

**Film - Internship
Enrollment Form**

Office Use

Section # _____ Class # _____ Date _____

THFM 4890 Internship in Film

Student Name _____ ID # _____

Major: _____ Minor (if declared): _____

Street Address: _____ City _____

State _____ Zip _____ Phone _____ email: _____

Current Class Standing: ___Fr. ___Soph. ___Jr. ___Sr.

Total hours you will work as an intern (check one):

_____ At least 70 hours = 1 credit

_____ At least 140 hours = 2 credits

_____ At least 210 hours = 3 credits

_____ More than 210 hours: list number of internship hours () and credits – 70 hour increments ()

Approximate dates of internship: _____

Semester or session of enrollment: _____ Fall _____ Spring _____ Summer Year: _____

Students are responsible for locating internships that provide experience in the field. They are also responsible for working with their external Internship Supervisor to determine their duties and the number of hours they will work.

The Department of Theatre and Film will enroll students in THFM 4890 who submit an **Enrollment Form, Internship Description, and Internship Contract** to the BGSU coordinator (Cynthia Baron) BEFORE beginning their internship experience; e.g., students should finalize plans for summer internships during the spring semester.

To receive university credit for doing the internship, students must submit an **Exit Essay** and their Internship Supervisor's **Evaluation Letter** to the BGSU coordinator before the end of the semester in which they are enrolled.

I understand the policies for enrolling in THFM 4890 and for receiving university credit for doing the internship. I will retain a copy of the Enrollment Form, Internship Description, and Internship Contract to ensure that I fulfill the two final steps for securing the internship credit.

Signature of Student _____

Signature of BGSU Internship Coordinator (Cynthia Baron) _____

THFM 4890 INTERNSHIP DESCRIPTION

The Description must be completed BEFORE the Contract, because it is reviewed by the Internship Supervisor before he/she signs the Contract. It is a typed two-page document with the following information:

Name and address of the company or organization

Type of company (television station, post-production house, etc.)

Name of Internship Supervisor and position at the company

Summary of your expected duties and responsibilities

Total number of hours you will work

Number of credit hours requested (70 hours is equivalent to 1 credit hour)

Approximate start and end date of the internship

Actual semester to be enrolled

THFM 4890 INTERNSHIP CONTRACT

Name of Student _____

Signature of Student _____

To the Internship Supervisor:

Thank you for agreeing to supervise and mentor a BGSU intern! Without your time and expertise, our program could not provide the real-world experience our students require.

Students in the Department of Theatre and Film are required to complete at least 70 internship hours to receive one university credit; to receive two credits, they must do 140 internship hours, and so on.

Students get internship credit only if we receive an Evaluation Letter (on company letterhead with your signature) during the semester they are enrolled that confirms their number of hours and assesses their work.

Name of Organization or Company _____

Name and Position of Internship Supervisor _____

Street Address _____

City, State, Zip Code _____

Email _____ Phone _____

Please verify the following:

_____ I agree to supervise this student's internship experience.

_____ I have reviewed the student's **Internship Description** and understand the student's intention to complete () hours of an internship with my organization.

_____ I have reviewed the student's **Internship Description** and agree that the duties and responsibilities listed are accurate, and that the approximate start and end dates of the internship are accurate.

_____ When the student has completed the internship, I agree to write an **Evaluation Letter** (signed and on company letterhead) that lists the student's total numbers of hours and assesses their performance.

Signature of Internship Supervisor _____

The Department of Theatre and Film thanks you for providing this opportunity to our student. You are encouraged to keep a copy of this contract and the student's internship description. Please feel free to contact me if you have any questions or concerns.

BGSU Internship Coordinator: Dr. Cynthia Baron
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