

Intrax Career Training

Information Media and Communications

Focus: Digital Photography and Videography

Program Goals

The Intrax Career Training Program is designed to provide young professionals with practical training and experience in their chosen field of study while exposing them to American business practices and culture. Upon completion of the program, participants will be prepared to return to their home country and secure a rewarding position in their chosen career field.

Trainee Information

Last Name:

First Name:

Middle Name:

E-mail Address:

Phone Number:

Mailing Address:

Host Company Information

Company Name:

Training Advisor's Name:

Title:

E-mail Address:

Website:

Phone Number:

Fax Number:

Mailing Address:

Internship Information

Start Date:

End Date:

Internship is:

Paid

Unpaid

Stipend is:

Additional Compensation:

Hours of Training per Average Week:

Training Objectives

To provide training and practical experience in the use of digital photos and video to enhance websites and digital presentations through visual communication. Upon completion of the program, the Trainee will create a personal website that utilizes digital photos and video to chronicle his or her experience on the program.

Training Prerequisites

The Trainee must have at least two years of formal education in art, communications, or photography or the equivalent professional experience.

Skills to be Imparted

The Trainee can expect to be trained in the following skills: taking, editing, manipulating, and formatting digital photos for use in websites and presentations; shooting, editing, manipulating, and formatting digital video and soundtracks for use on websites and presentations; and selecting the appropriate hardware and software for creating digital photos and videos.

On the Job Training

The Trainee will have the opportunity to gain practical experience by assisting with portions of real jobs requiring digital photos and video for use in websites or presentations. This practical experience is necessary to reinforce lessons learned as a part of the syllabus.

Supervision and Evaluation

John Smith, the Creative Director of _____, will act as both Program Advisor and Supervisor for the trainees in this program.

Training Schedule

Phase I - Orientation

Weeks One to Two

Summary:

The Trainee will be given an orientation that includes a thorough introduction to _____, a tour of _____ and the surrounding area, and an overview of the training program

Details:

Week One: Orientation and Introduction to _____ and Overview of the Training Program

Week Two: Tour of _____ and the Surrounding Area including Visits to Digital Photography and Videography Studios in the Area

Review:

Upon the completion of Phase I, the Program Advisor will assure that the Trainee understands the goals of the program and agrees with the objectives before proceeding to Phase II.

Phase II - Basics of Digital Photography

Weeks Three to Six

Summary:

In this phase, the Trainee will have a chance to review the basics of traditional photography, learn the basics of digital photography, and learn about the differences between using film and a digital camera to capture an image.

Details:

Week Three: Review of the Basics of Photography, including, Lighting, Exposure, and Composition

Week Four: Learning to Capture and Image Using a Digital Camera, including Lighting, Exposure, and Composition

Week Five: Learning the Differences Between Using a Standard Camera and a Digital Camera to Capture Images

Intrax Career Training - Training Plan

Week Six: Practical Experience in Capturing Still Life Shots and Live Action Photos Using a Digital Camera for a Corporate Website or Presentation

Review:

Upon the completion of Phase II, the Program Advisor will review the Trainee's progress to ensure that he or she understands the basics of digital photography before advancing to Phase III.

Phase III - Editing, Manipulating, and Formatting Digital Photos

Weeks Seven to Eleven

Summary:

The Trainee will learn to use various computer programs to edit, manipulate, and format digital photos.

Details:

Weeks Seven through Ten: Learning to use Photoshop, Photopaint, and FilmFactory to edit, manipulate, and format digital photos for use in websites and presentations

Week Eleven: Practical Experience in Editing, Manipulating, and Formatting Photos for Use in a Corporate Website or Presentation

Review:

Upon the completion of Phase III, the Program Advisor will assure that the Trainee understands the basics of editing, manipulating and formatting digital photos for use in corporate websites and presentations before advancing to Phase IV.

Phase IV - Basics of Digital Video

Weeks Twelve to Fifteen

Summary:

In this phase, the Trainee will have a chance to review the basics of traditional videography, learn the basics of digital videography, and learn about the differences between using standard video and a digital camera to capture a moving image.

Details:

Week Twelve: Review of the Basics of Videography, including, Lighting, Exposure, Composition, and Sound

Week Thirteen: Learning to Capture and Image Using a Digital Video Camera, including Lighting, Exposure, Composition, and Sound

Week Fourteen: Learning the Differences Between Using a Standard Camera and a Digital Camera to Capture Moving Images

Week Fifteen: Practical Experience in Shooting Video Using a Digital Camera for a Corporate Website or Presentation

Review:

Upon the completion of Phase IV, the Program Advisor will review the Trainee's progress to ensure that he or she understands the basics of digital videography before advancing to Phase V.

Phase V - Editing, Manipulating, and Formatting Digital Video

Weeks Sixteen to Twenty-Two

Summary:

The Trainee will learn to edit, manipulate, and format digital video and sound for use in websites and presentations.

Details:

Weeks Sixteen through Twenty-One: Learning to Use Adobe Premier to Edit, Manipulate, and Format Digital Video and Sound

Week Twenty-Two: Practical Experience in Using Adobe Premier to Edit, Manipulate, and Format Digital Video and Sound for use in a Corporate Website or Presentation

Review:

Upon the completion of Phase V, the Program Advisor will assure that the Trainee understands the basics of editing, manipulating and formatting digital video and sound for use in corporate websites and presentations before advancing to Phase VI.

Phase VI - Website Project

Weeks Twenty-Three to Twenty-Four

Summary:

The Trainee will be asked to create a personal website that includes original photos and video as a final project.

Details:

Weeks Twenty-Three and Twenty Four: Creating a Personal Website including Original Digital Photos and Videos

Review:

Upon completion of Phase VI, the Program Advisor will review the website with the Trainee to ensure the he or she has learned the effective use of digital photos and video to enhance websites and presentations.