

## FILM PRODUCTION Professional Internship Request Form Undergraduate

**FMPR 445 Professional Internship** (6 credits)

**FMPR 446 Professional Internship I** (3 credits)

**FMPR 447 Professional Internship II** (3 credits)

*Prerequisite for FMPR 445: written permission of the School of Cinema*

*Prerequisite for FMPR 446: written permission of the School of Cinema*

*Prerequisites for FMPR 447: FMPR 446 and written permission of the School of Cinema*

(A student repeating FMPR 446 for credit registers under FMPR 447).

A Film Production student who will be employed within the film industry during the same calendar year may request permission to apply three credits toward the Film Production degree program.

This form is to be completed by any student wishing to undertake a Professional Internship for credit toward the BFA in Film Production in the School of Cinema. ***The submission of this document does not guarantee that permission will be granted; permission is subject to the discretion of the cinema department.***

### GUIDELINES

Each internship must be approved in advance by a full-time FMPR Faculty member and the FMPR Undergraduate Program Director (UPD). The School of Cinema must be satisfied that the work will be performed under the joint supervision of a qualified professional (Field Supervisor) and a full-time FMPR Faculty member to ensure your duties are in-keeping with the aims of the FMPR program. Your Faculty Supervisor will determine the credit value of your internship prior to the start of the project. The workload should be equivalent to a 3-credit course (45 hours per credit = **135 hours** per 3-credit course, **270 hours** per 6-credit course). A written proposal describing the project must be submitted to your Faculty Supervisor prior to the work taking place.

*NOTE: It is strictly forbidden to use University equipment or resources for work related to your Professional Internship without prior permission of the School of Cinema.*

### INSTRUCTIONS

All documents must be submitted to the Cinema Office a minimum of 7 working days before the drop/add deadline (2<sup>nd</sup> Monday after classes begin) in the term you are requesting the course.

1. Complete this form and have it signed by both the full-time faculty member who has agreed to supervise your Internship and your Field Supervisor.
2. Attach a copy of your **Student Record/unofficial transcript** downloaded from the SIS
3. Attach a **Project Description** of your Internship that includes the nature of the duties and activities you will undertake and the educational benefit of the project.
4. Attach a **signed letter from your Field Supervisor** (on company/organisation letterhead) indicating the scope of your responsibilities and duration of the Internship.
5. Complete the first section of the **Internship Agreement Form**. *Retain the original copy, which you will complete and submit at the end of your Internship (see 7, below)*
6. Submit this form, your Project Description, Field Supervisor's Letter and a *copy* of the Internship Agreement Form (see 4, above) in one continuous PDF to the Cinema Office via email:

undergrad.cinema@concordia.ca to be signed by the FMPR Undergraduate Program Director for and the Dept. Chair.

7. Within 7 calendar days you will receive an email from the Dept. Assistant indicating you must register for the course in the SIS.
8. Within 7 calendar days of completing the Internship you must ensure your Field Supervisor completes the second section of the **Internship Agreement**, then submit the Agreement to your Faculty Supervisor with a copy to the Cinema Office, FB 319.
9. Within 7 calendar days of completing the Internship you must also submit a **Final Report** (1-page, approx. 500 words) to your Faculty Supervisor with copies to both your Field Supervisor and to the Cinema Office via email: [undergrad.cinema@concordia.ca](mailto:undergrad.cinema@concordia.ca). The report should outline the benefits of your Internship to your own practice and demonstrate your understanding of the organization's social and cultural role as well as an analysis of the activities and functioning of the organization.
10. Your grade will be entered into the SIS by your Faculty Supervisor within 7 calendar days of receiving the Final Report. Grades will only be posted once all students registered for the same section have received a grade.

## COURSE INFORMATION

**Have you previously completed a Professional Internship or Independent Study?** Yes No

Number of credits previously earned for Professional Internships and Independent Studies:

FMPR 445 \_\_\_\_\_ FMPR 446 \_\_\_\_\_ FMPR 447 \_\_\_\_\_ FMPR 448 \_\_\_\_\_ FMPR 449 \_\_\_\_\_

***NOTE:** Students cannot exceed a total of 9 combined credits between internships and independent studies. Students WILL NOT receive credit past the maximum number of credits allowed.*

I am requesting registration in Professional Internship Course Number (choose one):

\_\_\_ **FMPR 445 Professional Internship** (6 credits)  
Term: fall \_\_\_ winter \_\_\_ fall/winter \_\_\_ summer (terms 1&2) \_\_\_ Section: \_\_\_\_\_

\_\_\_ **FMPR 446 Professional Internship I** (3 credits)  
Term: fall \_\_\_ winter \_\_\_ summer term 1 \_\_\_ summer term 2 \_\_\_ Section: \_\_\_\_\_

\_\_\_ **FMPR 447 Professional Internship II** (3 credits)  
Term: fall \_\_\_ winter \_\_\_ summer term 1 \_\_\_ summer term 2 \_\_\_ Section: \_\_\_\_\_

Academic Year: \_\_\_\_\_

Start Date of Internship: (y/m/d): \_\_\_\_\_

Final Date for completion of work: (y/m/d): \_\_\_\_\_

## STUDENT INFORMATION

STUDENT Name (Print): \_\_\_\_\_

STUDENT Signature: \_\_\_\_\_ ID #: \_\_\_\_\_

STUDENT Email: \_\_\_\_\_ TEL: \_\_\_\_\_

**COMPANY/ORGANISATION INFORMATION**NAME of COMPANY / ORGANISATION: \_\_\_\_\_  
\_\_\_\_\_**FIELD SUPERVISOR:**

Name \_\_\_\_\_

Title \_\_\_\_\_

Tel \_\_\_\_\_

Email \_\_\_\_\_

Field Supervisor Signature \_\_\_\_\_

Location where the work will take place: (complete address and name of company or organisation): \_\_\_\_\_  
\_\_\_\_\_**DEPARTMENT APPROVALS**

Full-time Faculty Supervisor (Print Name): \_\_\_\_\_

Signature: \_\_\_\_\_ (y/m/d): \_\_\_\_\_

FMPR UPD (Print Name): \_\_\_\_\_

Signature: \_\_\_\_\_ (y/m/d): \_\_\_\_\_

Cinema Chair (Print Name): \_\_\_\_\_

Signature: \_\_\_\_\_ (y/m/d): \_\_\_\_\_