

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

Film 5801: Graduate Internship

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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 practical film- and media-related experience, providing opportunities to work with Ottawa-area arts institutions, companies, and associations. 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. The course is graded Satisfactory (SAT) or Unsatisfactory (UNS), and therefore does not contribute to the student's GPA.

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.

Requirements

- Must be registered full-time in the Film Studies MA program.
- Must have completed at least one semester in the MA program.
- MA students may only do an Internship for one semester, earning 0.5 credits.
- 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.

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. Prepare a resume and have it reviewed by [Career Services' Drop-In Review Service](#) (401 Tory, M-F 8:30-4:30). ***This step is required!*** The resume must be polished and tailored to the desired job.
4. Email your application form and polished resume to laura.horak@carleton.ca before the deadline. The application form can be found online.
5. Once the applications have been received, I will suggest a match and forward your application to an institution.
6. If the institution is interested, the on-site supervisor will interview you and contact me with their decision.
7. If you are accepted, I will instruct the Undergraduate Administrator to approve your course override. You should then enroll in the course via Carleton Central.
8. Meet with the on-site supervisor to determine your hours and core duties and to fill out the required paperwork. You must give the completed paperwork to the Undergraduate Administrator (SP 423) no later than the first week of the semester.

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 complement 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 Internship, 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 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 at the institution to generate possible research questions. Use **a minimum of six academic sources** to help you explore this question. This should be double-spaced, in Times New Roman, 12-point font, saved as a Microsoft Word document (.docx).
 - **Submit a research essay proposal.** The proposal should include the following: 1) A description of the core research question, including its relevance to the work you are doing in the internship; 2) A research plan that states your methodology and sources, including the ones you will be using on-site at your internship; 3) a bibliography with at least 6 academic sources. This is due on 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/>

ACADEMIC ACCOMODATION

You may need special arrangements to meet your academic obligations during the term. For an accommodation request the processes are as follows:

Pregnancy obligation: Write to me with any requests for academic accommodation during the first two weeks of class, or as soon as possible after the need for accommodation is known to exist. For more details see the [Student Guide](#).

Religious obligation: Write to me with any requests for academic accommodation during the first two weeks of class, or as soon as possible after the need for accommodation is known to exist. For more details see the [Student Guide](#).

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. Please consult the [PMC website](#) for the deadline to request accommodations for the formally-scheduled exam (*if applicable*).

ACADEMIC INTEGRITY POLICY, including Plagiarism:

Carleton University is a community of scholars dedicated to teaching, learning and research. Sound scholarship rests on a shared commitment to academic integrity based on principles of honesty, trust, respect, fairness and responsibility. Academic misconduct, in any form, is ultimately destructive to the values of the University. Conduct by any person that adversely affects academic integrity at Carleton University is a serious matter. The University demands, unequivocally, academic integrity from all of its members, including students. [Read Carleton's Academic Integrity Policy online.](#)

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. Examples of sources from which the ideas, expressions of ideas or works of others may be drawn from include but are not limited to: books, articles, papers, literary compositions and phrases, performance compositions, chemical compounds, art works, laboratory reports, research results, calculations and the results of calculations, diagrams, constructions, computer reports, computer code/software, and material on the Internet. 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.

Plagiarism is a serious offence that cannot be resolved directly by the course's instructor. When an instructor suspects a piece of work has been plagiarized, the Associate Dean of the Faculty conducts a rigorous investigation, including an interview with the student. Penalties can be substantial.