

INTERNSHIP/ Department of Electronic Media and Film

GUIDELINES FOR WRITTEN REQUIREMENTS

Your internship has relatively little merit unless you are able to express its impact on your academic and career choices. The written requirements serve this purpose.

The minimal written requirements consist of four parts. Individual instructors may require additional work.

1. **JOURNAL REPORT** (or log) – Used to record your expectations and establish a format for ongoing observations; ultimately provides the background for your reflective report.

The introduction to the log will consist of a copy of the student's expectations (to be discussed during the initial meeting with the faculty coordinator). The student should next list the dates and the total number of hours worked and any salary or other compensation (stipend, fee, parking, etc...).

The greater portion of the log will consist of the student's ongoing observations about work tasks and the work environment. The student should particularly note opportunities to apply theory or procedures learned in the classroom to job tasks.

2. **REFLECTIVE REPORT** – Provides the means for you to reflect upon your work experience and assess its relevance, the learning process, and the knowledge or skills that you gain.

The reflective report shall describe the student's perceptions of the organization and the work environment. In the report, the student will:

- describe a "typical" day or the tasks in which the student is involved;
- relate duties performed to prior courses, both in the major and in liberal arts (be specific)
- describe new knowledge gained or skills learned;
- explain the portions of the work experience that were most and least valuable;
- relate the total internship experience to the career decision process.

The student will address the expectations established in the introduction to the log and describe any aspects of the internship or co-op that could be improved. Attached to the report may be an appendix, which might include:

- an organizational chart that highlights the student's position and the position of the student's supervisor;

- a copy or sample of any materials prepared by the student on the job (letters, budgets, questionnaires, tapes, articles, press releases, etc...). NOTE: Confidential material should NOT be included.

3. **LETTER** – Each intern or co-op student will write a letter to future students who may be considering the same position. The letter is a dialogue between you and future students and provides a resource to students who may consider this same work experience in the future.

In this letter, the intern will indicate:

- courses need and level of understanding required prior to applying for the position;
- experience gained;
- type of company;
- how the intern “fits into the scheme of things.”

4. **STUDENT EVALUATION** – Provides the department and Career Center with valuable information about your work experience and provides you with an opportunity to evaluate your work experience.

The Career Center sends a survey to each placed student before the end of the semester. Students are asked to rate the internship/co-op according to a given scale and to comment on the adequacy of information provided by the Career Center staff and the faculty coordinator.

Although your work experience and performance comprise the major portion of your grade, the written requirements are given significant consideration. Written assignments will be graded on content, unity, and literacy.

Your internship experience is graded on a Satisfactory/Unsatisfactory (S/U) basis. It will appear on your transcript as EMF 460 INTERNSHIP – EMF.

If you have any questions about any parts of the written requirements, contact your faculty coordinator. The total report (with the exception of the survey) should be turned in to your faculty coordinator by the due date established at your first meeting.