

University of Southern California  
School of Cinematic Arts

## CNTV 495: Internship in Cinematic Arts

Online Class (Open to all SCA programs)

Section 17820: August 25<sup>th</sup>-December 17<sup>th</sup>

**Instructor:** Kristen A. Clark

**Location:** Online via Email and Blackboard

**Time:** 24/7

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**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 better equip you 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 assignments will provide you and your classmates the opportunity to gain insight and to expand your horizons by delving into common issues including inter-personal relations; management decisions; decorum; strategic choices and competition. Your instructor will participate in these discussions and provide feedback. She 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 REQUIRMENTS

**D-clearance is required to register, this course is open to SCA majors and minors only.** D-clearance can be requested via the SCA Community's Forms Tool, [CNTV 495 D-Clearance Request Form](#).

This class cannot be audited. All students should speak with their academic advisor before taking this class P/NP, especially graduate students as it may not count toward requirements unless taking for a letter grade.

**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), before 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.

CNTV 495 is available for one, two, or four units and the difference is determined, in part, by the number of hours the student spends working at the internship. One unit = approx. 5 hrs/wk or more, working 10-15 hours per week will make a student eligible for up to two units, but a students can select one or two units as long as the minimum numbers of hours are met. The class work is the same for all unit counts.

#### **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](http://entertainmentcareers.net).
- Potential interns should take full advantage of these resources and apply to as many of these internship opportunities as they wish.