CUST 4041Y/4541H: Internship in Media and Cultural Studies

General Expectations and Outline

Updated 2018-04-11

**Involved Parties**:

The student

The employer

 The faculty supervisor(s)

 The Chair of Cultural Studies

 The Coordinator of Media Studies

**Timeline**:

Setup:

The student will contact the Chair and/or the Coordinator in order to initiate the process at least two semesters prior to the proposed start date of the internship. This means, for instance, that a student wishing to conduct an internship during the fall would need to begin the process of setting it up in the spring, not the summer, and a student wishing to conduct an internship in the summer would need to begin the process of setting it up in the fall, not the spring.

With the Chair and/or the Coordinator’s approval, the student will then approach the employer. If the employer is interested in working with the student, they will draft the work outline.

The Chair and/or Coordinator will assign the student a faculty supervisor.

The student and the faculty supervisor will draft the syllabus. The faculty supervisor will approve the work outline.

The Chair and/or Coordinator will approve the syllabus and the work outline. The student will complete an Add/Drop form and give it to the Cultural Studies Administrative Assistant in order to register for the course.

Work:

The internship will begin. Dates for the internship should roughly align with the semester system at Trent, though exceptions will be made in exceptional cases.

The student will complete their written work at the end of the internship period for a half course and at the middle and the end of the internship period for a full course.

Assessment:

The employer will assign the student a final grade on the basis of their performance. Their assessment should align with the work outline.

The faculty supervisor will assign the student a grade on the basis of their written work. Their assessment should align with the syllabus.

The usual grading ratio will be 80% performance assessment and 20% written assessment.

**Work Outline and Syllabus**:

The employer will detail the work that the student will be performing as the internship is being set up. The employer and the student will deliver the work outline to the faculty supervisor, who will approve it. The faculty supervisor and the student will draft the course syllabus and deliver it along with the work outline to the Chair and/or Coordinator for approval. The Chair and/or Coordinator will consult with the program committees of Cultural Studies and/or Media Studies as necessary, but will be authorized to approve the course without further consultation in most cases.

**Time Commitment**:

0.5 credits = 120 hours

1.0 credits = 240 hours

Students will typically divide their time between the internship itself (3/4) and time spent reading and writing (1/4). Variations on this general rule are permitted.

**Written Work**:

The student will usually write one paper and one reflective essay for a half credit and two papers and one reflective essay for a full credit, though individual courses can modify this as the supervisor and student see fit.

Subjects for the papers will vary depending on the internship in question and the interests of the student, but might include questions about media institutions, cultural creation, or the internship industry itself.

The reflective essay will require the student to critically assess their experience with the internship, connecting it to the course readings, their major, and their career plans.

**Reporting**:

The employer will report to the faculty supervisor on the student’s performance as needed – usually, twice for a half course and four times for a full course – in order to offer a preliminary assessment of the student’s performance. If problems arise, the employer should contact the faculty supervisor immediately. If the employer does not contact the faculty supervisor during the expected reporting window, the faculty supervisor should initiate contact.

The student will meet with the faculty supervisor as needed – usually, twice for a half course and four times for a full course. The faculty supervisor will also conduct site visits at the place of employment if necessary.

**Evaluation**:

The majority of the student’s grades (80%) will be assessed by the employer on the basis of their performance. The rubric for assessing that performance will be decided at the outset of the internship. The remainder (20%) will be assessed by the faculty supervisor on the basis of the student’s written work.