

Guidelines for Film & Media Arts Practicum or Internship

Definitions:

Practicum = 1-4 hours of credit. One 3 credit practicum is required for the major.

Internship = 8-16 hours of credit.

Purpose:

The purpose of a practicum or internship is to provide practical application of classroom learning in an off-campus work setting.

40 hours of work experience = 1 academic credit

120 hours of work experience = 3 academic credits

Who qualifies?

- FMA majors who have completed at least 18 hours of FMA courses

Most Taylor students complete one **practicum** for 3 credits in the summer after their junior year. This does get billed as 3 credits worth of tuition, so students should be aware of the financial implications of practicum.

It is theoretically possible to complete a practicum during a fall, J-term or spring so that it counts as part of normal tuition, but that is only practical/do-able if you can carve out 2 or 3 full days a week during a fall or spring to travel to Indianapolis or Ft Wayne or if you have the whole of J-term available to intern fulltime for 3 weeks.

The less common internship option (8-16 credits) can be completed during fall, spring or summer and is “an advanced-level, discipline-related, culminating field experience.”

- Internships require full-time participation. FMA majors can remove themselves from campus for a semester to participate in an internship or participate in TUHIP where two internships are built in.
- TUHIP internships are graded A-F and require 520 hours of work.

When should I complete it?

- Typically the summer after the junior year although it is perfectly acceptable to delay the practicum until the summer after graduation. You are welcome to walk at graduation with your class and obtain an August diploma.

PAYING for this credit

- Academic credit is given for the practicum; therefore, the cost of a practicum is the same as for a regular course. Cost is based on the number of credit hours.
- Once you turn in the practicum form to the registrar, you will be billed at the standard summer session credit hour rate (*approx.* \$600 x 3)

What type of experience qualifies?

- 1) at least 50% of the intern’s responsibilities must relate to their major, meaning film/television/video/audio in pre-production, production or post-production tasks.
- 2) regular supervision - the student receives guidance and direction and is not left without assigned tasks

- 3) professional mentoring - the student learns from someone with at least **five years** of film, television or video production industry experience. This means that many summer camp experiences are disqualified unless they have a professional video staff member who can supervise. The student cannot be only video/film person in the organization.
- 4) working on-site for more than 50% of the experience - the student reports to the company's location regularly rather than working exclusively from his/her home or remotely. The designated mentor must also be on-site to supervise the majority of the practicum (rather than traveling, Zooming or calling in instructions).
- 5) hours/activities - the student works **120 hours** and is given meaningful assignments. This is not to say that the intern can't make coffee or pick up lunches, but they will also be given the opportunity to build skills in their field. The 120 hours can be 3 weeks full-time or more typically, part-time throughout the summer.

Notes:

- Internships may be **paid or unpaid** at the discretion of the internship provider.
- Students should complete an application for the internship **BEFORE** they leave campus in May, however July 1st is usually the last date to add a summer practicum.
- A practicum application must be turned in and recorded at the registrar's office in order for the student to be officially enrolled. Signatures are required from your advisor, dept chair and dean.
- Credit can be denied after an experience is completed if paperwork was not turned in at the beginning of the experience.

*Example 1 - the student works in a corporate communication department or not-for-profit organization but the majority of their work is in sales and they don't do any media work. The internship **cannot count** toward the Film & Media Arts major.*

*Example 2 – a church camp needs a video/photo director for the summer but there is no one on staff who knows more than the Taylor student or there's a person there who is just two years out of college. This internship **cannot count** toward the Film & Media Arts major.*

*Example 3 - the student works in a corporate communication department or not-for-profit organization, but at least 50% of their tasks relate to film/television/video pre-production, production or post-production. The internship **can count** and they are welcome to complete other tasks such as marketing for the employer.*

Typical Internships

- television or radio stations
- video production companies
- independent producer/directors
- post-production companies
- TV network headquarters, film studios
- not-for-profit organizations that have a full-time video person from whom the student can learn (Samaritan's Purse, Boy Scouts, American Cancer Society)
- corporate, for-profit organizations that have a full-time video person from whom the student can learn (high tech, real estate, hospitals, manufacturing cos., publishing companies)

- large churches (only recommended if the student wants to work in a church setting after graduation)
- camps (only if there's a professional on staff with 5 yrs experience)

The process of finding a practicum or internship

Generate leads:

Web search of production or post-production companies in or near your hometown

Ask friends/relatives if they know people who work with film/TV/video/audio

Prepare:

Draft a resume – get feedback from the Calling & Career office or from a faculty member

Draft a cover letter - get feedback from the Calling & Career office or from a faculty member

Revise cover letter and resume

Do a mock interview with the Calling & Career office

Apply:

Reach out by sending an introductory e-mail cover letter & attach your resume

Or apply online if the company accepts online applications

Follow up by phone and or email after two weeks unless they say not to

When/if requested, do an interview in person or online or by phone

Verify that the company meets Taylor's requirements for internships to count

Once you have an offer:

-Write down 3-5 bullet points describing the responsibilities you'll have and fill out the registrar's digital application (find it on my.taylor) and the department's application (find it on my.tufma.info).

-Get all paperwork done before you leave campus in May or at the beginning of the semester before the end of the "drop/add" period if you're doing a fall, J-term or spring practicum.

-If the company requires a letter from Taylor, verifying credit, let your advisor know where to send it. If your advisor hasn't done one of those letters before, ask Kathy for a letter.

When the internship ends, here's what's due:

- A typed log, detailing dates & number of hours worked by the date indicated by your advisor. The log can be created in Word or Excel.
- Total the hours at the bottom of the page.
- Keep a regular journal of activities.
 - There are two options:
 - Journal throughout the experience: Each journal entry should be at least one paragraph. It should explain the tasks you're completing, compare what you are seeing in the 'real world' with what you learned in class, identify personal strengths/weaknesses/likes/dislikes as a way of helping you determine career interests, and where appropriate, discuss how your Christian faith relates to this experience. This may be through conversations with co-workers or ethical challenges, etc. Turn in a total of 5-7 pages of paragraph descriptions.

OR

- Write one summary paper at the end of 5-7 pages, typed, double-spaced covering the same content as above in one flowing paper with introduction, body and conclusion.
 - In either case, proofread carefully.
- Submit 2 *horizontal* photos of yourself at practicum location (action shot with location sign, logo or other identifying image for TU website).
- Submit one-sentence quotation from you about the value of the internship

Grading

- When you are within two weeks of completing your internship or practicum experience, notify your advisor by email and he/she will send an online evaluation form to your supervisor. In summer, the deadline for paperwork submission is typically on or near Aug. 15th.
- Most practicums are Pass/Fail. Your supervisor's evaluation is a large portion of whether you pass or fail the practicum.
- The supervisor evaluation form is shared with you in senior capstone (or sooner if you request it) and you can decide whether to use it in your senior portfolio or not.
- TUHIP participants are graded A-F.