

UCI School of Humanities
Department of Film & Media Studies
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Independent Study General Guidelines

Professional Internship (197)

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 Personnel and Program Analyst. 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) Approach a faculty (email or in-person), tell him/her of your interest, about your internship duties and your goals post graduation. Ask if they would be willing to become your faculty supervisor.
- 2) Discuss with your faculty supervisor their expectations, together create guidelines and expectations. Consent with your faculty supervisor how your academic performance will be measured-assignments, journals, weekly/bi-weekly check-ins by email, in-person or zoom. (You will need this information when filling out DocuSign independent forms)
- 3) Email Sylvia Meza-Tallada (Personnel and Program Analyst) at Smezatal@uci.edu
FMS 197: Company name & website, internship site manager full name and email, faculty supervisor and the **one-page essay** describing your internship job/role responsibilities & goals.
(If company hasn't selected a candidate but you've completed the interview process, still email Sylvia to notify the possibility)
- 4) DocuSign Independent Study forms will be emailed to students to properly complete once you email Sylvia. The forms will go to faculty supervisor, internship managers, department chair for signatures and personnel & program analyst.
- 5) Once DocuSign forms are complete students will receive an email from Sylvia with a course code and an authorization code to enroll in the course 197 via WebReg.
- 6) Please follow additional guidelines provided for internship applications.

This process must be completed by the end of the first 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 on our Film and Media Studies website <https://www.humanities.uci.edu/filmandmediastudies/internships-category> or <https://uci.joinhandshake.com/login>. These are companies that have previously agreed to have UCI interns. Second, if the type of internship you are looking for is not listed on our website, 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 UCI Career Pathways. 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. Approach a Film and Media Studies faculty member by office hours, appointment, Zoom, or by email, to apprise her/him of your internship plan, and to ask her/him if he/she is available to be your advisor during the internship. For a list of approved faculty- <https://www.humanities.uci.edu/filmandmediastudies/core-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 first 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.

C. Once you've been hired or are in the process thereof, please contact Personnel and Program Analyst, Sylvia Meza-Tallada at smezatal@uci.edu to receive the internship application forms through **DocuSign**. The application will **include the Internship Application Form, Company 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.

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 second 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, manager full name and email address and internship job description.

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 or personnel and program analyst by email, during office hours 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 FMS 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 email Smezatal@uci.edu

Internship Credits

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.

SCHOOL OF HUMANITIES
UNIVERSITY of CALIFORNIA • IRVINE

197 Independent Study Form

Course code: _____

Authorization code: _____

Dept: _____

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.**

NAME _____ Student I.D. _____

Address _____ Major _____

_____ Email _____

Class Level: Fr___ So___ Jr___ Sr___ Quarter/Year _____

Faculty supervisor's name _____ & Department _____ Units _____

Internship Title _____

Internship Job Description _____

Assignments/Journals _____

How will faculty monitor or check in with FMS intern during their internship: _____

Is this a in-person, remote or hybrid internship: _____

Is this a paid internship, if so what is the hourly rate or stipend?: _____

Provide a list of relevant coursework (list up to 3 courses) & how did you find/learn about this internship?:

SIGNED: (1) STUDENT _____ DATE _____

(2) FACULTY _____ DATE _____

(3) Undergraduate Director _____ DATE _____

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

Primary Contact Name & Title

Industry Sector:

Supervisor Email Address & Phone

Company Website

Company Name

Company Address

Please describe the main activities of your company:

Brief description of intern duties under your supervision:

Internship duration start date-end date: _____

Do you have a policy regarding the use of AI tools by interns, if so please share:

What AI tools is the company utilizing:

____ 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 email Sylvia Meza-Tallada Personnel and Program Anaylst at Smezatal@uci.edu