

FILM INTERNSHIPS

INTERNSHIP PROCEDURES

Hello Filmmakers! Please follow the steps in order to receive internship credit.

STEP 1: Search for an internship.

Research the company online to ensure their work matches your career goals. Some places to look:

- Laker Career Zone
- Indeed.com enter a search for “film”
- Ask CSU classmates who had positive internship experiences

STEP 2: Submit your resume, and interview with the company.

- Find out the location
- Ask what specific tasks will be required of you
- Agree on your work schedule

A few guidelines to consider:

- Interns should not be required to provide their own audio / visual equipment.
- Do not work out of an individual's home.
- Your duties should be related to film/tv production.
- Avoid internships with too heavy a workload, better suited for a paid employee.

STEP 3: Complete the [ILA form](#).

- See the [Film Department Learning Outcomes](#) as an example of how to complete the learning objectives section.
- *Objectives* are what you hope to learn. *Duties* are the tasks you will complete to reach your objectives.

STEP 4: Submit the ILA form to the Film Department Internship Coordinator.

- The Internship Coordinator will review your learning objectives and return the form to you with feedback.

STEP 5: Get your site supervisor's signature on the ILA form.

- Return the signed form to the Internship Coordinator.
- You will then be registered for the class.

STEP 6: Read the syllabus in D2L.

- Ensure you are keeping up with the assignments required for the course.

If you have questions about assignments or experience challenges at your internship, please do not hesitate to contact me.

Professor Haile
khaile@clayton.edu