parts of the online exhibition could be posted on the same day every week until a full exhibition is revealed.

The DOI welcomes all original ideas and encourages innovation. Music, graphics and photographs may be utilised to offer a comprehensive picture of the Government Gazette’s history.

**Time-frame:** 80 hours, per student, spread over 8 weeks.
**Supervisor:** Charmaine Bonnici, Senior Information Officer.
**Assessment:** The students will be assessed on the quality of the exhibition.
**No of placements:** One.
**Individual / team:** Team of four students.
This work experience is ideal for students who aspire to a career in online media. Students on this placement are expected to identify a particular theme and research it thoroughly. Students are then to present information on this theme that may be used on a variety of platforms including social media.

The student is required to focus on one particular theme of his or her choosing. This theme can vary from services offered by government to normal everyday issues, ex. environment, animals, health etc.

The information is to be presented in different formats including written reports, video clips, infographics and tweets. Each week the DOI will feature the theme on its website and social media.

**Time-frame:** 80 hours spread over 8 weeks.

**Supervisor:** Charmaine Bonnici, Senior Information Officer.

**Assessment:** The student will be assessed on the quality of the thematic information.

**No of placements:** 10.

**Individual / team:** Individual or pairs.
This work experience is ideal for students who aspire to a career in video production. The placement at the Department of Information prepares students for working in a team and coordinating on a long term project.

Under close supervision, students have to research, write a script, prepare a story board, film and edit a 5-minute video about one of the Auberges built by the Knights of St John. The video should depict historical information, the building’s function over the years and its current function. It should also include the administrative and the commercial aspect of the Auberge, taking into consideration the importance of the tourism industry for our country. Students are also required to respect deadlines.

Each team of students will be producing one video clip about one Auberge, however the five separate projects about the five existent Auberges shall be combined together on one DVD as one production. Therefore it is imperative that work produced individually fits into the overall vision of the project. This DVD may be eventually made available for sale from the DOI sales office and broadcast as an educational tool.

**Time-frame:** 80 hours spread over 8 weeks.

**Supervisor:** Paul Galea, Manager (Video Production & Archives).

**Assessment:** The students will be assessed on the quality of the thematic information.

**No of placements:** Five.

**Individual / team:** Teams of 3 students.
This work experience is ideal for students who aspire to a career in Public Relations and who would like to develop report-writing skills.

The student will monitor the most recent political, economic and social development issues, reported in the local print media during the weekend and compose a report on the stories of the day, combining and referencing the different viewpoints of all the newspapers. The student will be monitoring the weekend newspapers and the report has to be completed by the following Tuesday.

The student will write 5 reports in total - 1 practice report and 4 other reports. These reports will be sent to people occupying headship positions within the civil service.

**Time-frame:** 80 hours spread over 6 weeks.

**Supervisor:** Anna Bonanno, Manager (Public Service Image Building & Projection).

**Assessment:** The students will be assessed on the quality of the report.

**No of placements:** 10.

**Individual / team:** Individual.
This work experience is ideal for students who aspire to a career in Public Relations and who would like to develop report-writing skills.

The student will monitor the most recent political, economic and social development issues, reported on the local television station news bulletins and compose a report on the stories of the day, combining and referencing the different viewpoints of all the television stations. The student will be monitoring the weekend news bulletins and the report has to be completed by the following Tuesday.

The student will write 6 reports in total - 1 practice report and 5 other reports. These reports will be sent to people occupying headship positions within the civil service.

**Time-frame:** 80 hours spread over 6 weeks.

**Supervisor:** Anna Bonanno, Manager (Public Service Image Building & Projection).

**Assessment:** The students will be assessed on the quality of the report.

**No of placements:** 10.

**Individual / team:** Individual.
This work experience is ideal for students who aspire to a career in graphic design. The placement at the Department of Information encourages students to have an eye for detail.

The Government Gazette was uploaded online for the first time in June 2003, which means that unfortunately the Gazettes issued prior to this date are not available online. Students will be creating electronic versions of the gazettes issued prior to June 2003.

Students are required to scan an issue of the Government Gazette into TIFF format and then work on the layout using design software. The electronic issue of the Government Gazette created by the students in PDF format will be uploaded on to the DOI website.

**Time-frame:** 80 hours spread over 8 weeks.

**Supervisor:** Mark Sciberras, Senior Information Officer.

**Assessment:** The quality of the final product.

**No of placements:** 20.

**Individual / team:** Individual.