

FILM/PHOT 498

SCHOOL OF FILM & PHOTOGRAPHY INTERNSHIP PROGRAM

PURPOSE:

The Film and Photography Internship program is designed to place selected majors in a professional work environment for up to 6 credits per semester with a total of 12 credits.

A professional work environment is judged to be an organization actively involved in or directly related to theatre, photography, motion picture, video or television production or distribution.

The purpose of the internship is to allow you to participate in a professional work environment prior to graduation and to acquire and develop skills that will further prepare you for a career in your major. You will be expected to perform duties that relate in a meaningful way to your course of study at Montana State University.

In order to qualify for an internship, you must be in good general academic standing and meet the minimum grade point standards set for your major, and you must register and pay your tuition credits for the internship.

ADMINISTRATION:

If you want to apply for an internship, you must first obtain initial approval from the Faculty Internship Coordinator. The Faculty Internship Coordinator must agree to administer your internship by being the liaison between the host organization and SFP.

The Faculty Internship Coordinator will be responsible for ascertaining the validity of the host organization, the responsibilities that you will be assigned, and for maintaining the file for your internship which may include reports, evaluations, journals, or whatever materials the Faculty Internship Coordinator requires to properly evaluate your performance during the internship.

ACADEMIC RESPONSIBILITIES:

As part of the academic requirements of the internship program, you may be required to submit to the Faculty Internship Coordinator a biweekly evaluation form, a daily journal, a final evaluation form, and any additional academic input that may be required between the student and the Faculty Internship Coordinator for the internship.

EVALUATION AND GRADING:

You will not be graded by your job-site supervisor but by your Faculty Internship Coordinator. The Faculty Internship Coordinator is the final arbiter of your grade. Your grade will depend upon an evaluation of the written input material required by the Faculty Internship Coordinator.

Therefore, in order to properly assess your performance, you must submit whatever materials the Internship Coordinator deems necessary by the predetermined date(s). Failure to supply these materials in a timely fashion may affect your grade or number of credits.

If the Faculty Internship Coordinator feels he/she cannot adequately evaluate your performance based upon the materials you have submitted, he may ask for additional materials in consultation with you.

Additional work beyond the designated academic semester will be by private arrangement between you and the host organization and will involve no academic responsibility or credit.

No retroactive credit will be granted for internships that do not adhere to the format and supervisors guidelines.

FORMAT:

You can register for a minimum of two credit hours up to a maximum of twelve credit hours at Montana State University as an SFP major in any given academic semester. The course is repeatable to a maximum total of twelve credits.

FILM/PHOT INTERNSHIP CREDIT GRID

<u>Credits</u>	<u>Fall/Spring Hrs. Per Week</u>	<u>Summer 12 Week Hrs. Per Week</u>	<u>Summer 6 Week Hrs. Per Week</u>	<u>Total Semester Hrs.</u>
2	6 hrs.	8 hrs.	16 hrs.	96 hrs.
3	9 hrs.	12 hrs.	24 hrs.	144 hrs.
4	12 hrs.	16 hrs.	32 hrs.	192 hrs.
5	15 hrs.	20 hrs.	40 hrs.	240 hrs.
6	18 hrs.	24 hrs.	48 hrs.	288 hrs.
7	21 hrs.	28 hrs.	56 hrs.	336 hrs.
8	24 hrs.	32 hrs.	64 hrs.	384 hrs.
9	27 hrs.	36 hrs.	72 hrs.	432 hrs.
10	30 hrs.	40 hrs.	80 hrs.	480 hrs.
11	33 hrs.	44 hrs.	88 hrs.	528 hrs.
12	36 hrs.	48 hrs.	96 hrs.	576 hrs.

APPLICATION:

Internships may be initiated by the School of Film & Photography in conjunction with a host organization or they may be initiated by student contact with a potential host organization. All potential internships must be approved by the Faculty Internship Coordinator.

ELIGIBILITY AND SELECTION:

Eligibility for internships is based upon your satisfactory progress in the curriculum as determined by the Faculty Internship Coordinator; do not expect an internship to be approved without extensive consultation with the Faculty Internship Coordinator. Internships conducted through the department may also depend upon completion of any application materials the host organization requires.

COMPENSATION:

The amount of compensation, if any you receive from the host organization should be negotiated by yourself and the host organization with acknowledgment of the Faculty Internship Coordinator. The amount of your compensation, if any, will not affect the academic credits assigned to your internship.

TERMINATION:

Either the student or the host organization may terminate the internship at any time. In case of termination, you must notify the Faculty Internship Coordinator immediately. Termination will necessitate a drop of the academic credits.

HOST ORGANIZATION:

The host organization will be approved by the Faculty Internship Coordinator based upon the general following criteria:

1. The host organization should be an established business or agency which is judged by the Internship Coordinator to be professionally competent.
2. The host organization must have the capability of providing a professional work environment and supervision of the intern.
3. The host organization will provide the equipment or the student may provide his/her personal equipment needed for the internship. Students ***may not use SFP equipment*** for the internship.

Montana State University
School of Film & Photography
Internship Program – FILM/PHOT 498

LEARNING CONTRACT

Date:

Credit Hours (6 credits max per semester, total 12 credits):

Academic Year ____ Fall Sem. ____ Spring Sem. ____ Summer Sem. ____ 1st ____ 2nd ____ 12 wk.

NAME: _____ Phone _____ ID# _____

ADDRESS:

PHONE:

The student will intern with (Organization)

Address:

Phone:

Contact Person

Type of Organization

Intern will be supervised by

Whose position is

Will be assigned to (Department or Division)

The President or Manager of the organization is

Will there be a wage or stipend? _____ Yes _____ No

If so, what amount?

Supervisor's Responsibilities

1. The sponsoring organization will provide the intern with supervision, training, and resources necessary to perform assigned tasks;
2. The sponsoring organization will immediately notify the student's Faculty Internship Coordinator should problems occur and/or if the intern should be terminated.
3. The sponsoring organization will provide an overall written evaluation of the intern upon completion of the internship mailed in a sealed envelope to the Faculty Internship Coordinator, due to the Faculty Internship Coordinator on the Friday before finals week _____ for the semester of the internship.

Date

Student's Responsibilities

1. The student will furnish the Faculty Internship Coordinator with a Student Final Evaluation of the internship on _____.
Date
2. The student will conform to the general work requirements and typical work day schedule of the host organization.
3. Provide below a description of the tasks you will be assigned during the internship.
4. The student must provide the Faculty Internship Coordinator a final evaluation with a detailed daily diary of activities and thoughts about these activities due _____.
Date

The intern's grade will be determined by the supervisor's evaluation and the Faculty Internship Coordinator.

Assigned Tasks

Student will be assigned the following tasks/duties during the internship semester.

- A.
- B.
- C.
- D.
- E.
- F.
- G.
- H.
- I.
- J.

Student _____ Date _____

Supervisor _____ Date _____

Faculty Internship Coordinator _____ Date _____

SFP Department Chair _____ Date _____

Student Coordinator _____ Registration Date _____

**Montana State University
School of Film & Photography Internship Program – FILM/PHOT 498**

STUDENT FINAL EVALUATION

For _____ Semester _____

Internship Organization _____

Supervisor _____

Student _____

This form is designed to provide us with a final evaluation of your internship.

Please respond to the following:

1. In general, what are your activities and responsibilities? Describe any specific projects you have been working on.

2. a) Have you been using specific principles and concepts learned in the classroom? If so, explain which ones and how. (I.e., communication, problem solving, writing, quantitative, etc.)

b) In general, how has your college education prepared you for this experience?

Student Final Evaluation
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3. Did you find your supervisor helpful? How much time were you working alone? Who did you work with most of the time?

4. What is your overall impression of the School of Film & Photography Career Development Program as you experienced it this semester? How do you feel you have benefitted from this program?

5. What improvements can we make for the next group of interns?

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**FINAL EVALUATION
TO BE COMPLETED BY THE SUPERVISOR**

NOTE TO THE SUPERVISOR:

You may elect to write either a letter outlining your estimation of the intern's performance or you may fill out the attached evaluation. Thank you for giving our interns an opportunity to work in a professional environment. If you have any questions, please contact the Faculty Internship Coordinator.

Please complete this form, expressing candid criticisms and comments regarding the performance of _____ as an intern with _____ .
(Student Name) (Organization)

Return by _____ . Thank you.
(date)

RELATIONS WITH OTHERS

- ___ Exceptionally well accepted
- ___ Works well with others
- ___ Gets along satisfactorily
- ___ Some difficulty working with others
- ___ Works very poorly with others

ATTITUDE-APPLICATION TO WORK

- ___ Outstanding in enthusiasm
 - ___ Very interested & industrious
 - ___ Average in diligence & interest
 - ___ Somewhat indifferent
 - ___ Definitely not interested
-

JUDGEMENT

- ___ Exceptionally mature
- ___ Above average in decision making
- ___ Usually makes the right decision
- ___ Often uses poor judgement
- ___ Consistently uses bad judgement

DEPENDABILITY

- ___ Completely dependable
 - ___ Above average in dependability
 - ___ Sometimes neglectful or careless
 - ___ Unreliable
-

ABILITY TO LEARN

- ___ Learns very quickly
- ___ Learns readily
- ___ Average in learning
- ___ Rather slow to learn
- ___ Very slow to learn

QUALITY OF WORK

- ___ Excellent
 - ___ Very good
 - ___ Average
 - ___ Below average
 - ___ Very poor
-

(continued)

ATTENDANCE

____ Regular ____ Irregular

PUNCTUALITY

____ Regular ____ Irregular

OVERALL RATING

____ Excellent
____ Very good
____ Average

____ Below average
____ Unacceptable

ADDITIONAL REMARKS

Supervisors Signature _____

Date _____

Note: Please send the evaluation by _____ directly to the Faculty
Internship Coordinator at: (date)

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