

**INTERNSHIP GUIDELINES: C LIT 491 / CMS 491**

**Administered through the Department Cinema and Media Studies
A 2B Padelford Hall ♦ Box 354338 ♦ Phone (206) 543-2634 ♦ Fax (206) 685-2017**

Comparative Literature/Cinema and Media Studies 491 provides students in either the Comparative Literature or Cinema Studies major with the opportunity to earn academic credit for an internship experience. Students learn to connect classroom theory and community-based experience through the completion of an academic project. This learning is fostered by forming a “learning triangle” between the student, academic sponsor, and internship supervisor. Recommended: 25 credits in C LIT/CMS courses.

NOTE: Student may take up to 10 credits of C Lit/CMS 491. A maximum of 5 credits of C LIT/CMS 491 may be applied to core elective credits in the major. Any additional internship credits, including an extra 5 credits of C Lit/CMS 491 or for example GEN ST 350, do not count toward the major; GEN ST 350 credits count only toward general elective credits to graduate.

Before beginning an internship we advise that you plan ahead. If possible, attend an Internship and Community Service Information Session, offered throughout the quarter by the Carlson Leadership and Public Service Office, 120 Mary Gates Hall. These sessions inform you of the services and resources provided by that office, along with answers to questions you may have about internships and earning academic credit. Check the website: <http://depts.washington.edu/leader/> or call 616-2885, or e-mail: leader@u.washington.edu

C LIT/CMS 491 is graded for letter grade and for “Credit/No Credit.” Credit is variable, between 1 and 5, with every 3 hours a week you spend at your site (over a 10 week course) being worth 1 credit. You may complete a total of 5 credits in C LIT/CMS 491 for grade and a total of 5 credits for “Credit/No Credit” spread over any number of quarters.

- You are the first partner in the “learning triangle” and perhaps the most important. As outlined in your learning contract, formed with your academic supervisor and site supervisor, you must complete an academic project and all assigned tasks, meeting mutually agreed upon criteria.
- The second partner in the “learning triangle” is the academic sponsor. This is the person on campus with whom you meet on a regular basis to discuss your academic project and experiences at your site. This person should be willing and able to provide instructional support and guidance, along with help in research and help with problems that arise at your internship. **Please contact the CMS advising office for the name and contact information of the current academic supervisor for C LIT/CMS 491. Email: advcinema@u.washington.edu, Telephone: (206) 543-2634 Office: A-2B Padelford Hall.**
- Your site supervisor is the third partner in your “learning triangle.” You should be working directly with this person, making explicit arrangements concerning overall goals, projects, duties, hours, and other expectations. These criteria are to be laid out in the learning contract.

The academic project portion of earning credit for an internship can be completed in a number of

Box 354338 University of Washington Seattle, WA 98195-4338

Tel: 206.543.7542 Fax 206.685.2017 cinema@u.washington.edu <https://cinema.washington.edu/>

ways, with support from both your academic sponsor and site supervisor. For most students, the project takes the form of an analytic paper (or an equivalent amount of work in another medium, i.e., film). Such a paper should develop an argument or thesis, drawing upon site-based experiences and academic theories and resources. The paper should be a minimum of five long pages for a 1-2 credit internship. For internships bearing more credit, the paper should be at least 7-10 pages. It should include a bibliography of at least three sources. To capitalize on this opportunity for writing instruction, the academic sponsor is encouraged to have the student draft a paper, discuss it with the academic sponsor, and revise it to complete the internship.

Academic credit will be granted for the internship when the Department Cinema and Media Studies has received the following: a satisfactory evaluation of your performance from your site supervisor, a “credit” grade and a copy of your final paper or project from your academic sponsor, and your completed evaluation of your internship experience. ***The Internship Evaluation form for the site supervisor is available on the Department of Cinema and Media Studies website: <https://cinema.washington.edu/internships> The site supervisor must fill out and return the form to the academic supervisor before the end of the quarter.***