

Fall 2015

## FTA 6900

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*University of New Orleans*

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## FTA 4900 & 6900 – Internship Syllabus

### Requirements for Interns

- 1) Interns must be enrolled full time in the University of New Orleans. 12 hours minimum for undergraduates, 9 hrs for graduate students.
- 2) For full 3 hours of credit interns must work 120 hours for the internships which is approximately 8 hours per week during a regular semester.
- 3) Interns must be aware that they may have to work more hours, but will not receive additional academic credit.
- 4) Interns will provide for their own transportation (with insurance) to and from the location of their internship.
- 5) Interns must have a 2.5 GPA or higher.
- 6) Interns must provide proof of health insurance.
- 7) Interns accept that they may receive academic credit only and may or may not get remuneration for working for the production company.
- 8) Interns must write a cover letter and a resume prior to their interview with the company.
- 9) The internship is provided by the company after interviewing the student. The company may terminate an internship for any reason. If terminated, the student will not receive credit for the internship. If terminated for poor performance the students will receive an 'F' for the course.
- 10) Interns must keep a log of all hours worked, which is to be verified by their supervisor at the company and submitted at the end of the semester.
- 11) Interns will keep a diary of duties during the internship.
- 12) Interns must be prepared for any class meetings on campus that may occur, plus any additional writing assignments during the semester.
- 13) Interns are required to check their UNO email for periodic emails from the course instructor.
- 14) At the end of the internship interns will need to submit:
  - a. A brief report (7-10 pages) describing their internship experience.
  - b. The log of 120 verified hours (this can be a hardcopy signed by the supervisor, or an electronic copy emailed from the supervisor. No other versions will be accepted).
  - c. The intern's supervisor's performance report.
- 15) All material is due on or before the last Friday prior to finals week by 5pm. Each day it is late will be a reduction in the student's grade of 10%.

The course instructor may call or email the company during the semester to check on the performance of the intern.

Course instructor: Hamp Overton  
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Email: [joverton@uno.edu](mailto:joverton@uno.edu)

**ACCOMMODATIONS FOR STUDENTS WITH DISABILITIES:** It is the University policy to provide, on a flexible and individualized basis, reasonable accommodations to students who have disabilities that may affect their ability to participate in course activities or to meet course requirements. Students with disabilities should contact the Office of Disability Services as well as their instructors to discuss their individual needs for accommodations. For more information, please go to: <http://www.ods.uno.edu/>

**ACADEMIC INTEGRITY:** Academic integrity is fundamental to the process of learning and evaluating academic performance. Academic dishonesty will not be tolerated. Academic dishonesty includes, but is not limited to, the following: cheating, plagiarism, tampering with academic records and examinations, falsifying identity, and being an accessory to acts of academic dishonesty. Refer to the Student Code of Conduct for further information. The Code is available online at <http://www.studentaffairs.uno.edu>

**CLASSROOM CONDUCT:** Civility in the classroom and respect for the opinions of others is very important in an academic environment. It is likely you may not agree with everything that is said or discussed in the classroom. Courteous behavior and responses are expected. <http://www.uno.edu/studentaffairs/accountability.aspx>

1. Be in class on time. Please do not come five, ten, or twenty minutes late. Distracting interruptions are inconsiderate, disrespectful, and time wasting. There is no excuse for repeatedly arriving late. Parking is often a hassle; allow enough time for it. Cell phones should be turned off before class begins.
2. Feel free to ask questions of the instructor during class. But please do not ask other students, as talking disturbs my concentration and the concentration of other class members.
3. Students are expected to treat faculty and fellow students with respect. Any actions that purposefully and maliciously distract the class from the work at hand will not be allowed.

#### **EXPECTATIONS OF STUDENTS**

1. Students must have Internet access to [www.uno.edu](http://www.uno.edu) and the Moodle portion of FTA 4900 or FTA 6900 <http://www.uno.edu/moodle/>. All communications, including the posting of grades will be done through Moodle. Students are responsible for all e-mail communications from the instructor to their UNO email drop box.
2. Students are expected to fully participate in all classroom activities. Full participation means that students arrive on time, have prepared for class by completing all assignments, and are ready for active and purposeful engagement with the topic at hand.