CSU The California State University

ENTERTAINMENT ALLIANCE

CSUEA Entertainment Internship Program
LCA 576: Internship Experience FALL 2019

Internship Director: Haley Seppa hseppa@calstate.edu
Instructor of Record: Dr. Dina Ibrahim dibrahim@sfsu.edu
Official course dates: **August 26 - December 21, 2019**

Prerequisites: Current CSU undergraduate, graduate, or post graduate student (within 24 months,) consent of instructor and internship staff.

Course Objectives:

- Developing Effective Communication & Collaboration Skills
- Familiarity with Entertainment Industry Job Search Resources
- Developing Entertainment Industry Technical/Creative/Business Skills
- Building an Entertainment Industry Professional Network

Student Learning Outcomes:

1. Students will be familiar with and able to use various job search resources within the entertainment and media industry in California.
2. Students will gain valuable and meaningful communication and collaboration experience with actual working conditions within the entertainment industry.
3. Students will have developed valuable skills related to their chosen field of emphasis within entertainment.
4. Students will create and maintain a network of professional relationships.

Course Requirements:

- Students must complete a minimum of **100 hours** per semester, which works out to roughly 7 hours a week. Make sure you schedule enough hours to fulfill this requirement. You can work more than 100 hours, if this is what is required from their internship site or if it is something you want to do.

- *Your supervisor should be keeping track of the hours, as you must note it on the evaluation form.* You should also note it on your midterm and final reports.

- This course is run according to industry standards, which means that strict deadlines are enforced. Students who miss deadlines, fail to handle extenuating situations in a timely and appropriate manner, and/or "simply disappear" will receive no credit for the class.

- **Social Media Participation is required**. Follow @CSUEA on Twitter and like on Facebook & Instagram. Resources, videos and articles are posted daily for your career development.

- **Readings**. There are readings about making the most of internships, writing resumés, problem solving at the work place and preparing for interviews. These readings were chosen with the idea of empowering students as they prepare for the job market, including thinking strategically about how to approach it, and develop a thoughtful, organized, and proactive plan for job hunting.

- **Professional Profile**. Students must create an updated LinkedIn or Portfolium profile that includes a descriptive summary of the skills and knowledge acquired at the internship. A grade of NC will be assigned to students who do not have online professional profiles by the end of the internship.

FORMS AND DEADLINES:

Please upload ALL forms via your submittable account - If your internship dates conflict with the dates forms are due, please contact us as soon as possible. **Emailed forms will NOT be accepted.** Instructions can be found at http://csuentertainment.com/lca576 .

1. **Employer Agreement:** Must be signed by student and supervisor. **Due September 10, 2019**
Note student peers can NOT act as an employer supervisor.

2. **Progress Reports:**
Students must submit two progress reports (**midterm & final).** It is important that students gauge what they are doing/learning over the course of their internship. It helps them articulate, in concrete terms, what they are getting out of it and what, if any issues need to be addressed or rectified. These reports are designed to protect the student. There have been times when supervisors contacted faculty accusing the intern of not showing up, not doing anything, etc. With the help of the reports, these communication problems were eliminated.
   a. **Midterm Report. Due October 16, 2019** - A digital form / check-in and discussion of internship.
   b. **Final Report. Due December 21, 2019** - A digital form / check-in and discussion of internship and your LinkedIn Profile. This must include a descriptive summary of skills and knowledge acquired at the internship.

3. **Supervisor Evaluations:** Each student must submit an evaluation form completed by his or her internship supervisor. Give your supervisor a copy of this form **at least** a week prior to the **Due December 21, 2019 (no exceptions).**

GRADING

Course grades are CR/NC. Students with special circumstances must have applied for and received special permission from the instructor prior to the first day of class.

NOTES:

The internship is a learning experience that is both practical and educational. The work interns do for your internship should primarily be at the internship site and/or out on the field and should be supervised. Students are not simply free labor. While exceptions can be made for telecommuting and remote work unique to certain tasks, students generally should not be working on internship projects from home, and instead spend their hours at the internship site. Campus studios are for specific class project/lab use ONLY, so students cannot use their university equipment to finish projects. Most sponsoring organizations require you to be receiving credit due to Federal and California Labor Laws.