

EMC 4000 Internship Information

Department of Media Arts Middle Tennessee State University

QUALIFICATIONS:

- Must have Senior standing (at least 60 hours)
- Must have 2.5 overall grade point average
- Must have permission of Internship Coordinator
- Must apply at approved internship site
- Must have appropriate pre-requisites for your emphasis:

All Majors:

Admission to Candidacy _____

Video and Film Production:

VFP 2130 _____

Media Management:

EMC 4430 _____ and one of: EMC 3030, 3110, 4010, 4140 _____

Photography:

PHOT 3040 _____ PHOT 2050 _____ PHOT 3110 _____

Animation:

ANIM 3040 _____ ANIM 3310 _____ VFP 1060 _____

Interactive Media

EMC 2500 _____ EMC 3060 _____ EMC 3065 _____

TYPE OF INTERNSHIP:

There are two types of internships – those developed by the student and those maintained by the department. Student attained internships require departmental approval for academic credit PRIOR to your accepting the internship. Departmental approval will be based on the proposed internship plan, the student's academic qualifications and the potential employer's ability to provide a quality experience for the student.

For internships maintained by the department, qualified candidates will be notified of their status by the employer and instructed to contact a specific on-site supervisor for an interview. Students are selected by the employer based on their own merits.

Internship experiences fall into one of two categories. Interns can either be assigned to a specific department for the length of the internship, or they can be rotated through several positions. It will be determined by the employer and the student which internship experience will be provided during the semester.

APPLICATION PROCEDURE:

Internship application packets are available at the Mass Communication reception desk or the EMC office.

1. An Internship application is to be filled out prior to receiving a POD to register for the internship class. Course credit must be given for an internship to avoid violating the Federal Labor Laws.
2. Attach a current resume and transcript to the application.
3. Also attach a cover letter containing a statement of personal goals. You can either attach a copy of your cover letter written to the employer, or write one specifically to attach to your application.
4. Submit completed application with the internship coordinator prior to the start of the semester you plan to intern.

5. Once the internship is finalized and you have registered for the class, file your Confirmation of Employment form within the first two weeks of class. Without this form, we must notify your employer and you will be dropped from the internship. You will also need to file your work schedule within two weeks of the start of the semester.
6. Interns are required to keep a one week diary during the course of the internship.
7. At the end of the semester you will provide an evaluation of your experience and summary of your preparedness for this internship.

. An internship is not **REQUIRED** for graduation in most programs, but it is strongly recommended. **Interactive Media DOES require an internship.**

WORK SCHEDULE/CREDITS

Individual work schedules for interns are normally a matter for the on-site supervisor and the intern to work out each semester. A copy of the proposed work schedule is then to be provided to the faculty internship coordinator within the first two weeks of the internship.

NOTE: Although six hours of internship are possible, only three hours may be worked during any single semester.

Interns are required to work 75 hours per semester for each hour of credit enrolled. (A three credit internship would work out to 15 weeks at 15 hours per week for a total of 225 hours.) Students should attempt to work out a regular schedule each week to reflect the total number of hours required.

Please note that it is against Federal Labor Laws for you to work without compensation (such as course credit.) By not enrolling in the internship course, you may put your employer in jeopardy of large fines. You should also know that often interns are only insured for equipment damages when they are formally enrolled in the internship class. Without being enrolled you could be liable for all damages and it could be very expensive for you.

You must be enrolled in the class **BEFORE** you begin working for the employer. For interns who want to begin work before the formal beginning of the semester, please see the faculty coordinator for possible options.

EVALUATION/GRADING

Internship sponsors will be asked to email the Internship Coordinator an evaluation for the intern at the end of the internship experience. The sponsors are not required to discuss their evaluations with the student, but they are encouraged to meet with you to provide feedback.

Interns are required to file both a diary of one week of their experience and a final evaluation of the internship at the end of the semester. Failure to submit these reports will result in an F for the class. If you receive an Incomplete at the end of the semester it is because I did not receive the evaluation from your sponsor.

This course is a P/F class. An F will be given to an intern only at the request of the supervisor for failure to complete the internship successfully, or because the student failed to submit the reports by the deadline.