COLLEGE OF LIBERAL ARTS

INTERNESHIP PROGRAM
Film and Video Studies

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**The Value of an Internship**

A college degree by itself will not guarantee employment. As today’s college students look for a job upon graduation, odds are most employers are not going to ask about what classes the student took and may not even care about the student’s GPA. What they will most likely ask about is what kind of work experiences the student has. With that point in mind, the internship program in Film and Video Studies (FVS) is designed as “learning through doing” or as experiential learning (an instructional strategy that recognizes people learn best by personally engaging in an activity or encounter). It is the department’s belief that this approach will best prepare the student for a career after graduation. The internship program should help strengthen the student’s professional skills and interpersonal relationships in a professional setting.
INTERNERSHIP PROGRAM
Film and Video Studies

What is a Film and Video Studies Internship?
An internship is a semester or summer long opportunity to work in a campus, community, or national organization or company as a student employee. As outlined earlier, the work provides the students with opportunities to learn about various jobs and to gain exposure to occupations and aspects of their field of study that they might not have know about.

As an intern, the students are basically employees of the company or organization. If receiving academic credit, the students may not be paid for their work. If the internship experience is out-of-town or on-location, the student may receive a room and board allowance from the employing company.

Students selected for the program are expected to perform duties, meet deadlines, develop good work ethic, and behave professionally at all times. The amount of responsibility assigned will depend on both the organization and the intern’s skill level.

FVS 450: Internship in Video/Media Production
Prerequisite: FVS 261- Technical Video Production I

The internship class is for select students who have completed Technical Video Production I and desire to refine their skills in areas of particular interest in an experiential learning opportunity. Students work on real-world productions and can be involved with a variety of experiences including camera operators, editors, production assistants, utilities, and control room personnel. In some cases, an internship opportunity will require that the student has more experience than just FVS 261.

To sign up the student must have the approval of the FVS Internship Program Director and Internship Program Manager.
**Internship Policies**

- Finding or being placed in an internship and receiving credit for the experience are privileges, not rights. You must want the experience.

- All interns are responsible for understanding and complying with the department’s internship policies and requirements. Failure to do so may result in a lower grade.

- You should not commit to work with any potential internship host (employer) until you have had a discussion and approval to do so from the internship program director and program manager.

- To be eligible to participate in the production internship program you must have completed Technical Video Production I with a grade of B or better and are currently enrolled as a student at Purdue University.

- You must work a certain number of hours to earn academic credit for your internship. These work hours are referred to as contact hours with the employer.
  - 50 contact hours per semester for 1 credit hour
  - 100 contact hours per semester for 2 credit hours
  - 150 contact hours per semester for 3 credit hours
  - 200 contact hours per semester for 4 credit hours

- We recommend working as many hours as you can reasonably justify even though that number might exceed the minimums listed above. The more experience you have, the more marketable you become.

- Credit for internship must be earned in the semester for which you are registered unless special permission is received by the internship program director.

- Minimum GPA requirement: 2.7 overall
How to Find an Internship: Search Strategies

In addition to learning about the working world, the search for an internship should be approached in the same way you will approach the search for your first job after graduation. Where and how you find an internship is up to you. The most viable avenue for making contacts is through your own resources. Think about contacts you already have at your disposal – FVS faculty, friends, classmates, family, phone listings, trade journals, newspapers, etc. Anyone or anything that can put you in contact with a possible employer is a contact. Contact the internship program manager about pre-arranged internship opportunities and ways to put you in contact with companies/personnel, and provide you with job descriptions for organizations that participate in our program.
**Internship Requirements**

- An internship is taken for 1-4 credit hours as arranged with the employer and the internship program manager.

- Minimum GPA requirement: 2.7 overall;

- You may complete more than one internship experience in your academic career. However, the total number of credit hours from internships experiences that can apply to fulfilling the requirements of a FVS major shall not exceed six (6).

- You must have completed the Technical Video Production I course. *Note: this requirement may be waived for students with exceptional outside experience.*

- You must complete the **internship learning agreement** and attach a written description of the duties you will perform.

- You must have approval of the internship program director before engaging in an internship.

- Your employer must submit to the internship program manager a description of the job responsibilities you will perform (or be exposed to) during your internship experience. In addition, the employer must complete an intern performance evaluation near the end of internship period and submit it to the internship program director before a final grade can be issued.

- A written paper, of at least five pages, is required at the end of the internship. The paper should, at a minimum, address the following questions:
  - What value did your internship add to your knowledge and skills?
  - What problems of challenges did you face in your internship?
  - What classes, activities, or experiences best prepared you for your internship?
  - What could have been included in the curriculum that would have better prepared you for the internship?

- You must submit to the internship program director a weekly journal or blog outlining your internship experience.

- If you do not complete your internship during the semester in which you registered for it you will receive a letter grade of “I” (incomplete) until all requirements are met and approved by the internship program director. Internship course work that receives a grade of “I” that is not completed within 12 months of registration will automatically convert to a letter grade of F on your transcript.
**Step-by-Step Guide to FVS Internship**

1.) Review the internship requirements

2.) Contact the internship program director or manager to indicate your intent to participate in the program. The intern program director or manager will give you Internship Learning Agreement for your completion or you can download the document.

3.) Contact a prospective firm, company, organization or individual about an internship opportunity or review with the internship program manager the pre-arranged available internship opportunities. In some cases you will be asked to have a job interview with the prospective employer.

4.) Once you have received a verbal acceptance from an employer, obtain a description of the job duties you will be assigned. With the assistance of the employer, complete the Internship Learning Agreement.

5.) Print out your official transcript from Mypurdue indicating your enrollment in classes and GPA.

6.) Return the Internship Learning Agreement, description of job duties, official transcript and Form 23 (acquired from your academic advisor) to the internship program manager. Only the internship program manager is authorized to sign your Form 23.

7.) Return signed form 23 to your academic advisor to be enrolled in the course.

8.) Your work schedule will be determined by your employer.

9.) You are required to submit a weekly journal or blog outlining your experiences to the internship program director. Submissions will be made through the Assignment tab on Blackboard. *(15% of your grade).*

10.) One week prior to the end of the semester, intern’s supervisor is responsible to send a one-page evaluation of the intern’s performance during the internship. A grade cannot be issued without this evaluation. *(50% of the grade).*

11.) You will be required to complete a five-seven page paper at the end of the semester *(35% of the grade).* The paper should, at a minimum, address the following questions:

- What value did your internship add to your knowledge and skills?
- What problems of challenges did you face in your internship?
- What classes, activities, or experiences best prepared you for your internship?
- What could have been included in the curriculum that would have better prepared you for the internship?
About FVS

The Interdisciplinary Film Video Studies (FVS) major is a professionally-oriented program based on a strong liberal arts foundation. It draws on faculty and courses from the Departments of Foreign Languages and Literatures, Hall of Music Productions, History, English, Information Technology, Communication, Visual and Performing Arts, and Computer Graphics Technology. The program is grounded in film and communication theory and history; it is implemented through a select number of production courses in new and evolving media. The goal of the program is to help prepare students to meet the new challenges they will encounter as citizens and workers in the information age. The program is designed to help students learn how to think, how to analyze, and how to integrate and apply the theories that form the basis of the film/video discipline.

For more information:

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