

GUIDELINES FOR INTERNSHIP PAPER

Film and Media Studies 95I—Internship (Freshmen & Sophomores)

Film and Media Studies 195I – Internship (Juniors & Seniors)

UCSB Department of Film & Media Studies

In order to be eligible to receive the 2 units of academic credit (P/NP only), fill out an internship contract and obtain an approval code from the Internship Coordinator to add Film & Media Studies 95I or 195I.

As part of your internship agreement, you are required to submit a five-page paper chronicling your internship. The paper is due the last day finals of the quarter, that is, the last day of finals.

Consider these guidelines a jumping-off point for your paper. You probably have much more to say about your internship than what is outlined here. This is an informal paper that should be directed to other potential interns at this company.

Your paper should address the following:

1. Give the name of the company, the name of your supervisor, his/her position, phone number and department.
2. How did you find out about the internship? Did you call, write, and/or go for a personal interview?
3. How did you negotiate the terms of the internship agreement? Was a description of the duties and hours provided?
4. What time period did your internship cover? How many hours did you spend on it? What skills did you bring to the job? What skills did you acquire?
5. What happened on the first day? Did you get a tour, introductions, explanations?
6. Were there any perks? Describe.
7. What was your overall impression of the job, the people, the company? Would you recommend this internship to another film major? Why or why not?

When you have completed the internship, your supervisor should send the Internship Coordinator a letter verifying the amount of time and type of work that you performed. The letter should be sent to: Joe Palladino, Internship Coordinator, Department of Film & Media Studies, University of California, Santa Barbara, CA 93106-4010, or emailed to jpalladino@filmandmedia.ucsb.edu.

FILM AND MEDIA STUDIES 95I/195I – INTERNSHIP CONTRACT

Name: _____ Perm Number: _____

Major: _____ Year: _____ Quarter: _____

Prerequisites: Students must (1) Film & Media Studies Major; (2) have completed three quarters of course work; and (3) have a minimum 3.0 grade-point average for the preceding three quarters. Two units of credit will be awarded for each internship. The maximum number of 95I or 195I units that may be earned in Film & Media Studies is 4.0.

The Film & Media Studies 95I or 195I "internship" category provides an opportunity for qualified majors to undertake a period of training under real working conditions in the industry. This document provides an approximate description of duties and hours expected to be performed. It is understood that hours and duties may vary according to the needs of the sponsoring organization. The Film & Media Studies Department requires a minimum of 100 hours (with a maximum of 200) per quarter for 2 units of internship credit.

Company _____

Supervisor (please print) _____

Address and Phone _____

Internship Description:

Date _____

Student Signature

Sponsor Signature

Approval: Internship Coordinator

Approval: Chair, Film & Media Studies