

Carleton University,
School for the Study of Art and Cultures, Film Studies

Film 5801: Graduate Internship

Practicum & Internship Coordinator:

Dr. Laura Horak

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To make an appointment: <https://calendly.com/laura-horak>

Course Description

This course provides students with the opportunity to gain practical experience by working on film-related projects under the supervision of staff at a museum, gallery, archive, exhibition venue or government agency. It gives students the opportunity to put the skills and knowledge they've learned at the university into practice, critically reflect on the important work performed by local film and media institutions, and gain additional skills.

Students are required to complete **96 hours** of work for the institution of the course of the semester (the equivalent of one eight-hour day per week for 12 weeks, but distributed according to the institution's needs and student's schedule). Exceptions must be approved by the Internship Supervisor. Students may only do a Practicum for one semester, earning 0.5 credits. The course is graded Satisfactory (SAT) or Unsatisfactory (UNS), and therefore does not contribute to the student's GPA.

Given the variety in the sizes and mandates of the institutions that have had internship agreements with Film Studies, there is no one typical internship experience. Each placement will be unique in the types of work experience it provides, the skills required and the type and range of tasks you will be expected to undertake. It is up to the student to come to an agreement with the on-site supervisor as to when to come in to work. The student will likely be able to negotiate hours that will fit in their class schedules but should not expect to be able to do the work on evenings or weekends. On-site supervisors are often amenable to making alternate arrangements on religious holidays or during a busy study week.

Note: This course involves participation in an unpaid work placement as part of the requirements. Please visit the [Risk and Insurance website](#) to review the information on unpaid work placements and to complete the insurance forms required.

Eligibility

- Only students who are registered full-time in the Film Studies MA program can apply.
- The 0.5 credits awarded for successful completion of FILM 5801 will count towards the degree requirements for students enrolled in the coursework and

research essay streams only. In other words, while students in the thesis stream may complete an internship, it won't count toward their degree requirements.

- Internship placements are not available to Post-Bacc students.

Deadlines

Semester	Application Deadline	Work Period	First Writing Deadline	Final Writing Deadline
Fall	August 22	Sept-Dec	Friday before Fall break	Last day of Fall classes
Winter	November 21	Jan-Apr	Friday before Winter break	Last day of Winter classes
Early Summer	March 31	May-Jun	May 19	Last day of Early Summer classes
Late Summer	March 31	Jul-Aug	July 22	Last day of Late Summer classes

See cuLearn course page for semester-specific writing deadlines.

Applying for an Internship

1. Consult the available positions posted online and decide on your top three choices.
2. Request an override for the course via Carleton Central.
3. Email an application form and resume to laura.horak@carleton.ca before the application deadline. The application form can be found online. The resume must be polished and tailored to the desired job. I recommend visiting Career Services (401 Tory Building) to get feedback on your resume before applying.
4. Once the applications have been received, I will suggest a match and forward the student's application to the institution.
5. If the institution is interested, the on-site supervisor will interview the student and then contact me with their decision.
6. If the student is accepted, I will instruct the Undergraduate Administrator to approve the student's override. The student should then enroll in the course via Carleton Central.
7. The student meets with the on-site supervisor to determine the student's hours and core duties and to fill out the required paperwork. Students must give the paperwork to Caroline Karasiuk (caroline.karasiuk@carleton.ca, SP 423B) by the second week of the Practicum.

Students may also seek out and secure internships at another organization that we don't have an existing partnership with. In this case, the student should share the requirements with the institution, secure the position, and then ask the on-site supervisor to contact me in order to ensure that the tasks and number of hours are appropriate.

I will do my best to place students, but I cannot guarantee that every student will receive a position. Students should therefore register in a full compliment of courses for the semester in question, in case they are not able to do an Internship. If they get in, they can then drop one of the courses.

Expectations and Assessment

During the Internship, students are required to perform the following:

- **The tasks set by the on-site supervisor** and described in the position description. Students are required to complete **96 hours** of work for the institution by the end of the semester. At the end of the Practicum, the on-site supervisor will complete an evaluation form assessing the student's work.
- **Attend two required group meetings** with other internship students arranged by the Practicum & Internship Coordinator. At these meetings, students will share information about their experiences, ask questions, and discuss the required assignments.
- **Keep a journal** that documents and reflects on the work done for the institution. Students should document the dates they work, the hours worked each day, and the tasks completed. They should also reflect on this work -- what have they observed about the institution? What is the institution trying to achieve? Why is the workflow organized the way it is? How does the institution assess its success? What challenges does the institution face? What progress has been made towards the research project? Make sure to update the journal immediately upon completing the day's work - don't try to fill it in at the end.

The first set of journal entries are due on the First Writing Deadline and the second set are due on the Final Writing Deadline (see Deadline table above.)
- **Write a 12-15 page research essay.** The essay should bring together the kind of thinking, knowledge, and skills you've been learning at university with the observations you've made during your internship. Use your experiences and observations at the institution to generate possible research questions. Within the first couple weeks of the internship, you should meet with your on-site supervisor to discuss and agree upon a research question and the on-site sources you will use. Find a minimum of six academic sources to help you explore this question.
 - **Submit a research essay proposal.** It should be 2 pages plus a bibliography and should include the following: a description of the core research question, including its relevance to the work you are doing in the internship and a research plan that includes what sources you will be using on-site at your internship. This is the First Writing Deadline.
 - **The final essay is due by the Final Writing Deadline.**

Upload all written work to cuLearn.

This course will receive a final grade of satisfactory or unsatisfactory.

- 75% of the final grade will be determined by the on-site supervisor's evaluation of the student, via the Evaluation Form.
- 25% of the final grade will be determined by the Practicum & Internship Coordinator, based on the student's written work.

RULES AND REGULATIONS FOR GRADUATE FILM STUDIES COURSES

School-Wide Graduate Regulations: <http://calendar.carleton.ca/grad/gradregulations/>

Instructional Offences, especially Plagiarism

Carleton University is a community of scholars dedicated to teaching, learning, and research. Sound scholarship rests on a commitment to a code of academic integrity that stresses principles of honesty, trust, respect, fairness and responsibility. The University demands integrity of scholarship from all of its members including students. Students are to read and abide by the policies stated here:

<http://calendar.carleton.ca/grad/gradregulations/administrationoftheregulations/#18>

Plagiarism is presenting, whether intentional or not, the ideas, expression of ideas or work of others as one's own. Plagiarism includes reproducing or paraphrasing portions of someone else's published or unpublished material, regardless of the source, and presenting these as one's own without proper citation or reference to the original source. Additional examples of plagiarism include, but are not limited to:

- submitting a take home examination, essay, laboratory report or other assignment written, in whole or in part, by someone else;
- using ideas or direct, verbatim quotations, paraphrased material, without appropriate acknowledgment in any academic assignment;
- using another's data or research findings;
- failing to acknowledge sources through the use of proper citations when using another's works and/or failing to use quotation marks.

Academic Accommodations for Students with Disabilities

The Paul Menton Centre for Students with Disabilities (PMC) provides services to students with Learning Disabilities (LD), psychiatric/mental health disabilities, Attention Deficit Hyperactivity Disorder (ADHD), Autism Spectrum Disorders (ASD), chronic medical conditions, and impairments in mobility, hearing, and vision. If you have a disability requiring academic accommodations in this course, please contact PMC at (613)520-6608 or pmc@carleton.ca for a formal evaluation. If you are already registered with the PMC, contact your PMC coordinator to send me your Letter of Accommodation at the beginning of the term, and no later than two weeks before the first in-class scheduled test or exam requiring accommodation (if applicable). After requesting accommodation from PMC, meet with me to ensure accommodation arrangements are made.