

FTA 4900 & 5900 – Internship Syllabus

Requirements for Interns

- 1) Interns must be enrolled full time in the University of New Orleans. 12 hours minimum for undergraduates, 9 hrs for graduate students.
- 2) For full 3 hours of credit interns must work 120 hours for the internships which is approximately 8 hours per week during a regular semester.
- 3) Interns must be aware that they may have to work more hours, but will not receive additional academic credit.
- 4) Interns will provide for their own transportation (with insurance) to and from the location of their internship.
- 5) Interns must have a 2.5 GPA or higher.
- 6) Interns must provide proof of health insurance.
- 7) Interns accept that they may receive academic credit only and may or may not get remuneration for working for the production company.
- 8) Interns must write a cover letter and a resume prior to their interview with the company.
- 9) The internship is provided by the company after interviewing the student. The company may terminate an internship for any reason. If terminated, the student will not receive credit for the internship. If terminated for poor performance the students will receive an 'F' for the course.
- 10) Interns must keep a log of all hours worked, which is to be verified by their supervisor at the company and submitted at the end of the semester.
- 11) Interns will keep a diary of duties during the internship as reference for their final written report.
- 12) Interns must be prepared for any class meetings on campus that may occur, plus any additional writing assignments during the semester.
- 13) Interns are required to check their UNO email for periodic emails from the course instructor.
- 14) At the end of the internship interns will need to submit:
 - a. A written report (7-10 pages) describing their internship experience.
 - b. The log of 120 verified hours (
 - c. The intern's supervisor's performance report.
- 15) All material is due on or before the last Friday prior to finals week by 5pm. Each day it is late will be a reduction in the student's grade of 10%.

The course instructor may call or email the company during the semester to check on the performance of the intern.

Instructor

Course instructor:	Hamp Overton
Email:	joverton@uno.edu
Telephone:	504-280-7214
Office:	310 PAC Building
Office Hours:	M & W 11-Noon, 3:30-5pm, T 2-3pm
Course Website:	http://joverton5.wixsite.com/fta-internships

Learning Outcomes

The purpose of taking the internship course is to learn in a real world environment from professions that can coach and mentor you in the film, theatre or other media industry. It is also an opportunity for you to make contacts that can be useful upon graduation in helping you find employment.

After your internship you should have a better understand of how the segment of the industry you interned in works and what the conditions and expectations are from working in that industry. You should also have developed relationships with individuals successfully working in the industry that you can contact for advice and mentorship in the future.

About Interning

When you intern you are going to learn from the internship company or organization. You are not expected to have a fully developed skill set. The most important skills you can bring are being punctual and reliable, listening, showing initiative, being adaptable and having a positive attitude. The internship company will teach you what they need you to do.

Some, but not all, internships will pay. Usually a paid internship is so the company can add you on to their workman's comp policy, so the pay will be minimum. Most internships are not paid, but in return for you not being paid, they will teach you new skills and you will gain experience and contacts as well as course credit.

Grades

Grades are based on your paper (35%), your hours worked (35%) and your supervisors evaluation (30%) for a total of 100%.

Grade scale: 90-100% = A, 80-89% = B, 70-79% = C, 60—69% = D, <60% = F

Paper: Your paper is to be a written report on your experience at your internship. It should highlight what you learned, what parts of the internship you thought were beneficial and if any of the internship you did not feel was beneficial. This is to be typed, double spaced, stapled, with your name and course number on the front page. It should be 7-10 pages in length.

Log of Hours: You must work a minimum of 120 hours to earn 3 credit hours. You will need to keep a log of your hours worked. At the end of your internship your supervisor will need to verify your hours worked by either signing your log or emailing the course instructor that you have worked the required 120 hours. If you work 120 hours you will receive an A for this portion of your grade. For each 5 hours below 120 your grade will drop 10% for this portion of your grade, e.g. 115 = 90%, 110 = 80%, 105 = 70%, 100 = 60%, etc.

Supervisors Evaluation: Upon completion of your internship, your supervisor will fill out an evaluation on your performance. The supervisor can choose to let you see this evaluation or not. You are evaluated on your Comprehension and Communication, Attitude/Work Habits and Performance. You are given an overall evaluation. This overall evaluation is your grade for this portion of the class. An Excellent is an A (100%), Above Average is a B(89%), Fair is a C(79%), Below Average is a D(69%) and Poor is an F (59%).

Late work: Any portion that is turned in after the due day will be reduced by 10% for each day it is late.

Submissions: All assignments can be submitted by either hardcopy or email.