



**DEPARTMENT OF CINEMA & TELEVISION ARTS  
INTERNSHIP INFORMATION & REQUIREMENTS**

**Fall 2009**

A student intern must be a junior or senior in the CTVA major and be in good academic standing. Students who minor in Electronic Media Management may also be interns in the CTVA Dept.

Grading for internships is on a credit/no credit basis only.

Most internships are non-paid positions. Each unit of internship requires 60 hours on the job. A student may sign up for one to six units of internship credit. Most internships are designed for three units (180 hours). A student may take a maximum of six internship units for credit.

Course #	# of units	# of hours required
494A and 694A	1 unit	60 hours
494B and 694B	2 units	120 hours
494C and 694C	3 units	180 hours
494D	4 units	240 hours
494E and 694E	5 units	300 hours
494F and 694F	6 units	360 hours

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.

Course registration and confirmation of registration are the student's responsibility. Failure to meet these requirements will result in the issuance of "No Credit" for the course. An "Incomplete" will not be assigned unless specifically requested by the student.

See [www.csun.edu/anr/forms/request\\_incomplete.pdf](http://www.csun.edu/anr/forms/request_incomplete.pdf)

Every intern must attend one orientation meeting to receive credit for the course. Internship Orientation Meetings:

Tuesday	Aug. 25	4:30	MZ 130
Wednesday	Aug. 26	1:00	MZ 115
Monday	Aug. 31	1:00	MZ 115
Tuesday	Sep. 1	11:00	JR 301
Wednesday	Sep. 2	1:00	MZ 115

In addition, all internship forms and paperwork requirements must be submitted by the deadlines given. (See below.)

**INTERNSHIP FORMS**

The following forms and materials must be fully and accurately completed and when required be signed by the appropriate persons:

- (1) Internship Release Document,**
- (2) Internship Learning Agreement,**
- (3) Student Internship Information Form,**
- (4) Confidentiality Agreement for Interns,**

- (5) **Academic Field Trip Waiver of Liability and Hold Harmless Agreement,**
- (6) **Student Authorization to Operate Privately Owned Vehicle for Program/Trip,**
- (7) **Mid-Term Evaluation Form of the Intern by the Supervisor,**
- (8) **Mid-Term Evaluation Form of the Internship Experience by the Student,**
- (9) **Final Evaluation Form of the Intern by the Supervisor,**
- (10) **Final Evaluation Form of the Internship Experience by the Student,**
- (11) **Current Resume,**
- (12) **Scripts or other relevant materials from the internship, and**
- (13) **A letter on company letterhead from your supervisor stating you worked the correct number of hours for the number of internship units in which you are enrolled.**

### PAPERWORK AND MATERIALS REQUIREMENTS

The documents listed above as (1) through (6) are due Friday, September 18, 2009. Please deliver them to the Robert Gustafson's mailbox in the Department of Cinema & Television Arts, Manzanita Hall 195. If you have not yet found an internship by September 18, turn in documents (1), (4), (5), and (6), but wait to turn in documents (2) and (3) until you have secured an internship.

The **Mid-Term Evaluation Forms (7) and (8)**: the Mid-Term Evaluation Form of the Intern by the Supervisor and the Mid-Term Evaluation Form of the Internship Experience by the Student are due no later than Friday, October 23, 2009. Please turn these documents in to Robert Gustafson's mailbox in the Department of Cinema & Television Arts, Manzanita Hall 195.

**Be sure to make copies for yourself in case the copies you submit get misplaced or lost.**

Please note that all interns are to evaluate their internship experience twice: at the mid-term point and at the end of the semester. This information is valuable to the interns in causing them to analyze their own particular internship situations and to document that information in writing: for example, the conduct of their supervisor, the tasks assigned, the various skills gained, the professional contacts made, the opportunities for employment available, and the overall value provided by that internship experience.

The information contained in the *Evaluation Forms of the Internship Experience by the Student* is very valuable to other students who may be interested in knowing the behind-the-scenes experiences of their fellow CTVA students in particular internships, and is also valuable to the CTVA Internship Coordinators in recommending specific internship placements.

The **Final Evaluation Forms (9) and (10)**: the Final Evaluation Form of the Intern by the Supervisor and the Final Evaluation Form of the Internship Experience by the Student are due no later than Friday, December 11, 2009. Please deliver them to the Robert Gustafson's mailbox in the Department of Cinema & Television Arts, Manzanita Hall 195.

Also due on Friday, December 11, 2009:

**Document (11)** Submit a **current resume** that contains a short written description of the skills, procedures, or experiences you have gained in the internship.

**Document (12)** Supply the Department of Cinema & Television Arts Script Library with **current scripts in particular or other materials** relevant for study, for example *promotional materials, call sheets, electronic press kits* or others materials that display the work you were involved with in your internship. In the event you are unable to provide any materials due to their proprietary nature or policy of your internship organization, please provide a note clearly stating that inability and the reason why.

**Document (13)** Provide a **letter on company letterhead** from your supervisor stating that you worked the appropriate number of hours for the units earned. Each unit requires 60 hours of

internship work, so a letter regarding a 3-unit internship would state that you worked at least 180 hours. You cannot get university credit without this letter.

**Be sure to make copies for yourself in case the copies you submit get misplaced or lost.**

### PROPER CONDUCT

An internship is the primary place in the entertainment industry where you can audition your **work ethic** ( self-motivation, integrity, team work ) and your **social skills** ( speaking, listening, temperament ).

An internship is the primary lead to a job. Over the past five years, 30% of graduating senior CTVA interns were rewarded with a job through their internship experience. In other words, do not waste this opportunity.

As an intern, you will be representing four separate entities: yourself, the company where you are interning, the Department of Cinema & Television Arts and the university. It is important that you always conduct yourself in a professional and businesslike manner while on the job.

Remember that entertainment industry executives and supervisors tend to be extremely busy people who must juggle an endless stream of details while working against the pressures of tight budgets and/or deadlines. Therefore, they may not always be the most patient people.

Regardless, you must always be calm, gracious and respectful when dealing with anyone you come into contact with on the job, including colleagues, supervisors, vendors and clients, even if they may be rude or disrespectful to you.

Additionally, do not engage in gossip, do not take sides in any in-house/company feud and always try to think like those in charge, especially if your goal is to become part of the entertainment industry.

### HOW TO FIND AN INTERNSHIP

You may look through the internship listings that are bound in notebooks in the CTVA internship office (MZ 190) and in the CTVA Department office (MZ 195). Hours of office operation will be posted outside the door. You may ask the internship assistants for advice as well.

You can also research copies of the *Hollywood Creative Directory* and *LA411* in the internship office, which allows you to look up specific companies, their phone and fax 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.

Social networking sites especially LinkedIn are valuable resources.

You can contact Robert Gustafson at [robert.gustafson@csun.edu](mailto:robert.gustafson@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.