



Course Regulations and Guidelines
BCA 529: Internship Electronic Media-Film

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OBJECTIVES

1. To fully involve advanced BCA students in the procedures and environment of media, production, broadcasting, or related industries.
2. To provide students with the opportunity to refine talents and skills in a professional situation.
3. To integrate full or half-time work experience with the final semesters of academic involvement.
4. To build an online, professional identity via social media and/or some other public-facing presentation of employable skills.
5. To increase the diversity and size of professional networks.

ELIGIBILITY

1. Junior, senior, or graduate student status at Central Michigan University.
2. Signed BCA major or minor.
3. Grade point average of at least 2.50 for undergraduates, 3.00 for graduate students.
4. School approval. Applicants are carefully reviewed to determine whether the student has satisfactorily completed appropriate course work and participated in relevant co-curricular activities. Attitude, ability to work well with others, and interpersonal skills are also considered. Department approval consists of a positive determination by the Internship Director.



CREDIT HOURS

Undergraduate students are eligible for 1-6 credit internships. Graduate students are eligible for 2-3 credit internships only.

1. Two (2) credit hours: Minimum of 5 hours per week for at least 15 consecutive weeks or part-time during weekends throughout the school year. (About 75 hours work experience).
2. Three (3) credit hours: Minimum of a 10 hours week for 15 consecutive weeks. (About 150 hours work experience).
3. Four (4) credit hours: Minimum of 12 hours per week for at least 15 consecutive weeks. (About 180 hours work experience).
4. Five (5) credit hours: Minimum of 15 hours per week for at least 15 weeks. (About 250 hours work experience).
5. Six (6) credit hours: Minimum of a 20 hours week for at least 15 weeks. (About 300 hours work experience).

NOTE: Only 6 hours of intern credit may count toward a major and only 3 hours may count toward a minor. BCA 529 does not satisfy the requirement that at least 6 elective hours in the major must be chose from 400-500 level courses.

PROCEDURES

1. Find an internship. This part is up to you. It is the student's responsibility to find a position. Check job listings online, reach out to people/organizations you are interested in, check LinkedIn etc. BCA professors might also have contacts in the field. Just ask.
2. The agency, or company/entity that hosts the internship **MUST** have an Affiliation Agreement on file with CMU's office of Licensure and Regulatory Service in place two (2) weeks prior to the start of the internship. **Students will not be registered until the Agreement is in place.** Contact the Internship Director for the relevant application. Read more about this here:

https://www.cmich.edu/office_provost/academic_administration/Licensure-Regulatory-Services-Human-Capital/Agreements/Pages/affiliation.aspx

3. Students must file an application in the BCA internship director. This should be completed no later than the last two weeks of the term preceding the period of the internship.



4. Normally the department will act on whether to approve the application within two weeks. Once approved register and pay for BCA 529 with the number of credits that correspond to the number of credit hours you need/plan to apply toward course credit.

EVALUATION & INCOMPLETES

Upon completion of the internship, the student will be assigned a letter grade. Approximately 50% of the grade is based on the evaluations submitted by the agency supervisor. The remaining 50% is based on successful completion of the semester assignments (usually a LinkedIn profile and the option to write a short essay or build a portfolio, see Blackboard for details).

If the internship extends past the point when grades are due in the Registrar's Office, an incomplete grade (I) will be assigned. If the internship takes place during the last semester of the senior year, semester assignments need to be in no later than two weeks before the end of the internship semester. Graduate students will be assigned a Credit (CR) or No-Credit (NC) grade. All final grading considerations are determined by the Internship Director.

COMPENSATION

Some agencies pay interns and others do not. The matter of compensation is to be negotiated between the host and the student. This is not related to the amount of credit or the grade for the internship.

REGISTRATION

Register for BCA 529. Because an internship is intended to be the result of a carefully pre-planned experience, no credit can be earned in advance of a department-approved application. Note that registration for the internship must be approved in the BCA office (as we cannot approve registration without an Affiliation Agreement). As is the case for other types of credit, payment is made through the Registrar's Office.