



DEPARTMENT OF CINEMA & TELEVISION ARTS INTERNSHIP INFORMATION & REQUIREMENTS

INTERNSHIP QUALIFICATIONS, CREDIT AND UNITS

To be qualified for a CTVA internship in Spring 2016, you:

- Must be a senior in Spring 2016 (have 90+ units)
- Must be in good academic standing.
- Must have completed the required lower division CTVA major courses and
- Must be in a CTVA major area of emphasis.

You must find an internship **BEFORE** you can enroll into the internship class. This means you should start looking for an internship the semester before you would like to intern.

Once you find an internship please email Professor Vickroy that you have found an internship for Spring 2016. You must provide and attach your current CSUN degree progress report.

Professor Vickroy will issue permission numbers to qualified students (please see above).

You will then go to the Portal, using the permission number enroll in the appropriate course either CTVA 494C or CTVA 494F.

Please don't email the CTVA Office staff or go to the CTVA Dept. office.

The CTVA Internship Enrollment Process is done entirely online.

HOW TO FIND AN INTERNSHIP

You apply for an internship as if you were job hunting.

The most recent are posted on the wall outside the main CTVA Dept. office, Manzanita Hall 195.

The main CTVA Dept. office also has internship directories of the past 5 semesters of CTVA internship placements with student reviews of their experience.

The internship reviews are organized alphabetically by company name.

You can look on-line at all the studio & networks sites for internships too. They are usually listed in the job vacancy links.

You may look through the internship listings that are bound in notebooks in the CTVA dept. office (MZ 195). Hours of office operation will be posted outside the door and on the department's website.

You can also peruse copies of the *Hollywood Creative Directory* and *LA411* in the internship office, which allows you to look up specific companies, their phone numbers, their address and whom to contact for information. Neither individual listings nor the notebooks may be removed from the office, but you may copy as many listings as you need.

CAUTION: Removing pages from these reference books will cause you to forfeit your internship.

You can contact thelma.vickroy@csun.edu for an appointment when you have questions or ideas about where you might like to intern and/or your areas of interest.

You may call the company you are interested in directly, ask for the internship director, and find out the procedure for securing an internship position. Some may require a resume or other documentation.

Contact the Career Center (818-677-2320). Make an appointment to have someone assist you in procuring an internship in your area of interest. The Career Center can also help you with resume writing and interviewing skills. You are strongly encouraged to utilize these resources.

Students who have had an internship are a very good resource for referrals. Talk to your fellow CTVA majors. They may supply you with useful contacts.

Whenever you do an internship, it should be your priority over part-time job or classes. It's because an internship is where you are auditioning for a career.

*Please note: A few of the big studios and certain shows ask their student applicants for proof that they will receive college credit for the internship during the interview process. Please contact Professor Vickroy via email attaching your degree progress report requesting the need for a letter for proof of qualification of enrolling into the internship course.

LOCATION OF INTERNSHIPS

Due to insurance and supervisory issues, all CTVA internships must be in the greater Los Angeles area: that's approx. the area from Ventura to Long Beach.

Most internships are non-paid positions although paid internships are becoming much more common especially at the largest studios, networks and production companies.

INTERNSHIP HOURS

<u>Course #</u>	<u># of units</u>	<u>minimum # of hours required</u>
494C and 694C	3 units	135 hours (divided by 15 weeks is 9 hours per week)
494F	6 units	270 hours (divided by 15 weeks is 18 hours per week)

Be very careful regarding the selection of the number of units you intend to complete. You will receive credit only for the number of units for which you have registered regardless of the time you spent at your internship.

The max number of CTVA internship units a student can take at all is six.

INTERNSHIP ORIENTATION MEETING

In order to get credit, you have to do the required paperwork, which will be explained at the orientation meetings. **Dates and Times of Orientation Meetings will be posted** in outside CTVA Department Office on the Bulletin Board along with CTVA web site and moodle.

The primary purpose for the orientation is to provide instructions on filling out the various forms and provide answers regarding internship placement, timing and career guidance.