

FILM/MEDIA

FLM401 FIELD EXPERIENCE IN FILM/MEDIA

Student Guidelines & Requirements

- You must have completed 18 credits of the courses required for the Major in order to be eligible for this internship.
- An overall GPA of 2.5 is needed for you to be eligible for this course.
- These credits may be applied to your major and they can be used towards the 42 credit minimum of 300+level courses. This internship is listed as FLM401 in the student records system, where if all requirements are completed, a letter grade (A-F) will be recorded. A student intern can receive from 1-6 credits, with one credit being equivalent to working at the internship site 40-45 hours. Additional credits may be given after review by the Program Director.
- Internship enrollment deadline for the fall and spring semester is by the end of the first full week of classes. Late adds may be possible but are not guaranteed.
- The application and learning contract must be completed and approved **before** the start of the internship.
- The student-intern will be expected to produce **two** typed reports. These reports should be done on company letterhead when possible. Also, electronic filing of these reports is desirable. The first report is **optional** and can be done at **mid-term** and the other one is done at the **end** of the semester of internship, to be sent to the Film/Media Director at urifilmdirector@gmail.com.
- An evaluation questionnaire will be sent, at mid-term, to the internship Supervisor to be completed and returned to the internship Director.

**FILM/MEDIA INTERNSHIP APPLICATION
FLM401**

Student's Name: _____ Class: _____ ID# _____

Complete address: _____

Telephone number: _____ e-Mail address: _____

Major(s): _____ Minor(s): _____ GPA: _____

You must have completed 18 credits of required major courses to do this internship; list at least six course code and numbers (e.g., FLM101, ENG304):

Internship Site and complete Address: _____

Internship Supervisor's name, title,
telephone and FAX number: _____

Number of credits at 40-45 hours per credit; 1 (min.) to 6 (max.): _____

To be completed by the faculty director of the internship

Approved for 1-6 credits _____ = _____ hours

If after consulting with the intern and the internship supervisor there is any reason that the internship experience is not meeting the agreed upon expectations I may terminate this internship.

Signature: _____ Date: _____

Start date: _____ End date: _____

STUDENT LEARNING CONTRACT
Student's expectations and rationale for the Internship

As student intern, I _____(your name) agree that I will receive _____ (number of university credits) when I have completed the 40-45 hours per credit required with _____ (Name of internship site). My goal is to have a challenging and rewarding experience in a safe working environment. If after consulting with the faculty Director of my internship I find this internship experience is not satisfactorily meeting my expectations I may terminate. I understand that the internship company/agency may pay me for this experience, but are not under obligation to do so.

Signature: _____ Date:_____

SUPERVISOR'S EXPECTATIONS FOR THE INTERNSHIP

Please fill in a job description for the intern on this form, and return it to the Director of the Internship: FAX # 401 874-2580

As Internship Supervisor, I _____ (your name) agree to allow the student to work the required 40-45 hours per credit in order for the student to complete _____ (number of credits). My goal will be to offer the student intern a challenging and rewarding work experience in a safe working environment. If, after consulting with the faculty Director of this internship, I find the internship is not working to expectations I may terminate this agreement. I may choose to pay the intern for this experience but am under no obligation to do so.

Signature: _____ Date: _____

Internship Site: _____