

2007 INTERNSHIP GUIDELINES  
Temple University School of Communications and Theater  
Summer Los Angeles Internship and Study Program

OVERVIEW

TU-SCAT's Los Angeles Summer Internship and Study Program was established to provide undergraduate and graduate students with direct learning insights and professional work experiences in the media and entertainment industries (Film, TV, Broadcast Journalism, Advertising and PR, Theater). It was designed as a bridge from the student's academic interests to professional realities. It provides an intensive reality check in terms of what the experience of living and working professionally in Los Angeles might be like, exposure to career resources, entry-level strategies and opportunities for networking. The emphasis is on immersion in professional work environments and the dynamic cultural resources of Los Angeles.

The Internship Program is administered and supervised by Prof. Allan Barber who is in regular contact with the Los Angeles Intern Administrator, Selise Eiseman, who works in conjunction with the Intern Site Supervisors.

If your business is located in the Los Angeles area and you're interested in Temple University interns, you can contact Selise Eiseman, Intern Administrator, at (310) 273-3695 or by email [selise@sbcglobal.net](mailto:selise@sbcglobal.net).

You should submit the following information:

Your name  
Company name  
Address/phone/fax number  
Email and/or website  
Brief description of the company/division/type of work  
Brief description of intern's duties

The following information about the program outlines the guidelines for Intern Site Supervisors. You are expected to follow the academic policies of the Temple University Summer Los Angeles Internship and Study Program and federal and state regulations concerning unpaid internships. Final approval of the internship will also depend on a phone interview with the Intern Administrator to confirm the placement.

## THE PROGRAM

Temple University Summer Internship and Study Program is a residential program where accepted students spend the summer session enrolled in the Los Angeles program. Students take academic courses and complete an internship program in the entertainment industry.

The student internship program complies with all state and federal labor laws. Individuals in UNPAID internships qualify for exemptions from minimum wage and overtime compensation only if certain criteria are met.

1. Interns must be enrolled in an academic program and receiving credit for their internships.
2. Training must be for the benefit of the student interns and interns must not displace paid employees.
3. Intern sites are not required to compensate enrolled student interns with wages.
4. Intern Site Supervisors should remember that interns do not receive benefits, nor are they entitled to workmen's compensation.
5. Health care coverage is the responsibility of the student and is required prior to registration in the program.
6. Intern sites are not required to employ students at the end of the internship.

Students must find internships within the first two weeks of the summer session and must remain at the intern site for the entire semester. They must turn in a Learning Contract, which must be signed by the Intern Site Supervisor. The internship duties and hours of work at the site must be clearly identified and articulated in the Learning Contract.

It is the responsibility of the students to complete the following requirements.

1. Students must submit a weekly journal on their internship experience.
2. Students must complete a final project at the completion of their internship as agreed upon with the Intern Administrator.
3. Students will bring an evaluation form to their intern sites that must be completed by the Intern Site Supervisor and returned by the deadline stated on the form.
4. The Professor for the internship course will grade the students based on all of the above assignments/requirements.

## WHAT STUDENTS CAN AND CAN NOT DO

Temple University student interns are expected to receive a true learning experience at their internship. The Intern Site Supervisor should describe “active” duties such as writing coverage, logging tapes, attending story meetings and researching data for example. No more than 50% of the duties should be clerical (photocopying, answering phones, or filing).

Interns should not perform inappropriate tasks such as maintenance duties, work as a driver, or as a messenger for the company. A few driving errands or deliveries are acceptable with the student’s permission, and as long as the student is reimbursed with gas money and parking fees.

## INTERNSHIP HOURS

During the summer session, students enroll in 4 units of internship credit, but because it is a shortened session, students will intern longer hours per week.

Students are required to intern 24 - 40 hours per week. Intern Site Supervisors are reminded that students must attend mandatory seminars two nights per week (Tuesday and Thursday evenings from 7:00 p.m. – 9:00 p.m.) as part of their internship experience.

Students and their Intern Site Supervisors will decide when the internship hours will be performed. Students must be on site for the hours/days agreed upon and stated in the Learning Contract.

## CONTACTING STUDENT INTERNS

After the students attend an orientation session in Los Angeles, students are asked to send a resume and cover letter to various companies expressing interest in interning for the summer. They are asked to follow up with a phone call to the Intern Site Supervisor and to arrange an in-person interview during the first week that they are in Los Angeles. If you receive a fax from a student you can either contact them at their Los Angeles contact number or contact Selise Eiseman at (310) 273-3695 who will then contact the student.

## WHAT TO DO IF YOUR STUDENT INTERN IS NOT BEHAVING PROPERLY

Contact Selise Eiseman if a student is not performing satisfactorily, has failed to intern the agreed amount of hours, and /or behaving in an unprofessional manner. Selise Eiseman and Allan Barber, Temple University Professor, will decide on the appropriate way to address the problem before it is discussed with the student intern.