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**RTVF 198 & TA 198 TRFT INTERNSHIP PROGRAM
Summer of 2010**

Course schedule with deadlines is listed at the end of the greensheet.
All internship information and frequently asked questions can be found on the course web site:

<http://www.tvradiofilmtheatre.org/internship/>
for all advising/info about RTVF Program goto: www.rtvf.info

The Television, Radio, Film and Theatre Department is pleased to offer the opportunity for students to gain invaluable "real world" experience while receiving academic credit through the TA 198 and RTVF 198 courses. Internships are offered every Fall, Spring and Summer semesters. The internship is designed to give students, an opportunity to make practical application of what they've learned in classes. Most of the work for the course is done with the placement, but research, analysis and written work are also required to ensure that students make analytical connections between classroom and textbook abstractions about radio-television-film-multimedia or drama-theatre and "the real thing." The following information outlines the criteria and policies of our internship program.

PREREQUISITES

Only those students who are officially classified as Juniors or Seniors are allowed to register for an internship. Lower division students (Freshmen and Sophomores) may only register by special permission of the Internship Director. Prerequisites for RTVF 198 and TA 198 include appropriate theatre, drama, audio or video production and writing courses. Qualification is subject to the Internship Director's approval.

**Internships may be repeated for credit
but typically not at the same location and only by approval.**

COMMUNICATION REQUIREMENTS

All paperwork must be submitted electronically—by email—to the Internship Director. (Be sure to put the word "Internship" at the head of the the subject line so your messages won't be marked as spam/junk mail). **Please avoid submitting "hard copies" of paperwork—EXCEPT FOR THE CONTRACT-PLACEMENT AGREEMENT and the FINAL REPORT—in the Internship Director's box in the main office. DO NOT EVER submit paperwork by FAX.**

RETROACTIVE CREDIT (The short answer is: you cannot do this)

It is Department and University policy that students must be enrolled in the internship course **WHILE THEY ARE DOING THE INTERNSHIP WORK**. It has to do with liability, union rules and keeping learning journals along the way. Therefore, students cannot receive retroactive credit for Internship work. That is, they are not allowed to enroll in the course to get credit for work they did during past semesters or for work they plan to do in the future. They also cannot do Internship work during the Summer without being enrolled during Summer Session. Sorry, there is no way to avoid those summer school fees. No exceptions.

THE INTERNSHIP ASSIGNMENT

Usually the semester before students would like to intern, the department will provide limited assistance in finding a position. In most instances, we do not place a particular student in a specific internship, but encourage students to make their own arrangements with participating organizations. We make each student aware of various available internship opportunities and suggest that they investigate several before making a decision. This, we find, provides the student with valuable job-seeking experience.

Students may also come into the program with an internship they have in mind; this is fine but it is important that the organization understand the rules and purpose of our internship program. The internship **IS NOT** cheap labor for private companies. The experience must be well rounded and replete with evaluations. Our department also encourages (but does not require) businesses to compensate interns for their services (in addition to the academic credit received). ONCE THE INTERNSHIP HAS BEEN APPROVED, A CONTRACT AND PLACEMENT AGREEMENT ARE TAKEN TO THE LOCATION FOR SIGNATURES BY THE SITE SUPERVISOR.

Please note: Students are responsible for arranging their own internship and all assignments must be approved by the Internship Director.

GRADING

According to university policy, grading is credit/no credit. Credit is awarded only on completion of all (every one) of the requirements for the course including resume, background research on the placement, contract, research design, weekly journal entries, consultations with the Internship Director, completion of 100 hours minimum of work, final paper, placement's evaluation and thank-you letter from you to your internship supervisor. The Internship Director will not issue the grade of "I" (incomplete) unless arrangements have been made with her before the last week of instruction (**NOT FINALS WEEK, IT'S TOO LATE BY THEN.**)

NO LATE PAPERWORK WILL BE ACCEPTED.
NO EXTENSIONS WITHOUT PRIOR APPROVAL. NO EXCEPTIONS.

COURSE REQUIREMENTS

Interns are expected to work at least 100 hours over the course of a semester. In addition, the following requirements must be fulfilled in order to receive 198 credit (3 units).

- 1. Resume**—Initially, students must prepare a brief resume to present to the Internship Director and the potential placement. This should include the academic major, relevant courses taken, grade point average, work experience, volunteer activity, etc.
- 2. Contract**—On completion of the resume, students contact their placement, make an appointment and go for an interview. It is important that the business understand the rules and purpose of our internship. The internship is not cheap labor for private companies. The experience must be well-rounded and replete with evaluations. As part the internship students might have to help do some routine tasks, but should get to do more challenging things as well. Our department also encourages businesses to compensate interns for their service (in addition to the academic credit received).

As a potential intern, keep in mind that during the interview you are negotiating an arrangement that will meet your needs as well as the organization's needs. Be assertive about expressing your particular interests and preferences, and ask about all the options, rather than simply accepting first suggestions without discussion. Attempt to get as clear and concrete a picture as possible of what the internship would be like. But in your contacts with potential supervisors, please be sensitive to the fact that they are probably very busy, possibly overworked and understaffed. These companies are doing us (more than themselves) a favor by participating in the program.

If accepted by the placement, the intern and the site supervisor agree on duties and a work schedule. Interns are expect to work at least 100 hours over the course of a semester. Scheduling of the 100 hours is left to the student and the participating organization. Most students are enrolled in classes while interning, and individual schedules vary considerably. Spread over an entire semester, the 100 hours breaks down to about 8-10 hours per week. Students who wish to do so, may continue their internships beyond the 100 -hour minimum requirement. The intern's schedule should be recorded on the contract form. This contract is then submitted to the Internship Director who will sign it and provide copies to the intern and site supervisor. (You are now an intern!) To ensure that you are receiving the promised

experience, the Internship Director might make unannounced visits or phone calls during your scheduled work hours.

3. **Background research report**—Once students have been placed, they must do research on their placement site and prepare a one-page report that provides basic background information on the organization. Most organizations keep this information available to the public.
4. **Research design**—You get more out of an internship when you clarify what it is you want to learn. Once you established your internship, you should have drafted a preliminary version of learning objectives on the internship contract agreement. These learning objectives can relate to: a) the issue(s) that are addressed by the organization; b) the philosophy, history or function of the organization itself; and/or c) the skills you want to develop. As the internship proceeds, these learning objectives might need to be modified. All necessary re-defining of learning objectives is done in the learning journals.

Once learning objectives are defined, interns should come up with an idea of how to accomplish them. A research design stating what you hope to learn and observe is due by the third week of class. Try to develop one or more hypotheses that can be tested through the internship experience. These should be based upon expectations derived from previous study of the type of theatre/drama and video/audio/film activities that you will be observing. The learning objectives and research design set guidelines for the end-of-semester paper and should be as scholarly and analytical as possible. Minimally, it should set forth some questions to be asked and some means of answering them.

5. **Monthly consultations**—All interns consult with the Internship Director once each month (at least three times during the regular semester—see the schedule for specific dates) to monitor progress, discuss journal entries, share experiences and ideas and get feedback that enhances their on-site learning. **THIS CONSULTATION CAN BE DONE BY EMAIL.** Direct all consultations plus any questions or problems or personal matters that may arise, to your Internship Director directly and immediately or make an appointment to meet with him/her.
6. **Learning journal**—Interns should record their activities in a journal, work file or detailed daily calendar. This record will be useful when writing the final paper for the course and should be submitted monthly (by email—no attachments; simply type (cut and paste) the report in the body of the email.).

Please keep a record of the number of hours you've worked. The journal should not be a description of "what I did today." Rather, it is a record of what you are learning. Focus most on what you are observing concerning your learning objectives but also include other significant experiences. Do a journal entry at least once a week (date your entries). Set aside a regular time to write it. **This is important!**

This task provides some structure to an otherwise unstructured learning experience. Before you write, review your learning objectives and your research design; then write about what you are learning along those lines. If your objectives no longer fit the situation, write about that, and define more appropriate ones.

7. **Final, end-of-the-semester paper/report with mailing envelope (2 copies) — One copy will go to your site, the other will be filed with the department.** When you submit your final paper, you must also bring a large envelope (8X11 or 9x12). Leave it blank. YOU DO NOT HAVE TO PUT POSTAGE (stamps) ON THE ENVELOPE; your Professor will provide postage. If you do not want a copy of your report sent to the site, let your Professor know.

The final paper should review, analyze and criticize the field work experience. Papers must be no more than 5 pages long, typewritten and double-spaced with standard one-inch margins all

around. You must submit two copies of your paper to your Professor. As mentioned above, one copy will be mailed to the site, the other will be filed with the department.

Feel free to submit a SEPARATE SHEET of comments or criticisms that only your Professor will read (information that WILL NOT be submitted to the site.)

Please do not waste paper with a cover sheet. Instead, at the top of the first page, write:

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| Your name | Organization Name | Supervisor's Name |
| Your address | Date of the report | Organization Address |
| Your phone# | | Organization's-phone# |
| Your email | | Supervisor's email |

Overview - Begin your report with a brief, one paragraph overview of what your internship involved. (This is so future students reading the reports will know whether they want to go on and read the body of the paper).

The Organization - In the body of the paper, first give information about the organization-- history, purposes, philosophy, programs, etc. This should be easy. You've already written the background research report. (If you quote from the organization's written materials, use quotation marks and appropriate references.) Share your thoughts about how the organization goes about accomplishing its goals and how successful it is at this task.

My internship - Describe specifically what you did and evaluate your experience. Which experiences were the most valuable and which were the least valuable? What were the most important things you learned about the issues that the organization and/or your specific project addresses? What skills did you develop or strengthen? How has the experience affected you?

Appendix - You may choose to include brochures or other written materials from the organization for the copy of your paper that will remain on file.

Copies – A copy of your internship report will be forwarded to the site after the semester is over.

Confidential - If you would like to submit some confidential feedback about your internship experience that you don't want to appear in your major report, send it to the Internship Director directly.

- 8. Site supervisor's evaluation of intern**—At the end of the semester, the site-supervisor must provide a performance evaluation and confirmation of hours completed by the intern. The student is responsible for obtaining this report and submitting it to the Internship Director--on time. The preferred format for this report is an evaluation letter— something the student can use as a reference for future employment searches. However, if the site prefers to fill-out a form, one is available online (downloadable) on the TRFT Internship Web site.

Remind your supervisor about deadlines! Give them at least 2 weeks before the end of the semester to write their letter.

- 9. Thank-you letter to the internship site-supervisor**—This demonstrates professional courtesy and shows participating agencies that we appreciate the opportunities they present to us. Of course, your original letter should go to your site supervisor and a copy of your letter should be submitted to the Internship Director with all of the other final paperwork.

Students are advised to sign-on to the department's email list. Many faculty, students (past and present) and industry professionals post information, job alerts, etc. to this list. It is a great way to network!

HOW TO GET ON THE TRFT EMAIL LIST

It is required that you subscribe (and then post messages) from your own email address.

To sign on to the list, email to listproc@listproc.sjsu.edu with the following request in the body of your message (leave the subject blank): subscribe tvfilmlist lastname firstname If you want to post messages to list tvfilmlist, you should direct your email to tvfilmlist@listproc.sjsu.edu, NOT listproc@listproc.sjsu.edu. **ALSO JOIN THE RTVF AT SJSU FACEBOOK SITE!**

INTERNSHIP SCHEDULE / DEADLINES

Don't forget: You are required to keep a copy of EVERYTHING you submit to your instructor. This is for your own protection. This course requires a great deal of paperwork arriving in different formats (paper, emails, etc.) from various locations (main office, mailbox, online, etc.) Keeping a copy is your insurance in case something comes up missing. If you submit ANYTHING to the main TRFT office, you must have the office staff date and time it on your paperwork and place it in the Internship Director's mailbox.

NO LATE PAPERS WILL BE ACCEPTED WITHOUT PRIOR APPROVAL. NO EXCEPTIONS.

June 16 (Wednesday) –

Establish the internship assignments. Your professor is available to discuss options but, ultimately, it is your responsibility to secure your own internship. All assignments must be approved by the Internship Director. You **MUST** complete this process by **EMAIL**.

NOTE: YOU MAY NOT BEGIN WORKING UNTIL YOU HAVE SUBMITTED A CONTRACT.

June 24 (Wednesday) in the email subject heading of email type INTERNSHIP RTVF 198 ASSIGNMENT 1 CONTRACT

Due: Resume, Contract/Placement; Background Research; Research Design

The contract must be submitted to the main TRFT Office (HGH#100)— have it placed in Internship Director's mailbox before noon (12pm). The resume, background research and research design can be emailed.

NOTE: YOU MAY NOT BEGIN WORKING UNTIL YOU HAVE SUBMITTED A CONTRACT.

July 19 (Monday) - in the email subject heading of email type INTERNSHIP RTVF 198 ASSIGNMENT 2 CONSULTATION #1

Consultation #1

By now, all students should have consulted with the Internship Director, interviewed with their sites, mapped out a work schedule, submitted all contracts, and begun their work.

Due today: Submit learning journal entries for the past month (by email—don't attached docs, instead, just write your entry into the body of the email.) If you have any questions or concerns, let your Professor know. Be sure to put "internship" in the subject line of any emails so they will not be labeled as "junk" mail and become spam-filtered.

August 2 (Monday)) - in the email subject heading of email type INTERNSHIP RTVF 198 ASSIGNMENT 2 CONSULTATION #2

Consultation #2

See instructions for consultation #1 above.

August 4 (Wednesday)

NOTE: Remind your site supervisor that they must provide an evaluation by the end the semester.

It is due soon (see date below), so you should ask them to get it to you earlier. This will give you a few days to correct any problems or accommodate any delays.

August 11 (Wednesday) anytime between 12-2pm. in HGH#104

FINAL REQUIRED MEETING: All students are required to attend today's meeting to insure proper paperwork is completed. You may drop in to my office anytime between 12p-2p. No earlier or later!!!
Due today: Learning journal past month; end-of-semester paper (2 copies) with 8/11" mailing envelope; site supervisor's evaluation (either letter or form); a COPY of the thank-you letter you should have already mailed/given to your supervisor.