

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 (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 FMPR Undergraduate Program Director for and the Dept. Chair.

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): _____ / _____ / _____