

FILM ANIMATION Professional Internship Request Form Undergraduate

FMAN 446 Professional Internship I (3 credits)

FMAN 447 Professional Internship II (3 credits)

Prerequisites for FMAN 446: FMAN 202, 224, 254 and written permission of the School of Cinema.

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

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

This form is to be completed by any student wishing to undertake a Professional Internship for credit toward the BFA in Film Animation 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 FMAN Faculty member and the FMAN 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 FMAN Faculty member to ensure your duties are in-keeping with the aims of the FMAN 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**). 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 (2nd 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) to the Cinema Office (FB 319) to be signed by the FMAN Undergraduate Program Director 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 the Cinema Office. 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:

FMAN 446____ FMAN 447____ FMAN 448____ FMAN 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):

 FMAN 446 Professional Internship I (3 credits)
Term: fall winter summer term 1 summer term 2 Section:

 FMAN 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): _____ / ____ / ____ / ____

FMAN UPD (Print Name): _____

Signature: _____ (y/m/d): _____ / ____ / ____ / ____

Cinema Chair (Print Name): _____

Signature: _____ (y/m/d): _____ / ____ / ____ / ____