

Film Internship Overview

FILM 3321 (3 Credit Hours) / FILM 5390 (1-3 Credit Hours)

Internships provide qualified students an opportunity to integrate professional experience with traditional academic study. They require students to demonstrate and apply knowledge, attitudes, judgment and techniques learned in the classroom. The successful internship enables the student to learn by doing, to acquire first-hand knowledge of the field, to experience professional activities and relationships and to develop potential career contacts and strengthen his or her resume.

Eligibility

- The student must be pursuing a major or minor in the Film program.
- The student must have a minimum GPA 2.00 overall and in the major.
- **Undergraduate students must have completed the following core courses** (or the equivalent if the student transferred from another university) **in the emphasis area: FILM 1305, 1310, 2466, or obtain permission from the instructor to enroll in an internship.**

Admission Procedures

- 1) At least one semester before enrolling in an internship course, the student should consult with his or her regular faculty adviser to assess qualifications, goals and the type of workplace most appropriate for the internship.
- 2) The student should attend the Internship Information Workshop, obtain an application packet and follow the step-by-step instructions.
- 3) The student should identify and contact work sites that meet the student's needs, then schedule interviews to determine the availability of positions, workload and responsibilities.
- 4) The student should complete the application and find a coordinating adviser — either the Internship Coordinator or another instructor in the department, then submit all documents to the Internship Coordinator for approval by the Internship Committee at least one week prior to the beginning of advance registration or one week in advance of the beginning of the semester or summer term in which the internship is scheduled. Applications will not be accepted during the semester in which the credit is sought.
- 5) The Internship Committee and the Department Chair will review applications. If approved, the student will be registered for the class by the department secretary. Students must have met all of the above conditions for the credit hours and registration to be valid. **Students MUST be officially registered in the course in advance of the semester they do the internship.**

Film, Theatre, and Creative Writing Internship Procedures

Course Requirements

Regular on-site attendance following a schedule worked out with the on-site supervisor and approved by the faculty coordinator that meets or exceeds the minimum activity requirements of the internship (120 hours).

Interns are required to keep an internship daily log in which they record the hours, activities and experiences of each work period. This log must be submitted to the coordinator periodically as part of the written requirements of the internship.

Ongoing contact with the faculty coordinator to assess the internship experience. Written requirements for the internship include, in addition to the daily log, a formal paper or project reflective of the internship experience, a letter summarizing the internship, a resume and submission of the Student Internship Survey.

Evaluation

The faculty internship coordinator, the work-site supervisor and the student evaluate each internship.

The faculty internship coordinator may periodically call or visit the work-site supervisor to evaluate the quality of the student's work and to confirm that the work conforms to departmental standards and guidelines.

Supervisors must complete an assessment of the student's performance during the internship. Each intern will be given an internship survey form that allows the student to comment on the quality of the work experience. This form may be found at <https://uca.edu/ftcw/film-internships>.

At the end of the semester, the faculty internship coordinator will assign the student a grade based on the work site supervisor's evaluation, the student's evaluation and the quality and completeness of the written materials submitted by the student (daily log, reflective paper/project, resume and letter). **These must all be typed.**

General Considerations

Neither the department and its faculty nor the University administration assumes any responsibility to guarantee the student's progress. If at any time the student's performance falls below the minimum acceptable standards of the internship in the opinion of either the work site supervisor or the faculty internship coordinator, the coordinator may terminate the internship with the appropriate grade assigned and reported to the Registrar.

Neither the department nor the university guarantee any continuing affiliation or agreement of future employment between the student and the internship work site or facility.

All expenses incurred for travel, meals or other work-related expenses are the responsibility of the student.

Compensation for interns is not the responsibility of the Department of Department of Film, Theatre and Creative Writing or the University of Central Arkansas. Internships that include a student stipend (paid internships) are acceptable if approved by the Internship committee during the application process.

Students must register for an internship during the semester that they actually perform the internship. (In other words, a student may not do an internship in the summer and register for it in the fall.)

GUIDELINES FOR INTERNSHIP WRITTEN REQUIREMENTS

Your internship has limited value unless you are able to assess its impact on your academic and career choices. The written requirements serve this purpose. Although your work performance may reflect the majority of your grade, the written requirements are given significant consideration.

Written assignments will be graded on content, completeness and literacy.

The minimum written requirements consist of six parts, described below. Individual faculty coordinators may require additional work. **All materials must be typed in Times New Roman or Arial 12 point with 1.5 line spacing, 1.5 inch margins.**

All materials should be turned in electronically by uploading to the Dropbox of the Internships Folder on the Courses Drive.

1. The Daily Log

Be observant. Write down your observations. During the internship, the student should record all dates and hours worked, the total number of hours worked, work tasks performed and **ongoing observations** about the tasks performed and the work environment.

2. The Reflective Report (2-3 pages)

The report provides a means for you to **reflect upon your work** experience and assess its relevance and value. It should include your perceptions of the organization and work environment, describe any new skills and knowledge gained (learning experiences), describe a “typical” day and **Relate your experience to your academic studies**. What did you like? What did you dislike? What observations did you make that might make your work on/at the campus media outlet more efficient. What can you bring back to help the staff. You should also explain which parts of the experience were most and least valuable to you. You should include a professional-style appendix containing samples of materials prepared by you on the job (tapes, letters, budgets, scripts, articles, press releases, completed publications, photos, etc.)

3. Student Evaluation Survey and Employer Evaluation

This provides you with an opportunity to rate your internship work experience on a given scale and to comment on the adequacy of information and assistance provided by your work-site supervisor and faculty internship coordinator.

4. Resume

At the end of your internship you will provide an updated, professional resume in which you include your internship along with your other work experience.

5. Examples of Work (15 to 20+) [IF APPICABLE]

Please provide **all the examples** of the work you created during your internship. This should include a DVD of film, television or online materials, newspaper or magazine clippings.

7. Digital Portfolio

Create a digital archive of your work. These should include representative samples of tasks you worked on during your internship to the extent allowed by your employer. This should be organized into one folder with separate subfolders for each new section. For example, if Jane Doe was working as an editor, she would create a folder called Jane Doe Digital Portfolio, and in it she might have folders labeled "Promotional Video", "Interviews" and "Final Outputs". Each section can be its own document or folder, and include a pdf with a table of contents.

(Example portfolios are available on the Courses Server in the Internships Folder)