

School of Film & Media Arts
FMA 490 Film & Media Arts Internship Guidelines

Revised 12/2019

Pre-requisites for FMA 490

- ✓ **Junior or Senior class standing and a minimum 3.0 GPA in Film & Media Arts coursework**
Students with a FMA GPA between 2.5 and 3.0 need two letters of recommendation from Film & Media Arts faculty and permission of your School of Film & Media Arts Director. See other options below.
- ✓ **Academic Prerequisites related to the internship**
Internships are a form of experiential education. A 400 level internship allows a student to apply the knowledge and skills gained in 300 level courses. Since the internship builds on Film & Media Arts coursework, it is to be taken after required 300 level courses have been completed. The specific courses required depend upon the career focus of the internship. See your Major Director for more information regarding coursework related to internships.
- ✓ **Search for internships**
Internship opportunities are posted in the following ways: company websites, professional association websites, School of Film & Media Arts bulletin boards in the film facility, and the School of Film & Media Arts private Facebook group.

Internship employers must be approved by the School of Film & Media Arts. Employers must meet standards for experiential education, including supervision provided by a professional in the student's chosen career field.
- ✓ **Resume and portfolio**
Update your resume each year to list the relevant production credits you have earned and any new computer software skills, equipment skills, or writing skills you have gained.

The content of portfolios varies depending upon the Film & Media Arts sequence. For example: Postproduction would list editing credits and software packages used. For assistance with developing your résumé and cover letter and to practice interviewing, please visit Career Services on the 2nd floor of Rhodes West.
- ✓ **Apply for Internships**
The process for obtaining an internship is similar to obtaining a job. You must apply directly to the employer for the internship by sending your resume, cover letter and any portfolio items requested.

You may be interviewed for the internship. The employer will decide whether to offer you an internship or not. You will decide if you want to accept the internship offer. The Director of your major will decide if the internship meets the criteria for FMA 490 credit.

✓ **Complete FMA 490 Film & Media Arts Internship Agreement form**

After you have been offered an internship, ask the employer to complete and sign the FMA 490 Internship Agreement form. Obtain the agreement form from the School of Film & Media Arts located outside FM 615. To register for FMA 490 students must have permission of your Major Division Director. Permission is granted after a completed FMA 490 Internship Agreement form has been received and approved.

Required hours:

(Fall & Spring Semesters)

Section 1: 3 credit hours = 150 hours (10 hours a week)

(Summer Semester 8 Week Session Only)

3 credit hours = 150 hours (20 hours a week)

FMA 490 Credit Limits: A maximum of three (3) credit hours from FMA 490 may be applied toward Film & Media Arts major requirements. An additional three (3) credit hours from FMA 490 may be applied towards university requirements for graduation.

CSU Career Services

Remember Career Services can help you with your resume, internship/job search and interview preparation. Contact the Career Services Center at 216-687-2233. Open a CSU careerline account and be sure to activate the *Job Agent* feature. The *Job Agent* will automatically send you email alerts regarding new employment postings which match your profile. www.csuohio.edu/career