

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) in one continuous PDF to the Cinema Office via email: undergrad.cinema@concordia.ca 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

COMPANY/ORGANISATION INFORMATIONNAME 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): _____