

FILM INTERNSHIPS

INTERNSHIP PROCEDURES

FALL, SPRING, AND SUMMER

Here is what you need to know if you are considering or you have landed an internship for the fall, spring or summer. We want you to have as many under your belt as you can before you leave. Below are steps that you will need to take once you and the company have agreed to the internship:

1) STEP #1: If this is a new company, meaning no student has interned there before, email me their contact information, including phone number, so I can set up a time to speak with them. Please try to do this several weeks before drop/add. Please do your diligence when selecting a company. My last desire is to NOT approve a company. Unfortunately, students have had some bad experiences that we are trying to avoid. We want you to be doing more than get coffee or sweep floors. We also don't want people to use you for job responsibilities that they should pay an employee to complete. However, it is also in your best interest to have a good experience.

Something to avoid:

- Internships where you have to provide your own equipment
- Internships out of people's homes unless myself or another faculty member know the site provider.

Once approved see below!

2) STEP #2: Attached is the learning agreement. Discuss the learning objectives/responsibilities with your site supervisor. Please make sure that you fill this out together. Note from Career Services below:

- *Learning Agreements should be detailed and aligned with majors.*
- *Communicate the importance of legible email address for Site Supervisors on the ILA because we will need accurate contact information for the site supervisor to receive the evaluations electronically*
- *The student needs to know if they change site supervisor or company, they will need to complete a new ILA and get all signatures and turn in to you as soon as the change occurs.*

Please make sure that the company is aware that you will need 120 hours toward fulfilling your credit hours. Very important! You will be expected to submit (signed) timesheets (that I provide) every two weeks (fall and spring) or every week (summer).

3) Step #3: Sign the agreement and have your site supervisor do the same. Email me a copy of the signed agreement and drop your original in my box in the office/not the by

my door. I will sign it, have you put in the class, and the internship process will begin. If internships are virtual, you can email paperwork.

4) Step #4: Read the syllabus on D2L to understand what is expected of you for the class and enjoy! Please follow all of the deadlines listed in the syllabus.

5) Job Search Strategies Workshop is required for each student interning. It's worth points toward your internship grade for the class. I will send out the dates once I receive them from Career Services. I would recommend everyone take this class as soon as you can even if you are not doing an internship in the same semester. Keep a copy of the stamped or signed voucher for your records. You will need to upload it toward your grade.

6) Here are some further notes from Career Services:

- *Evaluations from your site supervisors. Evaluations will be sent to Site Supervisors from this email: clayton-csm@simplicity.com.*
- *Melissa Roberts from Career Services will send an email to students regarding date evaluations about 2 weeks before evaluations going out, for you to make their site supervisor's aware.*
- *You will also complete an evaluation of your own for the class.*

7) INTERNSHIP CLASS STUDENT EXPECTATIONS: I want to make sure that everyone understands that you will have assignments for the internship class from me, but this is not a seated class. The same expectations that you would have of me as your instructor in a seated/online are different here. All deadlines will be in the syllabus. It's your responsibility to turn things in on time. I will not be sending weekly reminders. You can do it. I'm here to help you in whatever way that I can. I know this seems like a lot of steps. You can accomplish this in a short amount of time if you are persistent. 99% of all students do very well in the class. Please let me know if you have questions.

Congratulations again on your opportunity.

Professor Haile
kafiahaile@clayton.edu