

# Film & Digital Arts Internship Requirements & Guidelines

## General Information & Policies

- Film & Digital Arts students planning to intern during the Spring, Summer, or Fall semester can intern on a part-time or full-time basis.
- It is required that students take the *entire internship packet* to the organization, faculty advisor, and School/College advisor when having it signed and approved.
- All Film & Digital Arts students are notified of possible internships via list serve, bulletin board postings and class announcements. Qualified students interested in internships should contact the organization directly.
- *All internships must be approved in advance.* No retroactive credit will be given for internships that are not approved in advance.
- For a student to obtain credit for an internship she/he must have a *GPA of 2.5* or higher in their overall coursework at UNM and have successfully completed FDMA 1210 and an FDMA elective .
- Students must identify a *faculty member* to supervise the internship. The *faculty member* who supervises the internship should have relevant knowledge related to the duties assigned during the internship. Students may also be asked to submit a letter of recommendation from a Film & Digital Arts faculty person.
- The intern shall be assigned to the organization for forty-five (45) hours per credit hour up to a maximum of three (3) credit hours per semester or term, and can earn up to a total of 12.
- *Internship grades are on a credit/no credit basis only.* However, the standards for credit will be high.
- *Academic work* required to complete the internship includes:
  - maintaining an employment journal
  - writing a paper or completing a digital media project demonstrating the knowledge gained from the internship experience:
    - *The internship is a professional experience and the student will be held to a standard of professional quality with the organization, content, and writing of both the journal and paper or project. The Film & Digital Arts Dept considers the internship a professional activity and therefore requires the students to meet reasonable deadlines for completion of the required journal and paper or project. **Journals and papers must be submitted in hard copy or projects must be submitted in person to the faculty in an electronic format.***
  - filling out a student evaluation of the internship, attached in this packet

## Registering for FDMA 492, FDMA Internship

- Film & Digital Arts students who plan to participate in an internship for course credit must register for FDMA 492, the appropriate section of the internship course with the student's faculty advisor listed as the instructor of record. These are officially listed in the University's Course Schedule as FDMA 492—FDMA Internship. Please fill out and turn in the Internship Application in this package for approval to register for this course.
- Credit toward the degree for acceptable academic work related to the internship will be granted in the form of one (1) to three (3) hours, for a total of 12 credit hours, of elective credit.

## Preparation for Internship

In preparing for the internship and the related academic requirements of FDMA 492, students must follow the instructions listed below.

1. Register with Career Services.
2. Identify an Instructor of Record.
3. Meet with the student's college/school department advisor. The college/school advisor will sign off on the student's overall standing in the college or school.
4. Meet with Film & Digital Arts Internship Faculty Advisor, Deborah Fort (debfilms@unm.edu).
5. Complete the Internship application form with all necessary signatures and turn into the Diahndra Grill (dgrill@unm.edu). (Page 3 in this packet.)
6. Ensure the company supervisor fills out all the necessary paperwork and the evaluation form at the beginning and end of the internship. Please be sure the supervisor is aware of the deadlines involved with their completion of these forms, and request they be sure the forms are returned to Deborah Fort or Diahndra Grill prior to beginning the internship and on a timely basis.

## Completion of Requirements

During the internship, and at the completion of the internship, students will possibly be required to perform the following:

1. Keep a journal comprising a chronological list of all work experience gained in the internship. The journal should briefly describe the nature of your training, the hours, and the dates in a separate section at the front of the journal. The journal should begin with a description of your employment, including the employer, the dates, and the type of training and/or job to which you were assigned. A weekly log of your work assignments and tasks performed giving brief descriptions of the nature of the work, industry and size, dates, and approximate hours should follow this section.
2. Your timesheet will not satisfy the journal requirements. This journal must be typed in Word or some other word processing software. Hand-written journals will not be accepted.
3. Complete the "Student Evaluation Form" at the end of your internship.
4. Write a paper (10 to 15 pages, typed in Word or some other word processing software) or complete a digital media project demonstrating the knowledge gained in the internship or the skills and knowledge acquired. Your faculty advisor will set the guidelines and expectations for the paper or project. An example of what the paper will consist of is:
  - (a) Description of the organization's product or service and the job responsibilities of the intern
  - (b) Experience gained in terms of the acquisition, structuring, and fine-tuning of film & digital media specific knowledge
  - (c) Generalization of the experience gained during the internship

For more information, please contact Diahndra Grill, Program Manager, at 277-4722 or email at [dgrill@unm.edu](mailto:dgrill@unm.edu).

**Film & Digital Arts Department  
Off-site Campus Internship - Application**

**Student Information**

**Name:** \_\_\_\_\_ **BID #:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**E-mail:** \_\_\_\_\_ **Expected Graduation** (ex. 5/2013): \_\_\_\_\_

**Mailing address during internship:** \_\_\_\_\_

**Major(s):** \_\_\_\_\_ **Minor(s):** \_\_\_\_\_

**Classes required for Internship:** (check one or both) **FDMA 1210** \_\_\_ **FDMA Elective** \_\_\_ **GPA in FDMA** \_\_\_

**Program Manager Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Comments:** \_\_\_\_\_

**The above named student is in good standing in his/her School/College to complete this Internship:**

**College Advisor Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Comments:** \_\_\_\_\_

**Internship Information**

**# of credits** \_\_\_\_\_ **Term:** \_\_\_\_\_ (i.e. Fall 2012) **Start Date:** \_\_\_\_\_ **End Date** \_\_\_\_\_  
(1 cr = 45 hrs on site)

**Hours to work per week:** \_\_\_\_\_

**Is the position paid?** \_\_\_ No \_\_\_ Yes \_\_\_\_\_ **Amount:** \_\_\_\_\_

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**Site Supervisor Information** (All blanks must be filled)

**Name:** Dr. Mr. Ms. \_\_\_\_\_ **Title of Supervisor:** \_\_\_\_\_

**Organization:** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Fax:** \_\_\_\_\_ **E-mail:** \_\_\_\_\_

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**In what ways are you academically/personally prepared to undertake this internship?**

**Briefly explain your duties:**

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I agree to represent UNM and myself in a professional manner and to complete all requirements of the internship as specified in the "IFDM Internship Requirements & Guidelines."

**Student Signature:** \_\_\_\_\_ **Print Name:** \_\_\_\_\_

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**Faculty Sponsor Approval** (Note: Faculty Sponsor must have expertise in the dept. through which you are seeking credit.)

**Sign:** \_\_\_\_\_ **Print Name:** \_\_\_\_\_

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**Return to:** Internship Coordinator Diahndra Grill (dgrill@unm.edu)

## Film & Digital Arts Department Internship Exit Survey – Supervisor

Supervisor's Name: \_\_\_\_\_

Organization and Title: \_\_\_\_\_

Intern's Name: \_\_\_\_\_

Please give this survey to the intern in a sealed envelope.

Please rate the following statements by circling the answer which best reflects your position.

1. The student had the appropriate basic skills in preparation for the duties for this position.

Strongly Agree      Agree      Disagree      Strongly Disagree

2. The student performed well during the internship.

Strongly Agree      Agree      Disagree      Strongly Disagree

3. I was satisfied with the intern.

Strongly Agree      Agree      Disagree      Strongly Disagree

Please answer the following open-ended questions.

4. What were the strengths of the intern?

5. What were the weaknesses of the intern?

6. What, if anything, could the Film & Digital Arts Dept do to improve the skills of the intern?

7. Anything else you would like to add?

**All surveys are kept confidential.**

## Film & Digital Arts Department Internship Exit Survey – Student

Intern's Name: \_\_\_\_\_

Organization: \_\_\_\_\_

Supervisor's Name: \_\_\_\_\_

To be completed by the intern (student).

Please rate the following statements by circling the answer which best reflects your position.

1. I felt my prior coursework prepared me adequately for this internship.

Strongly agree          Agree          Disagree          Strongly Disagree

2. The supervisor (employer) provided clear expectations for my work.

Strongly agree          Agree          Disagree          Strongly Disagree

3. The supervisor (employer) had me perform tasks that were relevant for my skills and background.

Strongly agree          Agree          Disagree          Strongly Disagree

4. I was satisfied with the internship.

Strongly Agree          Agree          Disagree          Strongly Disagree

Please answer the following open-ended questions.

5. What were the strengths of the internship?

6. What were the weaknesses of the internship?

7. What, if anything, could the Film & Digital Arts Department do to improve the internship experience for you?

8. Anything else you would like to add?

**All surveys are kept confidential.**