The document you are reading has been prepared to help Cinema Studies and Art 4D majors secure internships in film/video. Please store this document in a secure place on your computer so that you can revisit it.

The most up-to-date version of the document can always be found in this dropbox folder:

http://bit.ly/UTKCINEMAinternships1

Please read this entire PDF document CAREFULLY before seeking out an internship or before contacting Prof. Harrill to ask how to enroll in one for credit!

Beginning with the Fall 2019 Catalog, Cinema Studies students may earn up to 3 hours of credit towards the major, and 9 hours of credit towards graduation through internships (3 towards major requirements, 6 as general electives).

• Securing internships is the student’s responsibility. Do not email your professors and ask them, essentially, “Where can I get an internship?”

• It takes time to secure an internship, particularly when you wish to earn college credit. This is a process that takes weeks, not hours. So begin this process well in advance.

• Because an increasing number of students are securing internships, it is absolutely essential that you read these directions carefully, follow instructions, and meet the deadlines/timelines laid out in this document. Failure to do so may mean not earning credit for your internship!

• Enrolling for internship credit is a privilege, not a right. Even if you have secured an internship from a company, Cinema Studies faculty must approve the internship IN ADVANCE for you to receive credit. Furthermore, you must be specially enrolled by UT faculty and staff so that you receive credit. Please be mindful of this, and be respectful of everyone involved in this process. Failure to do so may result in your application for internship credit being denied.

• MAKE SURE you read the important guidelines regarding receiving academic credit for internships at the end of this document.

• While we encourage you to pursue internships at any stage of your college career, we strongly encourage you to have taken ARTC/CNST 236 before pursuing any internship for credit.
The What and Why of Internships

Internships increasingly play a vital role in a students’ professional preparation during college, and their importance in helping a student securing work after college cannot be understated. This is especially true in the world of film/video where so much of the business is based on who you know and where you’ve worked before (i.e., “your network”).

Securing an internship is, in many ways, like looking for a job.

Researching and applying for an internship takes time, and landing one is a competitive process. Be sure to budget at least a few months to secure one. You may find, for example, that some companies have detailed procedures for applying, while others may not offer internships during the time that you wish to do them (e.g., summer).

If you wish to do an internship in Los Angeles, New York, or any city outside of Knoxville, be sure to budget the costs of travel, living expenses, and so on when calculating whether or not an internship is feasible.

Begin polishing your resume (more on that in a bit). If you don’t have a resume, or any work experience, your options for an internship, particularly very competitive ones, will be limited. Consider, too, who might be able to serve as references for you. You will want at least one faculty member who can speak to your strengths and abilities -- one of many reasons you want to do well in your classes!

(As a piece of advice, consider doing your first internship(s) locally or in your hometown. Then you might consider pursuing your next internship(s) in the city where you wish to live after college.)

Finally, be prepared for the fact that the overwhelming number of film-related internships are unpaid. Because of this, in fact, most employers will require you to receive course credit to be considered eligible for an internship.

Researching Internships

Begin by looking at the UT Career Services internships page. There are a lot of helpful tips here on everything from listings to business etiquette:

http://career.utk.edu/students/job-internship-search/

From there, we encourage you to explore places to seek an internship.

As a starting point, we have drafted a google spreadsheet listing media companies in
Knoxville that may provide internships. When known, we have included their internship application procedures. The list can be found here:


(Note: Though almost identical, this link is different from the one listed at the beginning of this document.)

The second tab on spreadsheet linked to above lists just a few of the hundreds, if not thousands, of places where one might consider looking for internships outside the state of Tennessee.

You should also look on Hire-A-Vol, which is a service of the UT Center for Career Development. The Hire-A-VOL system serves as a referral source for jobs and other opportunities.

https://career.utk.edu/hire-a-vol/

This is just a small sampling. Think about what you might want to do, and begin digging. Surf the web or talk to your friends. You never know what you may find.

After you've assembled a first list of potential companies and/or organizations, you will need to research further (exploring their websites, etc.) to see which companies might be a good fit for you. Keep an open mind — what's most experience is the experience you get and the network you build!

Your professors or fellow students may have experience with, or know people that work at, the companies you encounter. Ask around.

If you learn about new internships or if you find out the information on applying for internships at any of the companies/organizations listed on the spreadsheet linked to above, please let Prof. Harrill (pharrill@utk.edu) know and he will update this for future students!

How to Apply

You will need to find out the application procedure for each possible internship. We have listed this in some cases on the spreadsheet linked to above. More often than not, though, you will need to find out the procedure directly from the company.

Send a simple email or make a phone query to ask how one might apply for an internships. You will be making your first impression with them, so keep your message short and professional!

Once you have researched the company and determined the application procedure,
you're ready to apply.

In most cases you'll want to write a one-page cover letter and have a one-to-two page resume. Information on drafting these materials is easily available on the internet, and you can also take advantage of UT's Career Services center. Here's one helpful link:

http://career.utk.edu/students/resumes-interviewing/

You will want to hone your query letters, and practice your phone and in-person communication skills!

Internships are competitive, so be prepared for rejection. If you fail to get any interest, you may need to lower your initial expectations. Do not let that discourage you. Career success is a process.

**Interview**

You will likely go through some sort of interview process to secure your internship. Be prepared for all sorts of questions, the most basic of which is: *Why do you want to work with us?* A good answer to that question is tailored to that potential employer.

It's very important that you ask questions too. Here are some you will want to ask:

*What kind of work would I be doing?*

*How long of a commitment are you looking for?*

*What kind of schedule would I work?*

*Who would be my supervisor?*

*Is there any possibility this internship could turn into paid work, or another, more advanced internship?*

Getting answers to these questions is essential for you to determine whether the internship is right for you. You'll also need this information as you do the paperwork to secure course credit.

**Course Credit**

Assuming you want or need course credit to pursue your internship -- and most companies and non-profits will require this -- you will need to do a few things:

1) Discuss your workload with your employer and determine how much credit you wish
45 hours of internship work = 1 hour of internship credit.

To receive 3 hours of credit, for example, you would need to work roughly 9 hours/week for the length of the semester (15 weeks).

*Remember, internships do NOT have to take place over an entire semester.*

2) Determine how much course credit you are eligible to receive.

As mentioned earlier, beginning with the Fall 2019 Catalog, Cinema Studies students may earn up to 3 hours of credit towards the major, and 9 hours of credit towards graduation through internships (3 towards major requirements, 6 as general electives).

Students on an earlier catalog do not have these restrictions in place, but are discouraged from earning an excessive number of credits through internships. Students in Art should consult with the Art Office about whether there are restrictions/limits on internship hours.

*Note: You can take the CNST 492 course multiple times. For example, to earn three hours of internship credit towards the Cinema Studies major, you could do three 1-credit hour internships over three semesters, or one 3-credit hour internship, or some other combination.*

2) Visit the internship Dropbox folder ([http://bit.ly/UTKCINEMAinternships1](http://bit.ly/UTKCINEMAinternships1)) and go to the UTK Internship Forms subfolder. If you are a Cinema Studies student, download the CS Internship Agreement. If you are a 4D student, choose the School of Art Internship Agreement.

3) With your internship work supervisor, fill out the internship agreement. You may fill it out, but make sure the supervisor signs the form after it is completed.

4) Cinema Studies students should email the completed forms to Paul Harrill (pharrill@utk.edu) for approval. 4D students may contact any faculty member in the area to arrange for course credit.

Approval is not guaranteed — the forms must be filled out properly and the agreement must meet standards that will merit the earning of course credit. This means an appropriate workload, working with a reputable company, organization, or established individual, and so on.

5) Once the internship is approved, your professor will see that you are registered for credit. Please allow 1-2 weeks for this process to happen.
For this reason, secure your internships well in advance of the “add” deadline!

6) At the end of the semester your professor will reach out to your internship supervisor, who will evaluate your work. The grade you earn will be based off of this evaluation. The UT professor overseeing your internship will not assign a grade without an evaluation from your internship supervisor. Internship supervisors have sometimes been slow in completing student evaluations, which results in a student receiving an incomplete until the evaluation is received.

Conclusion and Additional Information

Internships are, for many, an important stepping stone to the professional world, and performing successfully at one can lead to new professional opportunities. When considered this way, the time you put into securing an internship is an investment in your future and your self.

For some more career guidance in the world of film/video, consider tracking down the (lamentably, out of print) Spark Notes’ Spark Your Career in Film.

Also, a few helpful articles have been assembled in this folder.