

UNDERGRADUATE FILM INTERNSHIPS

Film 485

Department of Theatre, Film & Dance
Schwartz Center for the Performing Arts
Cornell University
430 College Avenue
Ithaca, NY 14850

UNDERGRADUATE FILM INTERNSHIPS

Internships are one of the best ways for students to experience the realities of a career while still pursuing an education. They also provide important contacts, references for resumes, and valuable material for professional portfolios.

Film 485 Undergraduate Internship

To be eligible to enroll in a Film internship and receive credit through the Department of Theatre, Film & Dance, students must either be film majors or have taken at least one film studies or film production course prior to the internship. Students are responsible for arranging their own internships in consultation with Film faculty prior to the semester (i.e., winter or summer term) in which the internship is planned to take place.

To receive credit, each internship must have a faculty advisor and a supervisor in the company where the internship will take place and who will agree to evaluate the student's work.

An internship contract must be agreed upon between the supervisor and the faculty advisor, using the attached form, and a final presentation — either a paper or an oral report — must be agreed upon by the student and faculty advisor prior to registration for the Film 485 internship course.

The number of credits (1 or 2) is determined by the number of work hours agreed upon in the contract. Interns earn one academic credit for each 80 hours of structured and supervised work, up to two credits. Grading is on an S/U basis. Standard add/drop procedures apply to all internships.

Upon completion of the internship, the supervisor must fill out and sign the attached **Student Intern Performance Appraisal** form and return it to the faculty advisor.

In special cases where students have accomplished extensive internship work, additional independent study credit may be accrued by doing additional research or writing related to the content of the internship work. Such independent study must be approved by a film faculty member who is willing to supervise the student following the standard procedures for any independent study.

Sources for possible internships have been developed through alumni in the film industry and expanded through the Cornell in Hollywood program. Students may also contact the Arts & Sciences Career Development Office as_careers@cornell.edu in G55, Goldwin Smith Hall and Cornell Career Services, career.cornell.edu, 103 Barnes Hall.

UNDERGRADUATE INTERNSHIP CONTRACT

Cornell University's Schwartz Center for the Performing Arts

Department of Theatre, Film & Dance

Film 485

Intern's Name: _____ Telephone: () _____

Address: _____

Internship Company: _____

Address: _____

Internship Supervisor: (print) _____ Telephone: () _____

Semester of Internship: _____

Internship Description: (to be completed by internship supervisor)

Duty	% of Time Allocated
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1.

2.

3.

4.

5.

Academic background required for internship: _____

Other skills required: _____

What is the highest level task that will be expected of the intern by the end of the internship? _____

Stipend, housing or other remuneration: _____

Internship Supervisor signature: _____ Date: _____

Please return this completed form to: Donna Miller, Schwartz Center for the Performing Arts, Cornell University, 430 College Avenue, Ithaca, NY 14850.

STUDENT INTERNSHIP PERFORMANCE APPRAISAL
Schwartz Center for the Performing Arts

Department of Theatre, Film & Dance
Film 485

Intern's Name: _____

Company: _____

Address: _____

Supervisor:(print) _____ Telephone:() _____

Internship Period: _____

Supervisor: Please rate the intern by entering a number from 1-5 from the following scale:

1=Excellent, 2=Competent, 3=Average, 4=Below Average, 5=Unacceptable

_____ Ability to work with colleagues

_____ Takes instruction

_____ Intuitive ability

_____ Quality of work

_____ Artistic Sensitivity

_____ Progress of Development

_____ Meets Deadlines

_____ Punctuality

_____ Reliability

_____ Flexibility

_____ Self-Motivation/Initiative

_____ Attitude Toward Work

_____ Professional Promise

_____ Overall Evaluation

ADDITIONAL COMMENTS:

Ability to work with Colleagues _____

Takes Instruction _____

Takes Criticism _____

Intuitive Ability _____

Quality of Work _____

Artistic Sensitivity _____

Progress of Development _____

Meets Deadlines _____

Punctuality _____

Reliability _____

Flexibility _____

Self-motivation/Initiative _____

Attitude toward Work _____

Professional Promise _____

SUMMARY COMMENTS: _____

PROFESSIONAL RECOMMENDATIONS FOR STUDENT'S CAREER: _____

SIGNATURES:

Supervisor: _____ Date: _____

Student: _____ Date: _____

Supervisor: Please discuss this evaluation with the student and then return this completed form to: Donna Miller, Registrar, Schwartz Center for the Performing Arts, Cornell University, 430 College Avenue, Ithaca, NY 14850.