DEPARTMENT OF CINEMA & TELEVISION ARTS
INTERNSHIP INFORMATION & REQUIREMENTS

Spring 2014

Robert Gustafson
Office Hours: 4:00-6:00 p.m. Mon., Manzanita Hall 194D and 1:00-3:00 p.m. Tues., CBS Studio Center, 4024 Radford Ave., Studio City, CA 91604.
Email: robert.gustafson@csun.edu.

The goal of the CTVA Internship Program is to instill in students the knowledge, expertise, and creative skills that will allow them to pursue their goals in the fields of cinema, television, screenwriting, management, radio, and multimedia. The CTVA Internship Program promotes the critical, analytical, creative, ethical, and conceptual thinking that will enrich the students’ professional career paths.

COURSE OBJECTIVES

The course objectives for students enrolled in the Internship Program in the Department of Cinema and Television Arts are the ability to:

• demonstrate the core and degree-specific Student Learning Outcomes;
• integrate core skills into a culminating capstone experience within an organizational / business setting;
• demonstrate technological literacy;
• process information from a variety of sources;
• distinguish between fact and opinion;
• apply knowledge in making decisions and solving problems;
• read and comprehend material;
• speak and write coherently;
• understand diverse cultures, lifestyles, and viewpoints;
• develop alliances with the community to advance the educational, intellectual, artistic, civic, cultural, and economic goals of its members.

INTERNSHIP QUALIFICATIONS, CREDIT AND UNITS

The CTVA Department gives out “student specific permissions” that have replaced the old permission numbers. What that means is that students do not need a permission number to register for an internship, the CTVA Dept. will include your name in the class list, the only students allowed to register for those courses are the ones who have their name on the list. You will get that number if you’re qualified to be an intern:

• Must be a junior or senior.
• Must be in good academic standing.
• Must have completed the pre-CTVA major and be in a CTVA major area of emphasis.

Please contact Olivia at olivia.gonzales@csun.edu You must provide your CSUN student ID number. It may take several days though.

Or you can go to the CTVA Dept office, Manzanita Hall 195 during regular business hours and do this in person.

Then you go to the Portal and register. You won't need a permission number.
Internship Orientation Meetings

In order to get credit you have to do the required paperwork, which will be explained at the one-hour long orientation meetings. Attend one of these orientation meetings.

Mon. December 2, 2013  4:00 PM to 5:00 PM  MZ 122
Tues. December 3, 2013  1:00 PM to 2:00 PM  SH 209

If you can’t attend the meeting, then get the paperwork from the CTVA Dept website http://www.csun.edu/mike-curb-arts-media-communication/cinema-television-arts/internship-forms

and make certain you know what to do to receive course credit.

If you can’t attend one of these two in December 2013, then attend this orientation meeting:
Mon. January 27, 2014  8:00 PM to 9:00 PM  MZ 130

The primary purposes for the orientations are to provide instructions on filling out the various forms and provide answers regarding internship placement, timing and career guidance.

Instructions for the forms are generally self-explanatory except for the two insurance documents: (doc 5) “Academic Field Trip Waiver of Liability & Hold Harmless Agreement” and (doc 6) the “Student Authorization to Operate Privately Owned Vehicle” form.

For (doc 5) the “Academic Field Trip Waiver of Liability and Hold Harmless Agreement:"
the name of the department/college is “CTVA, MCCAMC,”
the “activity” is “Internship,”
the begin date and end date of the activity are “TBA,” and
please sign and clearly print your name near the bottom of the form.
You do not need to provide a witness for your signature.

For (doc 6) the “Student Authorization to Operate Privately Owned Vehicle:"
the “course/organization” is “CTVA,”
the “program/activity” is “Internship,”
the “destination” is “TBA,”
the “departure date & time” is “TBA,”
the “return date & time” is “TBA,” and
then fill out completely all license, insurance and vehicle info blanks.

California State law requires all motorists to have liability insurance.

This form is necessary for all interns who commute to/from their internships via driving a motor vehicle.

Do not sign the form on the bottom under “Approval.” That is for the person who will verify your information.

NOTE: If you are taking public transportation or are otherwise not driving a motor vehicle to/from your internship, please fill out only the name and course sections on the top of the doc 6, but write “I Don’t Drive” in the section for driver’s license and insurance info.

Internship Mid-Term Meetings

The dates/times/rooms have not yet been set.

Grading for internships is on a Credit/No Credit basis only.
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 3 semesters of CTVA internship placements with student reviews of their experience.

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

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.

**NUMBER OF HOURS REQUIRED**
The number of hours required per unit is 45, so for a 3 unit internship, that's 135 hours during the semester. Most people do a 3-unit internship/semester for 2 semesters.

The max # of internship units anyone can take at all is 6.

**LOCATION OF INTERNSHIP**
Due to insurance and supervisory issues, all CTVA internships must be in the Los Angeles area.

Most internships are non-paid positions although paid internships are becoming more common.

<table>
<thead>
<tr>
<th>Course #</th>
<th># of units</th>
<th># of hours required</th>
</tr>
</thead>
<tbody>
<tr>
<td>494C and 694C</td>
<td>3 units</td>
<td>135 hours</td>
</tr>
<tr>
<td>494F</td>
<td>6 units</td>
<td>270 hours</td>
</tr>
</tbody>
</table>

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 is 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

All internship forms and paperwork requirements must be submitted by the deadlines given. (See below.)

**INTERNSHIP FORMS / DOCUMENTS / MATERIALS**
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*. 
Once you and register in CTVA 494 or 694 and successfully find an internship, your supervisor should ask you for proof that you are receiving college credit for being their intern. The CTVA Dept. (MZ 195) has such a credit letter and will provide it to you in person after a CTVA staff member confirms your enrollment in CTVA 494 or 694.

If you are interning in any division of NBC Universal: USA Network, Syfy, Bravo, Oxygen, Telemundo, CNBC, MSNBC, NBC4, NBC Universal Television or Universal Pictures, please request a special NBC Universal-CTVA credit letter.

**MUSIC INDUSTRY INTERNSHIPS - RECENT INTERNSHIP PAPERWORK CHANGE:** If you are interning at any of the major music companies: Universal Music, Warner Music Group, Interscope, etc., they require a letter from Robert Gustafson. They will not accept the form letter from the CTVA Dept.

**PAPERWORK AND MATERIALS REQUIREMENTS**

*PAPER DOCUMENTS ARE THE REQUIRED FORMAT.*

*ELECTRONIC DOCUMENTS ARE ORDINARILY NOT ACCEPTABLE.*

*FAXED DOCUMENTS ARE ACCEPTABLE: 818-677-4919.*

*Always make copies for yourself in case the documents you submit get misplaced or lost.*

The documents listed above as (1) through (6) are due no later than Friday, February 21, 2014. Please deliver them to the Robert Gustafson’s mailbox in the Department of Cinema & Television Arts, Manzanita Hall 195. If you have no yet found an internship by February 21, 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, March 21, 2014. If you start your internship late, turn in the mid-term documents when you are about halfway through your required hours.

Please turn these documents in to Robert Gustafson’s mailbox in the Department of Cinema & Television Arts, Manzanita Hall 195.

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, May 9, 2014.

**Document (11)** Submit a current resume that contains a short written description of the skills, procedures, or experiences you have gained in the internship. The resume is due no later than Friday, May 9, 2014.
**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. These materials are due no later than Friday, May 9, 2014.

*PLEASE DO NOT FAX SCRIPTS OR SCRIPT MATERIALS TO THE CTV A DEPT.*

**Document (13)** Provide a *letter on company letterhead* signed by your supervisor stating that you worked the appropriate number of hours for the units earned. Each unit requires 45 hours of internship work, so a letter regarding a 3-unit internship would state that you worked at least 135 hours. *You cannot get university credit without this letter.* This letter is due no later than Friday, May 9, 2014.

**INCOMPLETE**

If you start your internship late during the semester, turn in the final documents when you have completed your required hours. This lateness can necessitate a grade of “Incomplete” until all requirements have been met.

Please deliver the required documents 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.*

**NO CREDIT**

Students who do not turn in the Internship Learning Agreement completely filled out and signed by their supervisor by Friday, May 9, 2014 will not receive credit for the course. The absence of the completed Internship Learning Agreement signifies that the student has not found an internship placement and will not receive credit for the course.

**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).
- Often, an internship leads 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 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 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.

You can contact Robert Gustafson at robert.gustafson@csun.edu for an appointment in Manzanita Hall 194D 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.

**THE INSURANCE ISSUE**

The situation of a student starting an internship experience before the semester begins can be a real problem.

For the major studios/networks/production companies, the student must be enrolled in an internship class to be an intern. And this does not mean that the student could enroll later. It must be at the same exact time of the internship.

This is an insurance issue. These organizations only allow persons who are clients, employees, guests or interns on their property. Again - to enroll later does not solve this.

Also, it's a labor law issue. Except for public broadcasting, no one can volunteer and work for free in the entertainment industry. Everyone must be paid whether in money or in educational credit.

The smaller organizations don't care. They're open to lawsuits and will take the risk. For example, if a "volunteer" who claims to be an intern but who isn't enrolled got injured at their "internship," the place where they are working is very vulnerable.

And the small places don't care about labor laws. If students are interning at small places that don't care about insurance and labor law, I'd recommend the students leave there immediately.
CTVA INTERNSHIP BIBIOGRAPHY

The following selection of books offers students an excellent source of advice, information and insight that are especially useful when read before and during an internship experience.


