

University of Southern California
School of Cinema-Television Program

CTPR 495: Internship in Cinematic Arts

Online Class (Open to all SCA programs)

Section 18605, session 051: June 27 to August 7

Instructor: Dr. Brian Harke

Location: Online via Email and Blackboard

Time: 24/7

Phone: (213) 740-2977

Email: Bharke@cinema.usc.edu

Office: SCB 105, Student Services

COURSE DESCRIPTION

This course recognizes that the major academic component of your internship is the internship experience itself. As such, this course is designed to help you gain maximum benefit from your practical experience in the field.

Course objective: To make you better equipped to compete in the job market, shed light on the patterns and issues that impact the business, and better understand the role of leadership in the workplace.

This online class offers students the ability to maximize their time at their internship site and the opportunity for geographically challenged students to take part in the class. The class requires the same academic rigor of a traditional class, however all assignments and discussions will be delivered online via Blackboard.

Online blog posts, and assignments will provide you and your classmates the opportunity to gain insight from sharing on-the-job experiences; to overcome any problems in your internship; and to expand your horizons by delving into common issues including inter-personal relations; management decisions; decorum; strategic choices and competition. Students are expected to participate and provide feedback on each other's posts. Your instructor will participate in these discussions and provide feedback. He will also be available in person during office hours, email and telephone.

You are expected to be as proactive in class as you are on the job. Online participation and assignments should be completed and turned in without prompting.

ENROLLMENT REQUIREMENTS

D-clearance is not needed to register.

Students are expected to find and secure an internship by the semester's drop/add date or the class must be dropped.

Registered students will complete the required internship contract, have their internship site sign off on it, and submit the completed contract to the class Blackboard page. The contract can be downloaded from the class Blackboard site. The contract must be uploaded by the student to Blackboard (only), by the add/drop deadline (8pm) of the session. Failure to do so will result in the student being dropped from the class or receiving an F. This is a hard deadline.

CTPR 495 is available for one-unit or two-units and the difference is determined by the number of hours the student spends working at the internship (1 units = approx. 5 hrs/wk or more, 2 units = approx. 10 hrs/wk or more). Students can select one or two units as long as the minimum numbers of hours are met. The class work is the same for both one-unit and two-unit sections.

Secure an internship by the semester's drop/add date

Listings of potential internship opportunities are available in several locations.

- **The SCA Internship Coordinators Office (SCA 434).** James Kim, (Internship Coordinator for SCA) keeps and updates a notebook with recent non-paying jobs.
- **The SCA Job Board** – <http://cinema.usc.edu/jobboard> -- lists paying and non-paying gigs to SCA students. In addition, the UTA job list and the Hollywood Creative Directory are also available as resource guides at the School.
- **The Student-Industry Relations Office (SCA 235) and the USC Career Center (STU 111)** in the Student Union also have internship information available. Students will find that the jobs being offered range from agencies to post production houses. However, please keep in mind that students are by no means limited to the jobs that are listed with USC and are welcome to find and follow their own leads. Carefully navigating the Web will also uncover a wide range of internship postings via company websites and sites such as entertainmentcareers.net.
- Potential interns should take full advantage of these resources and apply to as many of these internship opportunities as they wish.

COURSE ASSIGNMENTS AND EVALUATION

Required Reading: Leadership Theory and Practice, Pete G Northouse

The Internship Contract: This must be filled out and signed by you and your internship supervisor and is due by class drop date. This form is available on the class Blackboard site. **The required contract must be uploaded by the student to Blackboard (only), by the add/drop deadline of the session. Failure to do so will result in the student being dropped from the class or receiving an F.**

Weekly blog post (1/2 - 1 pp.)

Due each Saturday at 8pm

You will share your weekly internship experience, what you did, concerns, other information, etc. Your post should be submitted to the class blog on Blackboard.

Mid-term paper (2 pp.)

Due 7/18/2012@8pm:

Using what you learned from reading Leadership Theory and Practice, Peter G. Northouse, this paper should discuss your leadership style or the type of leadership style you'd like to exemplify, along with footnotes and bibliography. Paper should be uploaded to Blackboard.

Mid-term informational interview report (1-2pp.)

Due 7/18/2012@8pm:

Interview and then report on a person at your internship site who you don't directly work for. The report should include the person's position, what they do, how they got to where they are, if you'd like to pursue a position similar to theirs, any advice they offered you. This paper must be uploaded to Blackboard

Final paper (3-5 pp.).

Due August 7, 2012 @ 8pm:

This paper should analyze the leadership structure and style found at your internship site and how it can be improved upon. This paper should reference the Northouse book and/or scholarly articles about Leadership. Please cite sources and include a bibliography. Paper should be uploaded to Blackboard.

Company Evaluation:

Due August 7, 2012 @ 8pm:

You will be asked to fill out a form evaluating your company and their support of you and interns. This form will be posted on Blackboard. **This must be returned to earn a grade.**

Evaluation from your internship supervisor:

Due August 7, 2012 @ 8pm:

Students will be responsible for delivering this form to their supervisor no later than two week prior to the end of the term. The student will make sure that the form has been sent via email to the class instructor at bharke@cinema.usc.edu , prior to the end of the term. **This must be returned to earn a grade.**

Grading will take into account the evaluation from your internship supervisor (20%), weekly blog posts (15%) informational interview assignment (15%), midterm (20%) and the final paper (30%).

STUDENTS WITH DISABILITIES

Any students requesting academic accommodations based on a disability is required to register with Disability Services and Programs (DSP) each semester. A letter of verification for approved accommodations can be obtained from DSP. Please be sure that the letter is delivered to Student Industry Relations as early in the semester as possible. DSP is located in STU 301 and is open 8:30 a.m. – 5:00 p.m., Monday through Friday. The phone number for DSP is (213) 740-0776.

ACADEMIC INTEGRITY

USC seeks to maintain an optimal learning environment. General principles of academic honesty include the concept of respect for the intellectual property of others, the expectation that individual work will be submitted unless otherwise allowed by an instructor, and the obligations both to protect one's own academic work from misuse by others as well as to avoid using another's work as one's own. All students are expected to understand and abide by these principles. *Scampus*, the Student Guidebook, contains the Student Conduct Code in Section 11.00, while the recommended sanctions are located in Appendix A:

<http://www.usc.edu/dept/publications/SCAMPUS/gov/>. Students will be referred to the Office of Student Judicial Affairs and Community Standards for further review, should there be any suspicion of academic dishonesty. The Review process can be found at: <http://www.usc.edu/student-affairs/SJACS/>.

POLICIES REGARDING STUDENT USE OF COMPUTING RESOURCES AT USC

Appropriate online behavior is expected in this class. An explanation of appropriate online behavior can be found in the USC Student Conduct Code. Examples of online behavior that are not acceptable include,

- Posting inappropriate material
- SPAM to the class
- Online flaming
- Offensive language
- For more information, please visit <http://www.usc.edu/student-affairs/SJACS/>

THE LEVEL OF TECHNOLOGY AND OF TECHNICAL COMPETENCE

This class expects that students have a basic understanding of the following software:

- Blackboard
- For more information, please visit <http://www.usc.edu/its/blackboard/support/bb9/>

In the event of technical breakdowns, the alternative procedures for submitting work include:

- Turn in assignments to instructor via email at bharke@cinema.usc.edu
- Turn in hard copies to instructor's office located in SCB 105, between 9am-5pm, Monday-Friday

USC School of Cinematic Arts

USC SCHOOL OF CINEMATIC ARTS INTERNSHIP CONTRACT

This form must be completed and signed by the internship supervisor. The student is responsible for uploading the completed contract to the class Blackboard website by the add/drop date of the class session. If this is not completed by the deadline the student will be dropped from the class and/or receive a grade of "F".

INTERNSHIP COMPANY: _____

COMPANY'S ADDRESS: _____

COMPANY'S PHONE: _____ FAX: _____

INTERNSHIP SUPERVISOR: _____

STUDENT'S NAME: _____

STUDENT'S ADDRESS: _____

STUDENT'S PHONE: _____ E-MAIL: _____

TITLE OF INTERNSHIP/FIELD OF ENTERTAINMENT:

DATE OF INTERNSHIP (APPROXIMATE): BEGINS: _____ ENDS: _____

INTERNSHIP WORK SCHEDULE:

MON:

TUE:

WED:

THU:

FRI:

SAT:

GENERAL DUTIES/ACTIVITIES TO BE UNDER TAKEN BY STUDENT INTERN:

COMPANY ACCESS STUDENT HAS DURING INTERNSHIP:
(Special screenings, executive meetings, etc.)

COMPANY'S SECURITY GUIDELINES/ISSUES:
(Agreement concerning exposure to (confidential) materials, prohibited information, sharing of information, etc.)

CTPR 495 INSTRUCTOR: Dr. Brian Harke (213) 740-2977 bharke@cinema.usc.edu

The undersigned agree to conditions set forth for this internship.

STUDENT: _____ DATE: _____

SUPERVISOR: _____ DATE: _____

Any questions or concerns regarding this contract or the USC School of Cinematic Arts should be directed to
Dr. Brian Harke, USC School of Cinematic Arts 900 W. 34th Street Suite 235 Los Angeles, CA 90089-2211, (
(213) 740-2977, bharke@cinema.usc.edu)

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