

UBFilms Internship Program Application

To apply for a placement through the *UBFilms* Internship Program at the Department of Media Study, the following items must be included in your application package to be considered:

- Completed and e-signed checklist form (page 2)
- Completed Application Form
- Updated Resume
- Cover Letter

PLEASE NOTE: Final internship placements are subject to eligibility, availability and faculty approval.

To be eligible to participate in the *UBFilms* Internship Program, students must meet the following requirements at the time of application:

- Registered in the Department of Media Study
- In good academic standing with the university (not on probation)
- Completed or registered in an intermediate or advanced level course relevant to the internship position- or equivalent experience (must obtain faculty's approval)
- Completed *UBFilms* internship [Application](#) received by dates indicated below for each semester

Term	Application Deadline
Fall 2021	August 30 2021
Spring 2022	January 31 st 2022 -- <i>For international Students: August January 17 2022</i>
Summer 2022 <i>Session I</i>	May 31 st 2022
Summer 2022 <i>Session II</i>	July 11 2022

Late applications will not be accepted

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*International students must apply substantially earlier than the posted deadline to obtain CPT, and should direct any questions about how much additional time is needed to the international student services office. For more information, contact International Student Services

<http://www.buffalo.edu/international-student-services/about-us/contact-us.html>



Internship Credit Hours

The internship coordinator and your faculty sponsor will work with you to determine the number of credits for your internship. Generally, the amount of internship credits is based on the total hours you work with the internship organization:

Hours Worked	Academic Credit Hours
50 hours a semester	1 credit hour
100 hours a semester	2 credit hours
150 hours a semester	3 credit hours
200 hours a semester	4 credit hours

Upon receiving the application, approving and finalizing the internship placement, the student will be enrolled by the program advisor based on the indicated hours. Regular credit fees apply.

Please note: Where approved and applicable, some internships allow/require use of the department's equipment. Regular production course lab fee applies.



By signing below, I am confirming that I am eligible to participate in the UBFilms internship program, that my application is complete and all information is accurate.

Student Name

Date

Student ID

UB Email

Major/Minor

UBFilms Application Form

- Name
- Student ID
- Email
- Phone number
- Address
- Major/Minor
- Are you an international student?
 - Yes
 - No

If Yes; please contact International Student Services to confirm compliance with the University's bylaws and policies regarding international education. Refer to program advisor to confirm eligibility <http://www.buffalo.edu/international-student-services.html>

Please review application dates for international students in http://www.buffalo.edu/international-student-services/immigration-visa/f-1-student/curricular-practical-training--cpt-.html#title_2123697902

- Film production equipment that you have been trained on/familiar with

- Programs trained on/familiar with

- Areas in which you would like to find an internship placement:

Film Production:

General [Production Assistant]

Specific Area [Example: Camera & Lighting, Sound, Post-Production] Please explain below:

Creative Social Media

Other Media [Example: Game Design, VR, Computational Media, Installations] Please explain below:

Curating, Programing & Event Planning

Academic [Example: Student Assistant]

Other (Please explain below)

Any of the Above

Please note that while we will try to accommodate your preference; final placements are subject to availability, eligibility and faculty approval.

- What are your career goals?
- Relevant courses completed (Example: Intermedia Doc, Advanced Post-Production, etc).

Course Name/s	Course Title/s

- How many hours a week are you willing to work? (Please include your current course schedule if possible)

- How many course credits are you looking to register (Please refer to the internship [FAQ](#) for information on hours and academic credits)

- Please upload your resume [here](#)
- Please upload your cover letter [here](#). In one page, outline how the internship position is linked to your Media Study education and planned career path
- Optional (strongly encouraged where relevant): Please include a link to a short demo-reel, portfolio, personal website, or a project/s that you worked on. Specify your role/s on each project.

Link/s

Project Title	Project Type, info, your role
Link	
Password	
Link	

Password	

Additional Links

Link	Info (link type,

Additional Notes

Direct File/s Upload <UB Box>



Automated email students receive from UBFilms@buffalo.edu once the application is submitted:

Dear Student,

Thank you for submitting a *UBFilms*-Internship application form. Your application was received and will be reviewed by faculty and staff for approval.

Please note, only complete applications with all supporting documents received before the deadline will be considered.

Sincerely,

UBFilms Internship Program

Department of Media Study

