**IFDM Internship Program**

**General Information & Policies**

- IFDM students planning to intern during the Spring, Summer, or Fall semester can intern on a part-time or full-time basis.

- It is required that students take the *entire internship packet* to the organization, faculty advisor, School/College advisor and IFDM advisor when having it signed and approved.

- All IFDM students are notified of possible internships via list serve, bulletin board postings and class announcements. Qualified students interested in the internships contact the Organization directly.

- *All internships must be approved in advance.* No retroactive credit will be given for internships that are not approved in advance.

- For a student to obtain an internship for credit she/he must have a GPA of 2.5 or higher in their overall coursework at UNM and have successfully completed IFDM 105 and CS 105L.

- Students must identify a *faculty member* to supervise the internship. (Please see the **IFDM Faculty Area of Specialization & Contact Info Sheet** online at http://ifdm.unm.edu) The *faculty member* who supervises the internship should have relevant knowledge related to the duties assigned during the internship.

- The intern shall be assigned to the organization for forty five (45) hours per credit hour up to a maximum of three (3) credit hours per semester or term, and can earn up to a total of 12.

- *Internship grades are on a credit/no credit basis only.* However, the standards for credit will be high.

- *Academic work required to complete the internship includes:*  
  - maintaining an employment journal  
  - writing a paper demonstrating the knowledge gained from the internship experience:

  The internship is a professional experience and the student will be held to a standard of professional quality with the organization, content, and writing of both the journal and paper. The IFDM program considers the internship a professional activity and therefore requires the students to meet reasonable deadlines for completion of the required journal and paper.

  Journals and papers must be submitted in hard copy.

- filling out a student evaluation of the internship

**Registering for IFDM 492, IFDM Internship**
1. IFDM students who plan to participate in an internship for course credit must register for IFDM 492, the appropriate section of the internship course with the student’s faculty advisor listed as the instructor of record. These are officially listed in the University’s Course Schedule as IFDM 492—IFDM Internship. Please see the IFDM advisor for approval to register for this course.

2. Credit toward the degree for acceptable academic work related to the internship will be granted in the form of one (1) to three (3) hours, for a total of 12 credit hours, of elective credit.

**Preparation for Internship**
In preparing for the internship and the related academic requirements of IFDM 492, students must follow the instructions listed below.

1. Attend the IFDM Orientation & register with Career Services.

2. Identify an Instructor of Record.

3. Meet with the IFDM advisor and the student’s college/school department advisor. The college/school advisor will sign off on the student’s overall standing in the college or school.

4. Obtain all necessary signatures on the Internship application form that the student is required to have completed. (Page 3 in this packet.)

5. Ensure that the company supervisor fills out all the necessary paperwork and the evaluation form at the end of the internship. Please be sure the supervisor is aware of the deadlines involved with their completion of these forms, and request that they be sure the forms are returned to the IFDM Program Office on a timely basis.

**Completion of Requirements**
During the internship, and at the completion of the internship, students are required to perform the following:

(a) Keep a journal comprising a chronological list of all work experience gained in the internship. The journal should briefly describe the nature of your training, the hours, and the dates in a separate section at the front of the journal. The journal should begin with a description of your employment, including the employer, the dates, and the type of training and/or job to which you were assigned. A weekly log of your work assignments and tasks performed giving brief descriptions of the nature of the work, industry and size, dates, and approximate hours should follow this section.

(b) Your timesheet will not satisfy the journal requirements. This journal must be typed in Word or some other word processing software. Hand-written journals will not be accepted.
(c) Complete the “Student Evaluation Form” at the end of your internship.

(d) Write a paper (10 to 15 pages, typed in Word or some other word processing software) demonstrating the knowledge gained in the internship. Your faculty advisor will set the guidelines and expectations for the paper. An example of what the paper will consist of is:

- Description of the organization’s product or service and the job responsibilities of the intern
- Experience gained in terms of the acquisition, structuring, and fine-tuning of film & digital media specific knowledge
- Generalization of the experience gained during the internship

For more information, please contact Diahndra Grill, IFDM program manager, at 277-2286 or email at dgrill@unm.edu.
Student Information
Name: __________________________________ BID #: ___________ Phone: ________________________________
E-mail: __________________________________ Expected Graduation (ex. 5/2013): ___________
Mailing address during internship: ____________________________________________________________
Major(s): __________________________________ Minor(s): ________________________________
IFDM Classes required for Internship: (check one or both) IFDM 105L ___ CS 105L ___ GPA in IFDM: ___________
IFDM Sr. Academic Advisor Signature: ____________________________________________ Date: ___________
Comments: ____________________________________________________________

The above named student is in good standing in his/her School/College to complete this Internship:
College Advisor Signature: ____________________________________________ Date: ___________
Comments: ____________________________________________________________

Internship Information
# of credits ___________ Term:___________ (i.e. Fall 2012) Start Date:_________ End Date ___________
(1 cr = 45 hrs on site)
Hours to work per week: ___________ Is the position paid? ____ No ____ Yes ___________ Amount: ___________

Site Supervisor Information (All blanks must be filled)
Name: Dr. Mr. Ms. __________________________________ Title of Supervisor: ___________________________
Organization: ________________________________________________________________
Mailing Address: ________________________________________________________________
City: __________________________ State: ________ Zip: __________________________
Phone: __________________ Fax: __________________ E-mail: __________________________

In what ways are you academically/personally prepared to undertake this internship?
Briefly explain your duties:

I agree to represent UNM and myself in a professional manner and to complete all requirements of the internship as specified in the "IFDM Internship Requirements & Guidelines."

Student Signature: _____________________________________________  Print Name: _____________________________________________

Faculty Sponsor Approval (Note: Faculty Sponsor must have expertise in the dept. through which you are seeking credit.)
Sign: _____________________________________________  Print Name: _____________________________________________

Return to:  Internship Coordinator, Diahndra Grill, Room 220, 2414 Central Ave SE, Albuquerque, NM 87106
Phone: (505) 277-2286  Fax: (505) 277-2221  E-mail: dgrill@unm.edu  Web site: http://ifdm.unm.edu
Interdisciplinary Film & Digital Media Program
Internship Exit Survey – Supervisor

Supervisor’s Name: __________________________________________

Organization and Title: _______________________________________

Intern’s Name: ______________________________________________

Please give this survey to the intern in a sealed envelope.

Please rate the following statements by circling the answer which best reflects your position.

1. The student had the appropriate basic skills in preparation for the duties for this position.
   
   Strongly Agree  Agree  Disagree  Strongly Disagree

2. The student performed well during the internship.
   
   Strongly Agree  Agree  Disagree  Strongly Disagree

3. I was satisfied with the intern.
   
   Strongly Agree  Agree  Disagree  Strongly Disagree

Please answer the following open-ended questions.

4. What were the strengths of the intern?

5. What were the weaknesses of the intern?

6. What, if anything, could the IFDM program do to improve the skills of the intern?

7. Anything else you would like to add?
All surveys are kept confidential.
Internship Exit Survey – Student

Intern’s Name:__________________________________________________
Organization:___________________________________________________
Supervisor’s Name:______________________________________________

To be completed by the intern (student).

Please rate the following statements by circling the answer which best reflects your position.

• I felt my prior coursework prepared me adequately for this internship.
  Strongly agree   Agree   Disagree   Strongly Disagree

• The supervisor (employer) provided clear expectations for my work.
  Strongly agree   Agree   Disagree   Strongly Disagree

• The supervisor (employer) had me perform tasks that were relevant for my skills and background.
  Strongly agree   Agree   Disagree   Strongly Disagree

• I was satisfied with the internship.
  Strongly Agree   Agree   Disagree   Strongly Disagree

Please answer the following open-ended questions.

• What were the strengths of the internship?

• What were the weaknesses of the internship?

• What, if anything, could the IFDM program do to improve the internship experience for you?

• Anything else you would like to add?
All surveys are kept confidential.