

## FALL 2017 SEMESTER IN LOS ANGELES INTERNSHIP

RTF 650L

08760

Days of the Week and Hours of the Day to be determined by your Internship Supervisor  
Philip Nemy, Course Advisor

The UT Semester in Los Angeles Program requires students to participate in at least one internship experience during their enrollment in the program. You may work at more than one internship company. To receive academic credit for your internship, all UTLA students are required to spend a minimum of 350 hours at their internship(s) to acquire 6 hours of internship credit. Students may use the cumulative total of one or more internships to obtain the course requirement of 350 hours.

All UTLA students must register for **6 hours of internship credit** during their UTLA Semester through either the COM 650L or the RTF 650L course. RTF majors will register for RTF 650L. All non-RTF majors will register for COM 650L. Any non-RTF majors that offer their own Internship course (for example: JOURN. or ADV/PR), you're eligible to register for your respective major's internship course (3 hours of internship credit) in addition to **COM 350L** (for 3 additional hours of internship credit equaling **6 hours of internship credit**).

**You must notify us by September 1st IF you believe you will be unable to fulfill 350 hours of internship time (the requirement for your 6 hour internship course).** In this instance, you will have the choice of:

- 1) dropping the COM/RTF 650L Internship Course and taking the COM/RTF 350L Internship Course for 3 hours of credit, and be required to enroll in one additional course during the semester to achieve 12 hours of UTLA coursework,

OR

- 2) maintain your enrollment in the COM/RTF 650L Internship Course and continue to work towards obtaining additional internship hours from one or more internships in order to achieve the course requirement of 350 internship hours. Note that if you do not achieve the required internship hours by the end of the semester, you will receive an incomplete for the course.

All UTLA students are eligible to register for the PR 378/ADV 378 Courses.

### **Evening Internship Classes:**

All students must attend 5 two-hour evening internship classes that will address key information including job-seeking skills, networking skills, industry professions & salaries, and preparing for living and pursuing a career in Los Angeles. Here are the rules regarding class attendance:

1. **ATTENDANCE IS MANDATORY!**
2. **BE ON TIME AND BE PREPARED!** We all know that L.A. traffic is difficult, therefore, factor that into your travel time. If you will be out of town for any reason, make sure you schedule your return flight with enough time to ensure that you attend class ON TIME. Delay of or cancellation of an airline flight is not an acceptable absence from or tardiness to class.
3. Each student is given a 15-minute grace period with attendance. Arriving after the grace period means you're late.
4. **THE ONLY ACCEPTABLE ABSENCES FROM CLASS ARE ATTENDING A WORLD PREMIERE or A DEATH IN THE FAMILY!** **DO NOT** misconstrue a screening with a world premiere! They are VERY different! If you know you are going to miss class or be late, you **MUST CALL** and let me know at least 3 hours before class. Leaving class early is also not acceptable without prior permission. Visiting with relatives or friends, taking friends to the airport or picking up friends at the airport in lieu of attending class are not acceptable excuses for absence.
5. Two unexcused absences, unexcused lateness or unexcused early exits from class will result in your failing the internship course.
6. By UT Austin policy, you must notify me of your pending absence at least fourteen days prior to the date of observance of a religious holy day.

These evening classes meet on the following days & times:

Class #1	Thursday August 24 <sup>th</sup>	6:30pm to 8:30pm
Class #2	Thursday August 31 <sup>st</sup>	6:30pm to 8:30pm
Class #3	Thursday Sept 21 <sup>st</sup>	6:30pm to 8:30pm
Class #4	Thursday Oct 12 <sup>th</sup>	6:30pm to 8:30pm
Class #5	Thursday Nov 16 <sup>th</sup>	6:39pm to 8:30pm

**PLEASE NOTE:** If you: A) are fired from your internship, or B) your internship supervisor reports in your evaluation that you did not complete the minimum hours of work, or C) the cumulative hours completed at one or more internships is not equal to the minimum work hours, or D) you miss or are late to more than one evening internship class, then you will not pass your internship course.

### **Acceptable Types of Internships:**

In order to be approved, your Semester in Los Angeles internship must provide a legitimate opportunity for you to explore and gain professional experience in an entertainment industry-related field. The acceptability of your internship will be evaluated using the position description and other information provided as part of your internship application. Please notify Executive Director Phil Nemy or Senior Program Coordinator Mac Torluccio by email once you have secured at least one internship. Give them the name of the company and the type of work they perform. They will notify you if this is an acceptable internship.

### **Email Communication:**

All informational communication regarding the internship course will be delivered via EMAIL only. For this reason, it is important to have a viable email address. **Even if your email inbox is full or not accepting course informational email at any point during the program, it is solely your responsibility to meet all internship deadlines and follow-up with the Semester in LA program staff as necessary.**

### **Grading/Evaluation:**

Students enrolled in the course will be required to upload a Final Internship Report to Canvas at the end of the semester. In order to receive a passing grade for the course, you will need to:

- 1) upload an Internship Report to Canvas
- 2) work a minimum of 350 cumulative hours on the job
- 3) insure that an Internship Supervisor Evaluation form has been completed by your supervisor and uploaded to Canvas prior to the grading deadline
- 4) insure that an Internship Supervisor Letter, signed and on company letterhead, has been completed by your supervisor and uploaded to Canvas prior to the grading deadline
- 5) complete a Student Internship Evaluation form and upload it to Canvas prior to the grading deadline.
- 6) attend at least 4 of the 5 evening internship classes.

**PLEASE NOTE:** *it is YOUR responsibility to insure that your internship supervisor's evaluation of your performance and letter on company letterhead has been received by the Executive Director or Internship Coordinator BEFORE the grading deadline. Failure to insure that your evaluations have been received may result in your earning an incomplete grade for the course.*

Properly submitted Reports will be graded "CR" (credit). Incomplete or otherwise improperly submitted reports will be graded either "F" (fail) or "X" (incomplete). You will ***not*** receive a letter grade on your internship. If you are given an "X" (incomplete), you will be given until the 12<sup>th</sup> class day of the following semester to properly complete the Final Internship Report for re-evaluation and grade change. If the 12<sup>th</sup> class day deadline is not met, any "X" (incomplete) grades will automatically be converted to "F" (fail).

Your Internship Report must be uploaded to Canvas as ONE PDF FILE and contain the following six items:

1. **Cover Page:** Name; UT EID; Dates of Internship; Company Name; Name of Supervisor; Company History, Structure/Organization and Mission/Purpose.
2. **Journal:** Keep a weekly journal of your total experience - see details on below.
3. **Work Samples:** Compile at least 5 samples of your work during your internship.
4. **Resume:** An updated resume with the addition of your internship experience.
5. **Your Internship Evaluation:** Your evaluation of the internship experience (use appropriate form).
6. **Your Supervisor's Confidential Evaluation of Your Performance:** Supervisor Evaluation form (use appropriate forms) and **Letter of Evaluation**, signed, and on official company letterhead. Evaluation Forms are available on Canvas under the Semester in LA Program organization.

Work samples that cannot be scanned and included on Blackboard, such as videos or CD's, should be sent to the Program Coordinator as an unlisted/password protected YouTube video.

### **Journal Specifications:**

Please ensure that your journals are **weekly**, reflective and comprehensive narratives. A comprehensive journal not only includes information on assignments and tasks you are given, but also your impression of the company/industry and the staff at your internship. Journals are used to evaluate the quality of the credit-based internship as well as your reflection of the experience as a whole, so please be aware that any incomplete journal may result in your receiving an "X" (Incomplete) grade. If you plan to use hours from more than one internship to meet the course's minimum worked hours, you must complete a journal for **EACH INTERNSHIP** and provide documentation from **EACH INTERNSHIP** in order to receive credit for the hours.

Length of each journal entry will depend on your weekly (daily) experiences and activities, **but must be no less than one paragraph each week.** Some journal topic suggestions are:

- What are your regular activities?
- Are you doing what you thought you would be doing as an intern?
- Is this a valuable/positive experience?

- What do you think of the industry?
- What do you think of your company?
- Is this the type of environment you see yourself in within the next 3 years?
- What are the interesting aspects of your office, environment or projects?
- How is your work being used in the company?
- What problems arise in the office (with clients or the department)? How are they dealt with by the staff?
- What challenges have you faced? How have you dealt with them?
- How does the staff in your office interact?
- How does the staff perceived you? Are you considered a valuable team member?
- What are the different roles in your office?

### **Work Sample Specifications:**

Your work samples should include **at least five examples** of the work you have completed during your internship. Some examples of work samples include: stories, research, layouts, articles, spreadsheets, correspondence, flyers, press releases, media lists, press kits, pitch letters, speeches, contracts (be sure to black out any confidential info, or submit a blank copy), videos (DVD only), CDs with audio or visual clips, photos, call sheets, log sheets and script coverage. Each work sample should have a short description of your role in that work sample or how you used the sample - this description will be used in evaluating the sample. You should not include repeat samples, but rather include a variety of work. If you are confused about the types of samples that should be compiled for your particular internship, please feel free to contact the Internship Coordinator or Executive Director. NOTE: If you plan to do more than one internship to meet the course's minimum requirements, you must submit 5 work samples from **EACH INTERNSHIP**.

### **Office Hours:**

The Executive Director is available at the UTLA Center Monday through Thursday from 11:00am to 4:00pm if you'd like to meet with him. Otherwise, please call or email him to schedule an appointment.

### University of Texas Honor Code

The core values of The University of Texas at Austin are learning, discovery, freedom, leadership, individual opportunity, and responsibility. Each member of the university is expected to uphold these values through integrity, honesty, trust, fairness, and respect toward peers and community.

### Documented Disability Statement

The University of Texas at Austin provides upon request appropriate academic accommodations for qualified students with disabilities. For more information, contact Services for Students with Disabilities at 471-6259 (voice) or 232-2937 (video phone).

### A Statement About Plagiarism

Plagiarism is "the appropriation of, buying, receiving as a gift, or obtaining by any means material that is attributable in whole or in part to another source, including words, ideas, illustrations, structure, computer code, and other expression or media, and presenting that material as one's own academic work being offered for credit," or in plain English, "using someone else's work in your own academic work without giving proper credit." Examples of plagiarism include copying a friend's or classmates work; buying or borrowing papers; cutting and pasting blocks of text without providing documentation of the original source; borrowing images and other media without documentation of the original source; publishing work on the web without permission of the creator; careless paraphrasing; poor documentation of sources; quoting excessively; failure to use your own ideas or words. Should plagiarism be detected in your work, you will immediately earn a failing grade for the course. You may appeal the decision through appropriate university channels.