



REGISTERING FOR AN ACADEMIC INTERNSHIP CHECKLIST, POLICIES, AND INFORMATION

An academic internship is a learning experience, where course credit is awarded through an academic department for work that **relates** to your course of study.

To arrange your internship, you must first:

- Discuss responsibilities and supervision with your Internship Site Supervisor.
- Consult the Academic Catalog for course numbers (FILM 399R), prerequisites, and Internship Policies (see below).
- Meet with your Academic Advisor to discuss your eligibility to participate in an academic internship.
- Complete the Internship Learning Agreement (ILA) with feedback from your Internship Site Supervisor and Faculty Internship Advisor.
- Submit your signed and dated ILA via email to your Faculty Internship Advisor by the **final day of Add/Drop/Swap** for the semester of your internship.
- Ensure your Academic Advisor, Faculty Internship Advisor, and Internship Site Supervisor have completed, signed, and dated the ILA form. **Please note ILAs are not automatically approved once submitted.**
- Receive approval to enroll in FILM 399R email from your Faculty Internship Advisor.
- Receive confirmation email from the Registrar's Office you are registered for the internship course.

INTERNSHIP POLICIES

1. Students must receive approval for the internship from their faculty internship advisor ***before*** enrolling in FILM 399R.
2. Students must submit an internship learning agreement to their faculty internship advisor and receive approval before beginning work at the internship site.
3. Students must complete the agreed upon number of internship hours for the number of credits.

Internship Hours Worked	Credit Hours Earned
30	1
60	2
90	3
120	4

4. Only four S/U internship credits can count towards completion of the Film and Media major or minor. That said, you may sign up for internships in subsequent semesters.
5. Credit can be awarded only when the internship coincides with the semester that the student registers for such credit. Please note credit cannot not be awarded retroactively.
6. Students must agree to a work schedule that allows for completion of the internship and completion of coursework. We recommend no more than 10 hours per week over the course of the internship but understand there may be a need to work more or less depending on your schedule.
7. Students cannot obtain credit for more than one internship during the same semester.
8. Students must complete the agreed upon assignment about their internship experience (journal, reflection paper, presentation) and return it to the Faculty Internship Advisor before being awarded a grade.
9. We recommend that a student's internship site supervisor and faculty internship advisor are not the same person. However, in some cases, it may make sense to have a faculty member serve in both capacities.
10. The faculty internship advisor must be from the Film and Media department.