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# Film 4901 - Internship



**Course number: Film 4901  
Internship  
Fall, 2016/ 3.0 credit hours**

Instructor: [Jonathan M. Harris, MFA](#)

Office Location: **ME #214**

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[Course Website \(GeorgiaView\)](#)

[Instructor Website](#)

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**Office Hours:** Tuesdays 12:30p.m.-2p.m., 3:30p.m.-4:40p.m.  
Thursdays, 9:00a.m.-9:50a.m., 12:30p.m.-2p.m.

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You can access our course in GeorgiaView by clicking on the link above. Don't know what your username and password are? [Click here.](#)

## Communication

Please feel free to e-mail questions, concerns, ideas or just to check in whenever you like. I will try to respond during the week within 24 hours. I may not respond during the weekend but rest assured, I will get back with you during the week. Please include information about which class you are in when e-mailing, thanks! Also, please be aware that all students and faculty are expected to use the official CSU e-mail system for security reasons and to abide by federal regulations.

## Catalog Description

This course will allow students to earn credit for participating in film and media industry activities. Students may volunteer for film/media conferences or events, attend speakers and special presentations, work on-set for film/media productions, and/or take part in other faculty-approved activities. A minimum number of hours will be required for each credit hour and the work must be documented.

## Pre-Requisites:

[CMS 4410](#) with a minimum grade of C

**AND**

[FILM 3155](#) with a minimum grade of C

Major Restrictions: Film Production majors only

## Course Objectives/Learning Outcomes

Film 4190 is a required course in the B.A. in Film Production

## Program Outcomes

This course provides support for the following Film learning outcomes:

- Develop mastery of technical and artistic skills that are fundamental to filmmaking and video production and post-production—including writing, producing, directing, editing, cinematography, production and audio design
- Acquire and model accepted industry practices, including those regarding professional collaborations, safety and ethical standards, and demonstration of employment marketability

## Course Format

### On-site internship

1. Students must receive an offer for an internship position that relates directly to their future career aspirations. The internship must be approved by myself and Career Services. Students must submit an Internship Learning Agreement (ILA) form, available [here](#), prior to registering for the course.

\*In exceptional circumstances a student may be allowed to register before the ILA form has been submitted. In this case the student will be given a hard deadline for submitting the form. If the ILA form is not submitted by the deadline, the student will lose 5 points. An additional 5 points will be deducted for each week the form is not submitted.

2. Students must spend a total of 150 hours during the semester engaged in activities associated with their internship. (This means an average of 10 hours per week during fall or spring semesters or an average of 15 hours per week during the summer semester.)
3. Students must receive a site evaluation from their supervisor, to be submitted to Career Services. This evaluation will account for 25% of their course grade.

## Evaluation

Introductory Paper	10 points
Resume	15 points
Daily Log Hours	15 points
Samples of Work	15 points

Reflective Paper	10 points
Site Evaluation (Completed by Site Supervisor)	25 points
Site Evaluation (Completed by student)	10 points

I use the following scale to determine your final grade. If you earn between \_\_\_ and \_\_\_ points, *and you complete the internship requirements* (noted above), your final course grade is

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. Grades are not rounded up, and no extra credit will be offered. Failure to complete internship requirements will result in an automatic F for the course.

90–100	= A
80–89	= B
70–79	= C
60–69	= D
0–59	= F

Introductory Paper: (10 points, due Friday, August 26th at 9:59 PM) Within the first month of the semester you will write a paper, approximately two pages (double spaced), in which you reflect on the following:

- your career objectives
- your reason for choosing this internship
- your duties in the internship
- your expectations for the internship experience

Resume: (15 points, due Friday, October 7 at 9:59 PM) By the midterm you will turn in a professional resume, one page in length, that demonstrates how you would present yourself when applying for a job in the same area as your internship. Resources and advice are available [here](#), and [Career Services](#) is available for consulting.

Daily Log Hours: (5 points each, due September 16, October 21, and December 2, at 9:59 PM) List the dates and times that you've worked on the internship using [this form](#) (one per week). Your site supervisor must sign the log sheets prior to you submitting them on the specified due date.

Samples of Work: (15 points, due Friday, December 2 at 9:59 PM) Show proof of your internship work such as: reports, brochures, proposals, media products, memos, email messages, newsletters, certificates, or newspaper articles. These should be materials that you produced—not materials that were produced for you. Each sample should be preceded by a summary sheet that explains (briefly) the activity the item documents. You should include at least 3 to 5 different samples. Each sample is worth 5 points, with the maximum of 15 points.

Reflective Paper: (10 points, due Friday, December 2 at 9:59 PM) At the end of the semester you will write a paper, approximately two pages (double spaced), in which you reflect on the internship experience as a whole. Discuss the following:

- the projects/assignments/activities you worked on over the course of the semester
- your challenges and accomplishments
- what you learned from these activities
- how your expectations for the internship (expressed in the introductory paper) match up with the experience
- (optional) whether the internship has changed your career goals

Site Evaluation (from supervisor): (25 points, due date TBA) Towards the end of the semester Career Services will contact your supervisor and ask them to submit an evaluation of your work. Career Services will indicate a deadline by which your supervisor should return this to their office. You should speak with your supervisor about this; make sure they receive the evaluation form and return it promptly.

Site Evaluation (from student): 10 points, due Friday, December 2 at 9:59 PM) At the end of the semester you will fill out a brief survey evaluating your internship site and supervisor.

Mid-term Progress Report: You will not receive a midterm grade report for CMS 3901. The

last day to withdraw without academic accountability is June 24. Students pursuing this option must fill out an official withdrawal form, available in the Office of the Registrar or online, by this date.

### **Mid-term Progress Report:**

The mid-term grade in this course, which will be issued on October 6th, reflects approximately 30% of the entire course grade. Based on this grade, students may choose to withdraw from the course and receive a grade of "W." Students pursuing this option must fill out an official withdrawal form, available in the Office of the Registrar, or withdraw on-line using the Swan by mid-term, which occurs on October 9h. [Instructions for withdrawing are provided at this link.](#)

**The last day to withdraw without academic accountability is October 6th, 2016.**

### **Late Work**

Late assignments will be penalized with point deductions determined by the instructor but will not exceed 10 % penalty per day.

### **Grades and turnaround time for assignments**

Please be patient. I know you will work hard on the assignments in this course. Please know that I will be diligent in returning graded assignments as quickly as possible. This usually translates into a week after the deadline date. It may be quicker sometimes and at times it may take a bit longer. Quizzes will be auto-graded by D2L so that you have feedback more quickly on how you're doing. Whenever possible, peer reviews of work offer another avenue for timely feedback.

### **Computer/Technology/Materials Requirements**

You are required to have ready access throughout the semester to a notebook computer that meets faculty-approved hardware and software requirements for your academic program. For further information on CSU's Official Notebook Computer Policy, please go to <http://itpchoice.clayton.edu/policy.htm> You must have a stable internet connection which is available to you frequently in order to access the course and keep up with assignments. Please see an exhaustive list of [technology requirements here](#).

**In-class Use of Student Notebook Computers:** Student notebook computers will not be used during any class sessions in this course. Computers will be required to access course materials from home and to communicate with your instructor.

## Required Skills

Students enrolled in this course should possess the following technology skills:

- The ability to access information via the Internet
- The ability to use GeorgiaView (WebCT/LMS) and associated tools, including discussion boards, chat rooms, online testing and assignment submission features
- The ability to use word processing software and to save in alternate formats
- The ability to send, receive and include attachments using email
- The ability to demonstrate netiquette (appropriate online conduct)

## Software

The following software is required in order to view course content and to participate in planned course activities. If you do not have this software currently loaded on your computer or are unsure, you can download the



Flash Player



software for free by clicking on the following links:

## Technical Support

[HUB URL](http://thehub.clayton.edu/index.php?nav=hub_services) ([http://thehub.clayton.edu/index.php?nav=hub\\_services](http://thehub.clayton.edu/index.php?nav=hub_services))

## Etiquette Requirements

Cell phone/mobile use is not permitted, period, unless we're using them for coursework. The instructor will silence his cell phone and will refrain from checking it during class time. Please accord the instructor and your classmates the same courtesy. **Student attendance/participation score will be reduced if cell phones are used in anyway during class time.** It is not o.k. to keep your phone in your hand or on the desk at anytime during class unless requested by the instructor, thank you! :-)

Computers in M144 should be used for coursework only, not for the viewing of videos, Facebook chats etc., during class time. As an added incentive, consider that you are losing money and more importantly, knowledge/information everytime you allow yourself to get distracted during class time. It also distracts other students.



## Course Attendance Policy

Students are expected to attend all classes, and to access the online course materials and participate in the required discussions, activities and assignments. Students are expected to be on time for class and to stay for the duration of the class.

Late students should enter silently and without disruption.

Students should focus during class time on the material presented by the instructor and by other students. Students may receive a zero for attendance and participation if they do not attend and actively engage in the class that day. Any absence must be accompanied by a written excuse from a doctor or other competent authority.

### Attendance points

Each student will receive 100 points for each day they are on time and in their seat when class begins and remain the entire class period. If arriving after the start time for the course, students will receive 50 points until 15 minutes into class at which time they will receive 0 points for the day. This score may be reduced if students ignore other rules of etiquette for the class. Any student who fails to attend the first two class sessions or complete a scheduled assignment during the first week of class will be reported as a “No Show”. **If a student leaves class before the end of the period, they will receive a 0 for attendance.**

## **On-set hours on outside projects**

To achieve full credit in the course, students are required to participate on at least one outside film or video project. This requirement can easily be fulfilled by volunteering on the films being created in Video Production II during the same semester. This includes full participation on the lighting crew for a student production or as part of a professional production if a student already has this opportunity. Student will document the experience according to the instructor's specifications.

## **Online Etiquette (Netiquette)**

Discussion, chat, and e-mail spaces within this course are for class purposes only, unless otherwise stated. Please remember to conduct yourself collegially and professionally. Unlike in the classroom setting, what you say in the online environment is documented and not easily erased or forgotten.

The following guidelines apply:

- Avoid using ALL CAPS, sarcasm, and language that could come across as strong or offensive.
- Use proper punctuation, grammar and be sure to edit your contribution before posting.
- Keep chat comments brief and to the point.
- E-mail should only be used for messages pertaining to the

course. Please refrain from sending forwards, jokes, etc. within e-mail.

## **General Policy**


Students must abide by policies in the Clayton State University Student Handbook, and the Basic Undergraduate Student Responsibilities.

## **University Attendance Policy**

Students are expected to attend, log in, and actively participate as part of their learning in the course. Instructors establish specific policies relating to absences in their courses and communicate these policies to the students through the course syllabi. Individual instructors, based upon the nature of the course, determine what effect excused and unexcused absences have in determining grades and upon students' ability to remain enrolled in their courses. The university reserves the right to determine that excessive absences, whether justified or not, are sufficient cause for institutional withdrawals or failing grades.

## **Disabilities**

Students with disabilities who require reasonable accommodations need to register with Disability Services in order to obtain their accommodations. You can contact them at 678-466-5445 or [disabilityservices@clayton.edu](mailto:disabilityservices@clayton.edu). If you are already registered with Disability Services and are seeking accommodations for this course,



please make an appointment with me to discuss your specific accommodation needs and give me your accommodations letter.

### **Academic Dishonesty**

Any type of activity that is considered dishonest by reasonable standards may constitute academic misconduct. The most common forms of academic misconduct are cheating and plagiarism. All instances of academic dishonesty will result in a grade of zero for the work involved. All instances of academic dishonesty will be reported to the Office of Student Life/Judicial Affairs.

### **Student Code of Conduct**

Behavior that disrupts the teaching–learning process during class activities will not be tolerated. While a variety of behaviors can be disruptive in a classroom setting, more serious examples include belligerent, abusive, profane, and/or threatening behavior. A student who fails to respond to reasonable faculty direction regarding online behavior and/or behavior while participating in online course activities may be dismissed from class. A more detailed description the Student Code of Conduct can be found at <http://adminservices.clayton.edu/studentconduct/>

### **Operation Study**

At Clayton State University, we expect and support high motivation and academic achievement. Look for Operation Study activities and programs this semester that are designed to enhance your academic success such as study sessions, study breaks, workshops, and opportunities to earn Study Bucks (for use in the University Bookstore) and other items.

### Course Schedule

August 26	Introductory Paper
September 16	Daily Log Hours
October 7	Resume
October 21	Daily Log Hours
December 2	Daily Log Hours, Samples of Work, Reflective Paper, Site Evaluation

