



Student Internship Application and Guidelines for Media, Film, and Communications Internship

submit to Dr. Alice den Otter mfacint@lakeheadu.ca

The following process, guidelines, rules and regulations have been set by the Department of Interdisciplinary Studies for students seeking academic credit for internships (MDST 3910 Internship I, or MDST 3930 Internship II) in the Media, Film, and Communications fall semester and winter semester.

Eligibility and Application Process

1. Registration in MDST 3910 or 3930 must be approved by the Chair of Interdisciplinary Studies (IS). Students must be third year Media, Film and Communications Majors and above to enroll in MDST 3910 or 3930. MDST 3910 is a prerequisite for MDST 3930.
2. Students must submit a resumé outlining media related skills and work experience.
3. Students will be given a list of eligible internship placement sites, and must enter their top three choices in order of priority in the space provided on this form.
4. The internship site will then be assigned by the Media, Film and Communications Program Coordinator in collaboration with the Interdisciplinary Studies Chair, in consideration of each student's skills and preferred placement selections. This will be finalized in conversation with the student.
5. Once the placement is finalized, the student will complete a Student Declaration, and an Internship Agreement which is to be signed by the student, the Internship Site Supervisor and the Faculty Supervisor at a meeting in September, and then submitted to Carolyn Rimkey (see email address above).

Internship Work Guidelines

1. The student will work as an unpaid intern at the site for 5 hours per week for 12 weeks, making a total of 60 hours per semester.
2. Students working at an internship placement must have a work station of some kind that is appropriate to the tasks assigned. They must be given professional-level supervision and mentorship by a supervisor with media production and communication strategy skills and responsibilities at the work site. Duties at the site must be at least 80% professional in nature.

3. In addition to the placement, your Lakehead University instructor may schedule meetings with you and your site supervisor, together or independently at their discretion. This will provide you with an opportunity to voice any concerns about the placement, to get feedback on internship questions, and to clarify other expectations regarding written or media requirements set by the Lakehead instructor.
4. The written or media projects mentioned above are another element of evaluation of the internship. Determination of the extent and nature of such work rests with the Lakehead instructor.
5. Site supervisors will submit an evaluation of the student's performance, and should discuss this evaluation with the student before submitting it to the Lakehead supervisor. However, the Lakehead instructor has the ultimate responsibility for grading.
6. The Lakehead instructor and the on-site supervisor will be in contact during the internship to ensure that the student is fulfilling their obligations, and that the student is receiving the appropriate level of professional training and mentorship (80% professional work).

Rules and Regulations

7. If a student wishes to continue their MDST 3910 placement next year in MDST 3930, a new Application Form must be submitted, and signed permission from the Chair of Interdisciplinary Studies is required before proceeding.
8. Students can participate in a MDST internship for a maximum of one full course equivalent (1.0 FCE) towards the completion of their degree.
9. No academic credit will be given for internship work performed in a Lakehead University department or office.
10. Internship site supervisors must not be members of the student intern's family, or friends of the student intern.
11. Internship hours must be completed during the semester in which students are enrolled in either MDST 3910 or MDST 3930. No credit will be granted for intern work that takes place before the beginning of or after the end of the Internship course.
12. Students must complete an Exit Survey at the end of their internship.

Name: _____ Student ID: _____

Email: _____ Cell phone: _____

MDST 3910 Internship I

MDST 3930 Internship II

Preferred choice of internship sites in order of priority

(If MDST 3930, please indicate if you were placed at the site in MDST 3910).

#1. _____

#2. _____

#3. _____

I have read and agree to abide by the above guidelines, rules and regulations.

Student Signature

Date

Interdisciplinary Studies Chair Signature

Date

The student intern will be given a signed copy of this Application Form, and the Interdisciplinary Studies Department will retain the original.

Last updated: June 2023