

## **I. Los Angeles Internship Course, Spring 2012**

4 Credits or 8 credits

Emerson Office, Emerson College, Los Angeles Center, (818) 840-9566

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Office hours: Wednesdays after 1:30 pm as needed, or through e-mail anytime.

## **II. Course Description:**

The internship course serves as an academic complement to the student's practical internship training, to give each student a larger sense of what the internship experience signifies—personally as well as culturally. Each student will enter into an individual learning agreement, specifying goals for the internship course. All students will keep an internship journal, to be e-mailed to me on a regular basis. Some topics will ask you to respond to reading assignments. Each student will complete a final project.

## **III. Course Objectives/Learning Objectives:**

1. To help students reflect on the internship process and to help them develop and articulate a larger sense of its significance, through ongoing correspondence with the instructor.
2. To provide students with a group forum to compare their internship experiences with those of their peers. Students will learn how to constructively offer advice and receive it.
- 3a. To create a final project that represents some of what the student has learned during the internship and which might serve as a portfolio of his or her accomplishments. 3b. To provide an accompanying background essay that explains how the student learned the skills demonstrated in the portfolio.

## **IV. Learning Agreement with accompanying essay.**

Students and their site supervisor must complete a written acknowledgment of the internship's scope. (Make sure your site supervisor fills out page 2. Don't let him or her delegate that task to you, which would invalidate the agreement.) The essay (part two of the Learning Agreement) is designed to encourage you to formally consider and solidify your internship goals. The complete Learning Agreement, including essay, is due on **Friday, Jan. 27, 5 pm**; you must make one copy for the LA Center (leave it in the drop box at the reception desk) and **a separate copy to me** (in a separate "faculty" bin, also on the front counter). **If your learning agreement is late, until you turn it in, no new coursework will be accepted.**

## **V. Journals.**

Journal entries should be e-mailed to me at the address **listed above**. Length should be 500 words minimum. For most entries I am looking for you to discuss examples to back up generalizations about what you're learning. Don't just say: I learned what makes for a compelling script. Say what specifically makes for such a script and how you came to learn that. Takes notes at your internship site to help you remember. Yes, that's right, I

said take notes, no matter how nerdy you think it makes you look.

Journals are generally due on Fridays before 11:59 pm (see dates below). **Journals that are turned in late WILL NOT BE ACCEPTED.** I will usually respond on that weekend. Sometimes I'll respond with specific questions (to which I will expect a reasonably prompt reply) or general suggestions for you to bear in mind for future entries. But I will ALWAYS respond, if only to say that I did not receive your journal by the deadline. On those rare occasions when a problem with internet transmission is the cause, it is your responsibility to keep a copy of the original "sent" email (showing its send date/time) to demonstrate to me that it was sent before the deadline.

(If you want to turn your journal in a couple days early, that's okay, just don't go overboard, since these are spread out to help you analyze a semester-long process.)

**I suggest you send me a brief email (to the address at the top of the syllabus) during the first week of class, just to say hi and to make sure everything's working properly.**

Some students like to write their journals in a word processing program. That's fine, but I ask that if you do so, please cut and paste the text into the body of an e-mail so I don't have to open attachments. Please spell-check AND proofread each journal entry before sending it to me.

Whichever format you write your journals in, it makes sense to keep both an electronic copy and hard copy for your files. That way, if your e-mail to me becomes lost, you can replace it without having to re-write it. Plus, if you do a good job on your journals, you may want to refer to them later as a signpost of where you were in your professional/academic development. Honest, you just might.

Feel free to think of the topics outlined in section VIII below as a starting point for your journal entries. You are not limited to discuss only those topics, but I do expect you to address them before moving on.

## **VI. Final projects.**

Each student will complete a final project, which should reflect what the student has accomplished at the intern site and which should include when possible samples of actual on-site work. A portfolio of your script coverage, for example, or copies of a marketing plan you worked on. (With this in mind, it is useful if you keep an ongoing file of what you're working on with notes about the process.) If your internship does not provide you with such a tangible portfolio of work, you may "create" a project, such as 10-page script treatment, or a marketing proposal, or a casting plan for a commercial—to be approved with me in advance.

Whether you turn in a portfolio of existing work or create something new, your final project will also include an essay, of five or six pages, explaining the portfolio work and

describing how you used skills learned at your site in creating that work. Be as specific as possible. Again, taking notes throughout the semester will help you later write an essay of value.

### **VII. Class participation and Internship Attendance Record.**

The three class sessions (the first one is tonight) are designed to foster discussion about your internship experiences. Please come prepared to spill your guts (in an intelligent way). Attendance and promptness to these sessions are **mandatory**. Late arrivals and absences may jeopardize student's ability to pass, subject to instructor's discretion. So be sure to tell your internship supervisor at the beginning of your internship that you will need to be excused on the two remaining dates. **Also**, if your internship site reports to us that you haven't completed the required hours there, or have been consistently late, that could also adversely affect your grade.

**Also**, as part of your class participation, we're be using the WebCT-based **discussion board**. I will post discussion topics from time to time, but you can also start new topic threads as you see fit. Play nice and participate at least semi-regularly throughout the semester. **A minimum of three posts is required of each student by the following deadlines: Feb. 1, Mar. 1, Apr. 1. Do not just post 3 times early in the semester and then forget about it.** Use this opportunity to ask one other questions; for example, what's appropriate attire? What's are good ways to answer a particular interview question...? Non-work related topics are okay, too, like, Where are the cool tourist places? Bring up any concerns that you'd like to get a broad exchange of ideas on. I'll also weigh in from time to time. But if there's something you absolutely need me to reply to, it's best to email me.

**IMPORTANT:** When logging on to WebCT please use the following link: <http://webct.emerson.edu> (as opposed to going through eCommon).

In the interest of remembering everyone's face throughout the semester, it would be nice to have a snapshot attached to your WebCT Profile. Here's how to do that:

Open a new internet browser window.

In the address field type in **webcms.emerson.edu**

Click on the **Login** link located on the bottom right.

You will be taken to the WebCT login page.

Type in your Echnet username and password.

Click the **Log in** button.

You will be taken to the "MyCourseinfo" page.

On your "MyCourseinfo" page, click on **My Settings** in the upper right hand part of the screen.

This will be take you to your Profile.

Click the **Edit Profile** button located on the lower left.

Click the **Browse** button located below the empty profile icon.

A pop up window will appear called "Content Browser"

Click on the **My Computer** icon.

Locate your profile picture from your computer and upload the file. This process is similar to attaching a document to an email and another pop up window may appear. Try to pick a small file (or downsize it first) and choose a fairly close-up shot in which yours is the only face!

Once the picture is located and selected, click on the **OK** button located at the bottom of the "Content Browser" window.

The “Content Browser” window will disappear and your profile picture should be displayed now in your profile.

**IMPORTANT:** Click on the box marked **Public** located on the upper right corner of the your profile picture.

Click on the **Save** button located on the lower left.

Click on the **MyCourseinfo** tab located on the top left to return to your courses.

If you’re having trouble getting WebCT to work on your computer, here’s a link that might help, especially if you haven’t properly downloaded JAVA.

<http://www.webct.com/tuneup/>

I’ve been talking with the tech crew about enabling the pictures to appear automatically beside your discussion postings, but for the time being at least, to see someone’s picture, click on the arrow next to the posting author’s name and that will take you to their profile.

Also please add your email address to your profile and, because WebCT is a closed system, please also forward your WebCT email to an address you check daily. But also note that even if you forward WebCT emails, you will have to check WebCT itself to see if anyone replied to your discussion posts.

### **VIII. Course Calendar (subject to revision):**

**Jan 11:** Introductory meeting and overview, 4-6 pm Oakwoods North Clubhouse.

Explaining the Learning Agreement, journals, and final projects.

Expectations and questions.

Journal Entry #1 **Jan 20:** Write a response to the excerpt from THE HOLLYWOOD JOB-HUNTER’S GUIDE (you’ll find it posted on the homepage of the WebCT class page).

In retrospect, which advice was helpful? Which wasn’t? What were your interviews like and what did you learn from them for the future?

**Jan 27: Learning agreement due** (see above). Essay counts as Journal Entry #2.

Journal Entry #3- DUE **Feb 3:** Write on the progress at your internship site. Describe your primary duties and what you have learned so far. Discuss the office structure and hierarchy. In addition, pick a chapter from *Hire Me, Hollywood* and write about what surprised, impressed, or concerned you.

Journal Entry #4 - DUE **Feb 10:** How has your experience on site conformed or departed from the duties listed on your Learning Agreement? What duties have been most interesting to you? What would you like to do more of? Who can you approach at your site for advice and perhaps ask for more responsibility? In addition, pick a chapter from *Hire Me, Hollywood* and write about what surprised, impressed, or concerned you.

**Feb 15:** Group meeting (Team A) 1:30 pm, Emerson office (bring sack lunch).

**Feb 22:** Group meeting (Team B) 1:30 pm, Emerson office (bring sack lunch).

Journal Entry #5 – **Mar 2:** Interview a supervisor at your internship site. (Tell them it will be BRIEF and thank them profusely for their time.) Ask them specifically what they do, how they decided to work in this aspect of the industry, what is their background, (college, work experience) what were their major influences, and what helped them the most in achieving their career goals—the kind of stuff you find in the *Hire Me, Hollywood* interviews. Feel to ask questions that you believe would be particularly useful to you. (Don't wait till the last minute to arrange the interview.) You can write the journal entry as a summary or present it as a Q & A, whichever you're more comfortable with. If you're presenting it as a Q & A, you might want to reflect on which answers surprised, comforted, or concerned you, etc. (either at the beginning, end, or interspersed in parentheses).

Journal Entry #6 DUE **Mar 9:** Write on the progress at your internship site. Evaluate your learning experience. How does your work at this site reflect on what you've learned in previous Emerson classes? (These classes needn't be technical but can include, say, theory of mass communication, or psychology, or anything that raised issues you may now see applied in the real-world setting of your site.) Have you been able to meet people, develop your talents? Has there been any tension or friction? What can you do to improve the situation? What is the most helpful thing you've learned at your internship? In addition, pick a chapter from *Hire Me, Hollywood* and write about what surprised, impressed, or concerned you.

Journal Entry #7 DUE **Mar 16:** Discuss a friend's internship that you wish was yours, and one you're glad isn't. Be sure to say why. You don't need to name the friend. In addition, pick a chapter from *Hire Me, Hollywood* and write about what surprised, impressed, or concerned you.

Journal Entry #8 DUE **Mar 23:** Write on the progress at your internship site. How have you become part of the "team"? Explain what you've done to make yourself available and willing to learn. Have you developed some strengths and overcome some weakness in your work habits? Are you happy with your progress? Have you learned a few things you never expected to learn? In addition, pick a chapter from *Hire Me, Hollywood* and write about what surprised, impressed, or concerned you.

Journal Entry #9 DUE **Apr 6:** Discuss how the internship experience may or may not have changed your views on the "industry" and your future in it. In addition, pick a chapter from *Hire Me, Hollywood* (try a chapter that you imagine having no preconceived interest in) and write about what surprised, impressed, or concerned you.

**Apr 11:** Group meeting (Team A) **1:30** pm, Emerson office (lunch provided).

**Apr 18:** Group meeting (Team B) **1:30 pm**, Emerson office (lunch provided).

Final projects are due during this meeting. (If you're in group A, you can leave them in my mailbox anytime up until 2 pm today.)

Also, final evaluation forms are due from your internship site supervisor.

**X. Course requirements (and percentage of final grade):**

1. E-mail journal entries = 40%
2. Participation (in class, on the discussion board, and attendance at the intern site) = 30%
3. Final project = 30%

**XI. Required Texts**

Handout from The Hollywood Job-Hunter's Survival Guide, posted on WebCT.  
*Hire Me, Hollywood* (Adams Media, \$18).

**XII. Grading:**

Final grades will be assigned on a **letter grade** basis. Remember, you are being graded primarily on the academic component surrounding your internship, not on your work at the internship site itself. Stated another way: you are being graded on the quality of your analysis of the internship experience. This is what makes an Emerson internship part of a college education and not just a work-for-free program. **IT IS POSSIBLE TO DO VERY WELL AT YOUR INTERNSHIP SITE AND STILL RECEIVE A POOR GRADE FOR THE "CLASS."**

**XIII. Emerson's Disability Statement:**

"If you believe you have a disability that may warrant accommodations in this class, I urge you to register with the disability Services Coordinator, Dr. Anthony Bashir at 216 Tremont Street, 5<sup>th</sup> Floor, (617.824.8415) so that, together, you can work to develop methods of addressing needed accommodations in this class."

**XIV. Plagiarism Statement:**

It is the responsibility of all Emerson students to know and adhere to the College's policy on plagiarism. If you have any question concerning the Emerson plagiarism policy or about documentation of sources in work you produce in the course, you should speak to your instructor.

**XV. Receiving emails.**

Please check your email accounts frequently so they don't fill up. Also, there may be times when I send an email to the entire class, so please adjust your email program so that it doesn't reject a piece of mail with 20 addressees as spam.

**XVI. Misc.:**

Course schedule and procedures are subject to change in the event of extenuating circumstances.