

UCI School of Humanities
Department of Film & Media Studies
Humanities Gateway Building 2000
Phone: (949) 824-3532 Fax: (949) 824-2464

Independent Study General Guidelines
*Professional Internship (197), Creative Project (198),
Directed Research (199)*

The independent-study option, available primarily to upper-division students, allows a student to create a course with an instructor. The plan for the course may include a reading list, a group of assignment(s), examination(s), paper(s), or similar evidence of intellectual achievement on which academic credit will be based. A description of the course and requirements must be approved by the student's faculty supervisor and the Undergraduate Program Faculty Coordinator. Independent study credit is limited to Pass/Not Pass and up to four units per quarter.

In order to organize an independent study course, you need to do the following:

- 1) Find an instructor who will be willing to act as your faculty supervisor.
- 2) Create a course topic, reading list and objectives for your independent study, and decide with your faculty supervisor how your academic performance will be measured.
- 3) Complete the Independent Study Proposal by filling in all applicable fields and obtaining your faculty supervisor's signature. Submit all required forms along with a one-page essay describing your independent study project and goals to Sylvia Meza-Tallada, the Personnel and Program Analyst, at HG 2012.
- 4) Obtain a course code and an authorization code and enroll in the course via WebReg.
- 5) Please follow additional guidelines provided for internship applications.

This process must be completed by the end of the third week of the regular academic quarter to meet the UC Irvine add deadline.

FILM AND MEDIA STUDIES 197

INTERNSHIP GUIDELINES

These guidelines explain the professional internship process for the Department of Film and Media Studies at UCI. If you have additional questions, please address them to the Film and Media Studies Personnel and Program Analyst, Sylvia Meza-Tallada, smezatal@uci.edu

PLEASE NOTE:

While internships can be taken for a maximum of four units, the Film and Media Studies faculty recommends that students take their initial internship for two units, thus leaving the option to receive credit for a second internship prior to graduation.

WHO CAN RECEIVE CREDIT FOR A PROFESSIONAL INTERNSHIP?

The internship option is available to all Film and Media Studies majors and minors of **Junior or Senior standing only. Interns must have at least a "B" (3.0) GPA overall as well as in the Film and Media Studies department.** This information will be verified before allowing any student to add an Internship for academic credit. Please note that typically you can only enroll in an internship for academic credit, and not for pay. Should you find a paid internship, you are free to pursue it, but outside of your academic course-work.

Please note that all internships must be taken for Pass/No Pass (P/NP) credit. Due to the work demands of internships, it is impractical to assign letter grades to them.

WHAT IS REQUIRED DURING AN INTERNSHIP?

The workload depends on whether you pursue a 2 or 4-unit internship. A two-unit internship requires you to work at the professional site for one full day (or a total of 8 hours) per week; double that commitment for a four-unit internship. In both cases, you will be expected to work for a 10-week period (that is, a time-span equivalent to a quarter).

In addition to your work at the internship company, you are required to keep a daily log of your activities and duties during the internship. Also, upon completion of your internship, you will be required to write a 10-page report on your internship experience. The report should include both details of the duties you performed as an intern, as well as a discussion of the ways in which your education within Film and Media Studies can be related to aspects of your internship experience. Here, your task is to discuss not only production or screenwriting courses, but to evaluate the ways in which your critical studies and history courses also helped frame your perspective on the experience of your internship.

****** HOW DO I SET UP MY INTERNSHIP? ******

A. The specific company with which you pursue an internship can be chosen in a couple of ways. For instance, you can choose one of the companies found in the Internship Binder located in the Film and Media Studies office (HG 2000). These are companies that have previously agreed to have UCI interns. Second, if the type of internship you are looking for is not listed in the binder, feel free to contact companies personally and inquire as to whether they would be willing to accept an UCI intern. Third, you also may see the staff of the Career Planning Center for job Track information. Please note: Internship companies not presently allied with the Film and Media Studies Department need to be approved. The prospective company will need to complete and submit an Internship Survey Form. This may delay your application process.

You will need to confirm that company's willingness to "hire" you as an intern. That confirmation may involve a telephone call to the internship supervisor at the company, they will likely require you to send a copy of your resume, attend an on-site interview, provide references, or all of the above. Each company approaches the internship application process differently and **it is your responsibility to apply according to their specifications.**

B. Once you've been hired or are in the process thereof, please contact Personnel and Program Analyst, Sylvia Meza-Tallada at (949) 824-3532 or smezatal@uci.edu to set up an appointment to receive the internship application forms. The application will include the Independent Study Proposal Form, the Internship Application Form and a one-page, typed essay explaining why you would like a Film and Media Studies internship experience. Other topics to cover in the paper should include which field you hope to work in (i.e., script coverage, editing, production, etc.), what you expect to learn and how it will complement your University degree. Once you have completed all sections of the application you will turn them in to Sylvia Meza-Tallada by the end of the week 3 deadline.

C. Approach a Film and Media Studies faculty member by office hours visit or appointment, by email, or by phone to apprise her/him of your internship plan, and to ask her/him if he/she is available to be your advisor. See Sylvia Meza-Tallada for a list of approved faculty. The choice of faculty advisor is up to you. However, faculty members are not always available, especially during the summer, therefore be sure to contact him/her well before the second week of enrollment deadline of the quarter in which you will complete your internship. For additional information on receiving credit for summer internships, see Sylvia Meza-Tallada.

D. Once your forms have been completed, processed, and approved, you will need to obtain a course code and an authorization code from Sylvia Meza-Tallada. You must enroll by the end of the third week of classes. There are no exceptions.

E. Forward the Internship Supervisor Agreement Form, Mid-Term Intern Evaluation and Final Intern Evaluation to your supervisor for completion at the appropriate intervals (beginning, middle and end of your internship). ***** You must also earn satisfactory ratings from your Internship Supervisor in order to receive academic credit.**

WHAT KIND OF CONTACT SHOULD I HAVE WITH MY FACULTY ADVISOR?

Prior to and during your internship quarter, you should meet with your faculty advisor for the following reasons on the following schedule.

After you have chosen your advisor, give him/her the name of your supervisor at your internship location. Also provide your advisor with the company name, telephone and FAX #s.

In the second week of your internship, set up a check-in meeting with your advisor to apprise her/him of your first couple of internship experiences. This meeting should be followed by a second check-in meeting during the 6th or 7th week of the internship, with a final meeting at the end of the quarter to review your internship experience as a whole. It is your responsibility to set up appointments with your internship advisor.

In the event that you have any problems at your internship or questions regarding any aspect of your internship experience, feel free to contact your advisor by telephone, during office hours, or by e-mail in order to address your problems and/or questions.

It is up to the discretion of your advisor when in the quarter, and how often, progress reports are requested. Typically, the Internship Supervisor Agreement Form will need to be completed and returned to F&MS at the onset of your internship, followed by the Mid-Term Intern Evaluation and lastly the Final Intern Evaluation at the end. Depending on the quality of the report(s), your advisor may set up a meeting with you to review the report(s) with her/him.

If you have any additional questions please contact the Personnel and Program Analyst , Sylvia Meza-Tallada, at 949-824-3532, or email smezatal@uci.edu

**UCI DEPARTMENT OF FILM & MEDIA STUDIES
INTERNSHIP APPLICATION FORM**

(Please print or type)

Qtr/Year Internship sought: _____

Date: _____

Name

UCI Student ID Number

Local Address

Permanent Address

City, Zip Code

City, State and Zip Code

Phone

Email

Faculty Advisor: _____

Signature: _____

Company: _____

Supervisor: _____

Address: _____

Completed Film and Media Studies Courses:

Course Number & Title	Professor	Qtr	Yr	Grade

(Please use an additional form if necessary)

Film and Media Studies GPA: _____

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Course code: _____
Authorization code: _____
Dept: _____

Independent Study Proposal

Independent Study proposals must be approved by the faculty advisor and department chair *and the student must be fully registered in the course by the end of the second week of the quarter.* **In addition to getting the proposal approved, the student must obtain a course code and authorization code from the faculty member's Department Office and enroll via WebReg.**

If you wish to receive credit for your Independent Study course toward degree requirements other than elective units, you must also petition for approval from the Humanities Undergraduate Counseling Office using the Undergraduate Student Petition Form.

NAME _____ Student I.D. _____
Address _____ Major _____
_____ Email _____

Class Level: Fr___ So___ Jr___ Sr___ Quarter/Year _____

Faculty supervisor's name _____ & Department _____ Units _____

TOPIC _____

TEXTS _____

PAPERS _____

EXAMS _____

OBJECTIVES _____

SUPPORTING	COURSE	WORK	TAKEN	AT	UCI
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

SIGNED: (1) STUDENT _____ DATE _____
(2) FACULTY _____ DATE _____
(3) CHAIR _____ DATE _____

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Independent Study

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In order to organize an independent study course, you need to do the following:

- 1) Find an instructor who will be willing to act as your faculty supervisor.
- 2) Create a course topic, a reading list, and course objectives for your independent study; decide with your faculty supervisor how your academic performance will be measured.
- 3) Fill out the Independent Study Proposal and obtain the signatures of your faculty supervisor and the Department Chair of your supervisor's department.
- 4) Obtain a course code and an authorization code from your faculty supervisor's Department Office. Enroll in the class via WebReg using the provided course code and authorization code.

This process must be completed by the end of the second week of the quarter to meet the School of Humanities add/drop deadline.

NOTE: If you wish to receive credit for your Independent Study course toward degree requirements other than elective units, you must also:

- 1) Fill out a Humanities Undergraduate Student Petition Form, specifying which requirement you wish to satisfy with your Independent Study course.
- 2) Attach a copy of your approved Independent Study Proposal.
- 3) Obtain the signature of the Undergraduate Director and submit the petition form to the Humanities Undergraduate Counseling Office in HIB 143 for Dean's approval.

Internship Credits

It is the policy of the School of Humanities that students normally not be allowed to earn credit for off-campus internships. Exceptions may be made under some circumstances, such as when the terms of an academically-appropriate internship absolutely require that credit be earned OR when the internship is judged by a department or program to promote a student's academic goals.

A maximum of four units toward graduation can be earned for internships. Keep in mind that the internship will not be counted towards the major AND the instructor will in all cases require a substantial academic product, such as a paper, as a part of the internship.

**UCI Department of Film and Media Studies Internship Program:
Internship Supervisor Agreement Form**

(Please Print)

Name of Internship Supervisor

Telephone Number & Extension

Company Name

FAX Number

Street Address

Email Address

City, State, and Zip Code

Date

Please describe the main activities of your company (e.g. literary agency, off-line video facility, media advocacy group for the representation of women, film production company, etc.):

Briefly list the duties an intern would perform under your supervision:

Check here if you are willing to supervise more than one intern at a time.

Please check the internship option/s that best suit/s your needs

School-year internship

Summer internship

Submitting this form in no ways binds you to offer an internship if you are not satisfied with an applicant's interview. You will always have the option to refuse an applicant, as well as to dismiss an intern whose performance proves unsatisfactory.

If you require additional information about UCI's Film and Media Studies Internship Program, please call the Film and Media Studies office at (949) 824-3532.

Please FAX (949-824-2464) or mail the completed form to:

Undergraduate Program Faculty Coordinator

Department of Film and Media Studies

HG 2000

University of California

Irvine, CA 92697 - 2435

UCI MID-TERM INTERN EVALUATION

Please be so kind as to fill out the following form regarding the progress of your UCI student intern and return it by the end of the fifth week of the quarter to:

Undergraduate Program Coordinator
Department of Film and Media Studies, HG 2000, University of California, Irvine, CA 92697-2435
Or fax to (949) 824-2464

Should you have any questions, please contact the Film and Media Studies office at (949) 824-3532.

The following is intended as a mid-term evaluation of the UCI Film and Media Studies intern's performance under your supervision. Your time and effort in responding are appreciated.

Name of intern (please print)

Fax number

Name of supervisor (please print)

Telephone number

Company name (please print)

Briefly list the duties for which the aforementioned intern is responsible under your supervision (if different from those listed in the Internship Supervisor Agreement Form). The intern's duties include:

Please rate the intern's performance of duties thus far (please circle the appropriate response):

Excellent Very Good Good Adequate Poor Unacceptable

Are there any areas for recommended improvement in the remaining weeks? If so, will you be discussing these areas with the intern or would you prefer the intern's UCI faculty supervisor to do so?

Unless you indicate otherwise below, the intern's faculty advisor will review this evaluation with the aforementioned intern.

Supervisor Signature

Date

___ *Please check here if you do not want this evaluation shared with the intern.*

UCI FINAL INTERN EVALUATION

Dear Intern Supervisor,

Thank you for participating in the UCI Film and Media Studies Internship Program and for supervising the activities of _____ . I am certain that this student gained invaluable experience under your supervision and that her/his internship will be a benefit in a range of future endeavors. If you would please take a few moments to fill out the form portion of this letter, I would greatly appreciate your time and attention. The following questions are intended both to evaluate the particular student whom you supervised, as well as to aid me in ensuring that our internship program is as professional as it can be. Thank you again for your help. Please return this form either by mail or fax (information provided below).

Sincerely,

Sylvia Meza-Tallada
Personnel and Program Analyst
Department of Film and Media Studies
University of California, Irvine
2000 Humanities Gateway
Irvine, CA 92697-2435
Phone: (949) 824-3532
FAX: (949) 824-2464

Name of supervisor (please print)

Company name

Telephone number

Fax number

Please rate the intern's overall performance (please circle the appropriate response):

Excellent Very Good Good Adequate Poor Unacceptable

If there were areas for improvement indicated during the mid-term evaluation and the student was apprised of those areas, did you notice improvement in his/her performance?

Do you have general suggestions for improvement of this intern's professional performance that should be exercised in the future? If so, please specify.

Would you consider supervising a UCI Film and Media Studies intern again in the future?

What changes do you recommend to the UCI Film and Media Studies Internship Program?

Supervisor Signature

Date

___ Please check here if you do not want this evaluation shared with the intern.