

MA in FILM STUDIES  
REQUEST for a PROFESSIONAL INTERNSHIP / PRACTICUM COURSE:  
FMST 675 / 680 / 685

This form is to be completed by any student wishing to undertake a PROFESSIONAL INTERNSHIP project for credit toward the MA in Film Studies in the Mel Hoppenheim School of Cinema.

**INSTRUCTIONS:**

1. Complete this form, attaching 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.
2. Have the form signed by the full-time faculty member who has agreed to supervise your Internship
3. Have the form signed by your Field Supervisor for the Internship
4. Have the form signed by the Graduate Program Director
5. Submit the form to the Cinema Office (FB 319) to be signed by the Chair
6. Await word from the Dept. Assistant as to your permissions having been entered into the SIS, then proceed with your online registration for the course

I would like to register for Professional Internship

Course No. (check one):

\_\_\_ FMST 675 Practicum 3 credits Term: fall \_\_\_ winter \_\_\_ summer \_\_\_ Section: \_\_\_  
 \_\_\_ FMST 680 Practicum 3 credits Term: fall \_\_\_ winter \_\_\_ summer \_\_\_ Section: \_\_\_  
 \_\_\_ FMST 685 Practicum 6 credits Term: fall \_\_\_ winter \_\_\_ summer \_\_\_ Section: \_\_\_

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

**GUIDELINES:**

Each internship must be approved in advance by the Program Head and the student must consult with an academic supervisor. The duties will be supervised by a Field Advisor (an individual within the sponsoring organization), in consultation with an academic advisor, to ensure that the student's responsibilities are in keeping with the aims of the MA or MFA program. The academic advisor will determine the credit value of each internship which will be evaluated on the basis of the student's written report. The report should demonstrate the student's understanding of the organization's social and cultural role as well as an analysis of the activities and functioning of the organization. The 3-credit practicum should involve at least 135 hours at the host institution. The 6-credit practicum internship has the same requirement and provisions as the 3-credit internship, except that the student is expected to do twice the work (270 hours). This may occur in a concentrated period of time (one semester) or taken over two consecutive semesters.

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

STUDENT (Signature): \_\_\_\_\_ ID #: \_\_\_\_\_

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

COMPANY / ORGANISATION: \_\_\_\_\_

FIELD SUPERVISOR:

Name \_\_\_\_\_

Title \_\_\_\_\_

Tel \_\_\_\_\_

Email \_\_\_\_\_

Field Supervisor Signature \_\_\_\_\_ Date (y/m/d): \_\_\_\_ / \_\_\_\_ / \_\_\_\_

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

DEPARTMENT APPROVALS:

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

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

Graduate Program Director (Print Name): \_\_\_\_\_

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

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

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