

## Instructions for Syllabus for Proposed Media Arts Internship

Fill out all sections of the attached "Syllabus for Proposed Media Arts Internship" form except 4b & 5, then forward the form to the faculty member you want to be your faculty sponsor (this must be an assistant, associate, or full professor; not a teaching assistant, adjunct instructor, or staff member). Ask the faculty member (1) to be your sponsor, (2) to complete section 4b detailing what you need to provide them with at the end of your internship (usually a paper, a journal, or evidence of the work you did at your internship), (3) to complete section 5, then (4) to sign and date the form and return it to you by a certain date. (Be sure to state the date you would like the form returned to you by so that you have enough time to get registered before your internship begins or before the end of drop/add--whichever comes first. Follow up when necessary.)

Note: Graduate students must also forward the faculty-signed form to the Director of Graduate Studies for his approval and signature before submitting it for registration by the department. At the end of the semester, they are also required to submit a Description of Independent Study or Directed Reading form.

When you have received the signed form from the professor, bring or e-mail it to the Internship Coordinator. The coordinator will ensure you are registered for the internship. The student cannot register him or herself for the internship. He/she is registered for the internship by the department after this form is turned into the Internship Coordinator. The Internship Coordinator must have your signed Syllabus for Proposed Internship form before the end of add/drop to ensure you are registered (please try to get the form turned in at least a few days before this date). The University will bill you for the number of credits you are registered for, and the associated fees. As outlined in section 4c, you will need to provide the Internship Coordinator with a one-page summary/critique of your internship experience by the day after your internship ends.

Questions: 716-645-6903

## Instructions for Obtaining Internships (Media Study Majors only)

1) To arrange an internship, send a letter or e-mail to the contact person of the organization you are interested in, attach a resume, and request an interview. (You may intern at any organization that will provide you with media experience and is approved by your faculty sponsor. See the Department of Media Study (DMS) Internship Coordinator for a list of potential internship organizations.) Follow up by phone or email a week later. You should do this approximately six weeks before the semester begins. Most organizations will offer you an internship only if you are receiving academic credit for it and that fact is verified by the department. The DMS Internship Coordinator will send this verification and will also request that a written evaluation of your internship be completed one week before the end of your internship. (Internships are for academic credit only; they are not paid positions. They are available only to Media Study Majors.)

2) 50 hours of interning = 1 credit hour. Based on a 15-week semester:

3 ½ hours/wk = 50 hours = 1 credit

7 hours/wk = 100 hours = 2 credits

10 hours/wk = 150 hours = 3 credits

14 hours/wk = 200 hours = 4 credits (maximum\*)

Hours worked over 200 are for experience only

For Summer registration credits, consult with DMS Internship Coordinator.

(\*exception is non-variable 6-credit graduate capstone internship)

You are responsible for all tuition and fees associated with the credits you register for.

3) After an organization has selected you to intern, complete the SYLLABUS FOR PROPOSED MEDIA ARTS INTERNSHIP form (also attached below) available on the DMS website under e-forms (<http://mediastudy.buffalo.edu>). You will need to know the name, title, organization name, mailing address, phone number, website address, and e-mail address of your internship supervisor; the number of hours per week you will work; your start and end dates; and a general description of your internship duties. Follow the detailed instruction page (above this page) for completing the form, obtaining signatures and submitting the form to the Internship Coordinator in order to be registered for the internship by the Department.

4) You must be registered online by the last day of drop/add or the internship start date, whichever is first. Be sure to turn in your form to the Internship Coordinator at least a few days before this date to ensure registration by the department. (Summer internships must be turned into the Internship Coordinator by May 15<sup>th</sup>, and you must be registered and pay tuition and fees for Summer Session I.)

5) You are required to notify your internship supervisor, your faculty sponsor, and the DMS internship coordinator if problems arise during the internship or you leave an internship before the official end date.

DEPARTMENT OF MEDIA STUDY  
University at Buffalo, 231 Center for the Arts, Buffalo, NY 14260-6020 (716-645-6902)

**SYLLABUS FOR PROPOSED MEDIA ARTS INTERNSHIP**  
**DMS 496, DMS 690, DMS 691 (capstone)**

(Available to Media Study undergraduate majors, and graduate MFA & MAH students for academic credit only)

This syllabus forms the basis for an agreement between the student and the instructor concerning the terms which they will establish in operating the Media Arts Internship. It is designed to facilitate the proposed internship by offering both student and instructor an outline of the program which they are undertaking. It will also help the student to define the terms of his/her commitment towards completion of the proposed internship. This internship is a professional obligation and you must conduct yourself accordingly. You are a representative of both the Department of Media Study and the University. **If you drop an internship or leave before the official end date, you need to notify your internship supervisor, your faculty sponsor, and the DMS internship coordinator.**

Faculty Sponsor Signature: APPROVED \_\_\_\_\_ Date: \_\_\_\_\_

Director of Graduate Study Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name: \_\_\_\_\_ Person #: \_\_\_\_\_

Street Address: \_\_\_\_\_ Phone #: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_ International Student  yes  no  
(If yes, must complete additional ISSS paperwork.)

Email Address: \_\_\_\_\_

Status: Fresh  Soph  Jun  Sen  MFA  MAH Concentration \_\_\_\_\_

**INSTRUCTIONS:** Refer to the detailed instruction page. Complete all sections of this form. Submit for required signature(s). Bring or e-mail signed form to the Internship Coordinator to be registered by the Department.

**You must be registered online before the end of drop/add or the internship start date, whichever is first.\***

(\*Note: Summer internships must be approved by May 15<sup>th</sup> and you must be registered for Summer Session I.)

Student will be billed and is responsible for all tuition and fees associated with registered credits.

Registration # \_\_\_\_\_ Faculty Sponsor \_\_\_\_\_

Course #: DMS \_\_\_\_\_ Credit Hrs.: \_\_\_\_\_

Semester: Fall  Spring  Summer  Year: \_\_\_\_\_

Place of Internship \_\_\_\_\_

Internship Web Address \_\_\_\_\_

Street Address \_\_\_\_\_ City, State, Zip \_\_\_\_\_

Supervisor's Name \_\_\_\_\_ Title \_\_\_\_\_

Phone # \_\_\_\_\_ Email \_\_\_\_\_

Start Date \_\_\_\_\_ End Date \_\_\_\_\_

# of Hours Per Week You Will Work \_\_\_\_\_

**NOTE:** 50 hours of interning = 1 credit. 4 credits is the maximum internship credit (exception is non-variable 6 cr. Grad Capstone)

Based on a 15-week semester: 3.5 hrs/wk = 50 hours = 1 credit      7 hrs/wk = 100 hours = 2 credits

10 hrs/wk = 150 hours = 3 credits      14 hrs/wk = 200 hours = 4 credits

Hours worked over 200 are for experience only.

(For Summer registration credits, consult with Internship Coordinator.)

1. What specific work will be done at this internship?

2. What are your qualifications for this internship in terms of previous academic work and/or experience?

3. How will this internship differ from the other courses you've already taken?

4. Describe the specific evidence of accomplishment that will be available to the faculty sponsor for use in evaluation (i.e. journals, reports, papers, projects, work samples, supervisor's evaluations).

a) Internship supervisor's written evaluation

b)

**c) A one-page summary/critique of the internship experience is due to the Internship Coordinator, 231 CFA, at the conclusion of your internship.**

(NOTE: Graduate students must also complete an "Independent Study & Directed Reading" form at the end of the semester, due to the Graduate Secretary by the last day of classes.)

5. List conferences to be conducted with the faculty sponsor in connection with this internship (either proposed or completed).

Date

Commentary