School of Theatre, Film & Television

Film & Television Internship Program

provides students with professional experiences and mentors in
-- film & television production --
-- film & television producing --
-- exhibition, promotion, marketing --
Internship Basics
Internship basics

- experiential learning in a professional setting
- supervisor: full-time film-television professional
- training in lieu of professional wages
- paid internship or stipend is fine

- 45 hours *minimum* = 1 unit of FTV 493
- 493 -- 1-6 units
- Grades: S P F I W
Advising & Administration

Film & Television Internship Advisors:
- Prof. Joshua Gleich
- Prof. Shane Riches
- Prof. Lisanne Skyler
- Director of Hanson Film Institute Vicky Westover

Director of FTV Internship Program:
- Dr. Gleich

FTV Internship Program Administrative Associate
- Justine Collins
Before the internship

- Advising
- Application
- Description
- Release Form
- Contract
Internship Advising

- before seeing an Internship Advisor
  - read about the Internship Program on FTV website
  - advising session can focus on you

- meet with an Internship Advisor
  - explore possibilities
  - discuss interests and career goals
  - discuss internship strategy: depth and breadth
FTV 493
4 essential documents

- FTV Internship Application
- Internship description
  - submit on company letterhead or via company email
  - for approval by Director of FTV Internship Program & FTV Internship Committee
- Release Form
- Internship Contract

All forms are available online at FTV 493 webpages.
why essential?

- **Application**
  - information about your FTV 493 credit
  - statement that student understands expectations of FTV 493 credit

- **Description**
  - internship expectations are understood in advance (by student and company)
  - internship supports the FTV teaching mission
  - UA Contracts office will not approve contract without description

- **Release Form**
  - required by the UA

- **Contract**
  - contract between intern, UA, and internship organization
  - required by UA
  - required by companies, Federal and California labor laws, IRS, FCC, etc.
U.S. Fair Labor Standards Act
Fact Sheet #71

- “similar to training which would be given in an educational environment”
- “for the benefit of the intern”
- “does not displace regular employee”
- Internship company “derives no immediate advantage … its operations may actually be impeded”
- “intern is not necessarily entitled to a job or wages”
Therefore, the four documents

- application for FTV internship credit
- release form
- description of internship
  - from the company to the student
  - from the student to FTV
- contract
Before you can start the internship or be registered for FTV 493

- Timely and professional completion of all paperwork
  - Application
  - Description
  - Release Form
  - Contract
    - with original signatures

- Submit to Justine
During the Internship

Settling In Report
Takeaway Report
Log of cumulative hours
Improv!
FTV 493 requirements (also see website)

• Settling In Report: soon after you arrive, let us know how you are settling in to the internship

• Takeaway Report with Log: on the 1st of each month of the internship & at the conclusion of the internship
  • paragraph summary of internship activities, maintain confidentiality
  • statement of what you are taking away from the internship (an idea, skills, knowledge, network, and/or anything else you wish to report)
  • professional memo format
  • log of hours worked

• Send via email to your FTV 493 professor, copy to Justine
Confidentiality

- Essential to all Internships
- Professionalism
- Company policies
  - Companies have the right to control access to their projects
- Don’t blog or email or FB
- Takeaway Report can refer to “client A” or “project A”
maintain confidentiality

- company documents
- company has the right to control access to its products
- do not blog, FB, text or otherwise break confidentiality
- professional expectation
Email from Justine or your Professor?

- Respond ASAP
- Your internship may be in jeopardy
- The company expects you to be enrolled for internship credit at the time of the internship.
- If you are dropped from 493, we are required to inform the company that you are not enrolled.
Improv!

- Think on your feet
  - during interviews
  - on the job
- Develop social interaction skills
  - industry is a social place
  - read body language
  - develop confidence
Advice from The Guardian (UK)

1. Get Real – initial responsibilities will be small
2. Smarten Up – professional work space & dress
3. Imitate – find your role model
4. Find Your Place – you are part of a team
5. Shut up and listen – really listen to people, eye contact
6. Step forward – show initiative, be assertive without being arrogant
7. Hurry up – time is money, work hard and fast, avoid interruptions & distractions
8. Stay cool – prima donna = immature & unprofessional
9. Lump’em – working with difficult people: avoid getting personal; keep your mind on your job; breath and take a break
10. Serve yourself – figure it out, come up with possible solutions, share with supervisor
After the Internship:

3 items

Grade Recommendation
Letter of Evaluation
Final Takeaway Report
Grade Recommendation & Letter of Evaluation

- Documents from your Internship Supervisor
- Grade Recommendation verifies the internship hours completed and recommends a grade for your performance
- See FTV Internship Program webpage for information to give your supervisor
- Submit via email or via hardcopy to Justine
- Without a Grade Recommendation that verifies hours completed, we cannot award a grade for FTV 493.
Final Takeaway Report

One of the goals of the Internship Program is to enhance student understanding of the working practices, standards, and collaboration necessary to the creative process of film and television.

In your Final Takeaway Report, reflect on:

- the skills that you developed during your internship;
- what you learned about the working practices and standards of the film and television industry;
- the degree to which you applied your knowledge during the internship; and
- the degree to which you participated in the creative process of film and/or television relevant to the internship.
Due dates to complete FTV 493

- Spring & Fall semester internships
  - due on Monday after Reading Day of that semester

- Summer internships
  - due no later than the first day of class of the Fall semester

- Graduating Seniors in Summer Internships
  - August 1 deadline
  - if you expect to graduate as planned
FTV 493 grade

- S (Superior): fine performance in all aspects of FTV 493
- P (Passing): meets minimal expectations in all aspects of FTV 493
- F (Fail): fails to submit Grade Recommendation; fails to meet expectations of FTV 493; allows Incomplete to commute to F
- S & P: receives course credit; grade does not figure into GPA
- F: does not receive course credit for FTV 493; grade does not figure into GPA

See FTV Internship Program webpage for details of Grading Policy
Grade of Incomplete

- It is not uncommon to receive a grade of Incomplete in 493. Sometimes, an internship extends beyond the date grades are due. This is especially the case in Summer Session.

- If an internship is not complete when grades are due, the grade of Incomplete is automatically awarded.

- The grade of Incomplete will be changed to a grade after the internship is completed and the Grade Recommendation and Letter of Evaluation are submitted.

- Check your student link: if you have a grade of Incomplete for 493, we do not have your Grade Evaluation and/or Letter of Evaluation.
Internship Opportunities
Internship Opportunities

- FTV listserv announcements
- Cultivate internships on your own
- Talk to veteran interns & faculty mentors
- Network with guest professionals & alumni
Develop an internship strategy

- How many internships?
- Pre-, production, or post-?
- Production, distribution, or exhibition?
- Commercial film or corporate video?
- Creative, technical, or business oriented?
- Consider depth and breadth
- Consider how to use the 3 units (minimum) of 493 required for your degree program
- Remember: 45 hours *minimum* is required for 1 unit of 493 credit
Local Internships

- Opportunities to specialize & to explore the field
- Local professional mentors
- Production houses, indie productions, festivals (Fall), exhibition venues
Local or Los Angeles/New York?

- Fall vs. Summer
- Local is cheaper in the short run
- LA/NY experience may be cheaper in the long run
- Where do you want to be a few years after graduating?
- Easier to get an internship in Hollywood/NY than a job (foot in the door)
- May learn more during an internship
Filmmaking & Television
Premier Summer Internship Placement

Each Spring, the FTV Internship Program seeks to place students in internships with alumni and friends of FTV.

Placement is not guaranteed. Students need to also seek internships on their own.

- Applications in early Spring semester
- Applications reviewed by FTV Internship Committee
- Organization makes the decision
How to search

- key words
  - production house, post-production, distribution, social media marketing, etc.

- film & television that you like or admire
  - find the production company or distributor

- studio lot
  - location for many small production companies
  - may be able to do two internships on same lot
FAQs
FAQ: retroactive credit

- Not permitted by UA

- UA policy & state and federal laws & company policy:
  - the intern must be enrolled for academic credit at the time of the internship
  - no exceptions
FAQ – brand name or small house?

Which is better, an internship with a brand organization in LA or New York or an internship with a small organization?

- You bring your qualities to the internship
- You can learn from both work environments
- Study the internship description & expectations
- Talk to veteran interns
- A small house can give you more experience and a larger network than a large branded organization
FAQ – foreign country, hometown, dream city?

- Yes, as long as the internship meets the requirements for FTV 493 credit

- The internship must be supervised by full-time film-television professional

- Director of FTV Internship Program reviews UA Travel Policy as there may be a need for additional levels of university approval before the FTV 493 credit can be given
FAQ – summer tuition & fees

- FTV 493 counts toward your degree
- Internship credit requires fees and tuition like any other course
- Legal requirement for the company -- interns have to be enrolled for academic credit at the time of the internship
- UA requires enrollment at the time of the internship
FAQ – internship after graduation

- Yes, Film & Television (Media Arts) alumni only
- Apply to UA for NDS status (non-degree seeking)
- Enroll in 1 unit of FTV 493
- Act promptly – deadline to obtain NDS status is one week before first day of class
Success!

- **Attitude**
  - willing, cooperative, interested
- **Assertive (not aggressive)**
  - ask for opportunities, volunteer
- **Understand the realities of the industry**
  - “pay your dues”
  - be social
- **Study the internship description**
  - know the expectations