

SCHOOL OF FILM - INTERNSHIP BASICS

1. Research internships in your area of interest. Sign up for the School of Film weekly email by emailing PSUfilm@pdx.edu. Inquire at local arts organizations, educational institutions, production units and/or media outlets. Possible sources:
 - Film Internships web page pdx.edu/film/internships and bulletin board.
 - The Governor's Office of Film and Television <https://oregonfilm.org>
 - Oregon Media Production Association <https://ompa.org>
 - Women in Film Portland <https://wifpdx.org>
 - Open Signal Portland Community Media Center <https://www.opensignalpdx.org>
 - Production Hub (can be used to locate production companies in the Portland Metro area) <https://www.productionhub.com>
 - Metro (media internships are often available) <https://www.oregonmetro.gov/how-metro-works/jobs/internships>
 - The university's central internship and job board is Handshake <https://portlandstate.joinhandshake.com/login>
2. Talk to a faculty member in your area of interest. See the School of Film website <https://www.pdx.edu/film/> for faculty profiles, including areas of expertise and interest.
3. Prepare a resume and a letter of intent (what you would like to do and why), and go over it with the internship coordinator. The PSU Career Center offers workshops, help with writing resumes and cover letters, and other internship resources. More information on their website <https://www.pdx.edu/careers/internship-information-students>.
4. Make an appointment to meet and talk with the representative of the internship of your choice. Work out details of the internship, including job description, time commitment, start and end dates, and pay rate, if applicable.
5. A different faculty member serves as internship coordinator each term so check the website for the current term's advisor <https://www.pdx.edu/film/office-hours>.

6. Create a short description of the internship, including your duties and responsibilities, what you hope to learn from the opportunity, and the hours your intern site supervisor has agreed to, and complete the Internship Agreement in consultation with the Film faculty internship coordinator. The internship is a work agreement which will require at a minimum, 30 hours of work per 1 course credit, a log of hours worked, narration of activities, a journal consisting of daily reflection on your internship experience, and a self-evaluation of the project. Plan with your internship coordinator when and how often you will check in regarding the progress of your internship, and acquire their signature. Take the agreement to the employer to be signed and return to the faculty advisor.

7. The internship coordinator will assist you in completing the electronic By-Arrangement form to sign up for credits for your internship. Once approved by the internship coordinator, the form is forwarded to the school director for signature, and then forwarded on to the Registrar. The credits will appear on your transcript within one week. The class will appear on your degree audit as FILM 404.

8. After you complete the Internship Agreement with the internship supervisor, give the supervisor the “Employer Evaluation of Student’s Intern Experience.” Be sure to inform your supervisor of the date the form should be returned to your advisor.

9. Keep a record of your internship hours and fulfill other requirements as specified by your internship coordinator.

10. Upon completion of the internship, submit your timesheet and other required materials to your internship coordinator. To process your grade, your supervisor evaluation must be received by your internship coordinator under separate cover.



PORTLAND STATE UNIVERSITY SCHOOL
OF FILM
INTERNSHIP AGREEMENT

NAME: _____ PSU ID #: _____

PHONE: _____ TERM: _____ MAJOR: _____

ADDRESS: _____ CITY: _____ ST/ZIP: _____

EMAIL: _____

STUDENT STANDING/YEAR IN SCHOOL: _____

CO-OPERATING EMPLOYER: _____

ADDRESS: _____

EMAIL: _____

NAME/TITLE OF EMPLOYER SUPERVISOR: _____

EMPLOYER PHONE: _____ EMAIL: _____

TITLE OF INTERN POSITION: _____

HRS PER WEEK: _____

NUMBER OF WEEKS ON THIS JOB: _____ FROM: _____ TO: _____

DESCRIBE WORK DUTIES: _____

DEPT AND COURSE NUMBER:_____CREDITS:_____

TERM:_____ YEAR:_____

DESCRIBE ACADEMIC REQUIREMENTS:

EMPLOYER SUPERVISOR'S SIGNATURE:_____DATE:_____

(Print name below signature):_____

STUDENT SIGNATURE:_____DATE:_____

(Print name below signature):_____

INTERNSHIP COORDINATOR:_____DATE:_____

(Print name below signature):_____



SCHOOL OF FILM
EMPLOYER EVALUATION OF STUDENT'S INTERN EXPERIENCE

Instructions: Upon completion of the internship, the student intern will fill out the top portion of the evaluation form below and present it to their on-site internship employer/supervisor for completion and submission to the PSU School of Film internship advisor.

Please email completed form to Internship Coordinator by (date) _____

Student's Name: _____ Job Title: _____

Year: _____ Term: _____ Student Phone _____

Internship Coordinator: _____

Internship Coordinator Email: _____

Internship Coordinator Phone: _____

Cooperating Employer _____

Employer Telephone _____ Employer Supervisor _____

Employer Email: _____

Employer Supervisor (signature) _____

A. Please evaluate the student on the following scales in comparison to other similarly assigned students or personnel or with respect to achievement of objectives. Please rate student on a scale of 1 to 5 with 1 being Seldom and 5 Consistently.

SELDOM 1 2 3 4 5 CONSISTENTLY

B. INTERPERSONAL RELATIONS (Student works effectively with colleagues and supervisors.) _____

C. JUDGMENT (Student makes wise choices.) _____

D. DEPENDABILITY (Student demonstrates a high degree of reliability.) _____

E. LEARNING ABILITY (Student quickly learns new concepts.) _____

F. MOTIVATION (Student is self-directed and engaged) _____

G. QUALITY OF WORK (Student produces high quality work) _____

H. Overall Performance (Please pick one)

Unsatisfactory: _____

Marginal: _____

Average: _____

Good: _____

Outstanding: _____

IF INSUFFICIENT SPACE IS PROVIDED FOR YOUR RESPONSES TO ANY OF THE FOLLOWING ITEMS, PLEASE FEEL FREE TO ATTACH AN ADDITIONAL PAGE.

I. Briefly relate this student's strengths and weaknesses: _____

II. Would you recommend this student to pursue a career related to this experience; and, if so, what additional recommendations would you make to better prepare this student for such a career?

III. Were there any special problems that affected this student's performance of the range and type of tasks he/she was asked to perform?

Please discuss the above portion of the evaluation with the student.

Additionally, do you wish the internship coordinator to discuss it with student?

_____YES _____NO

I. Would you engage a PSU Film intern again?

II. Do you have any feedback for the School of Film?
