

**DC 298 INTERNSHIPS IN PRODUCTION & POST PRODUCTION**  
**SPRING QUARTER 2013**  
**WEDNESDAYS 1:30 – 3:00 OR ONLINE**

Instructor: Shayna Connelly  
Office: CDM 408  
Office Hours: W 10:30 – 12:30 & R 4:30 – 5:30

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**PRE-REQUISITES:**

Admission to the program requires consent of the internship coordinator and proof of internship.

**COURSE DESCRIPTION:**

This internship course offers students the opportunity to gain professional experience, industry contacts, and referrals while still in school. Opportunities in post-production, motion picture production, advertising, television, animation, game development, motion graphics and interactive media are possible.

Students must be employed at least 10 hours a week for 10 weeks (100 hours minimum) in a cinema, animation or game-related work environment (experiential component). Most internships will require more than a 10-hour weekly commitment. Students attend a weekly 1.5 hour seminar (instructional component) concurrently with their employment. This course satisfies the junior year experiential learning requirement.

**COURSE OBJECTIVES:**

The course helps students synthesize academic work with their experience outside the classroom through reading, reflection, discussion and research. Students will:

- identify their personal learning goals and how the internship experience affects their entrance into the workforce;
- pinpoint their strengths and weakness as an individual working within a creative team toward a shared goal;
- determine the direction of their careers by researching a similar career path and identifying the skills and steps necessary to accomplish their goal;
- integrate real world feedback on their skills through hands-on experience;
- problem solve ethical dilemmas that arise in a creative environment;
- reflect on how their skills can be used to further DePaul University's commitment to public service.

**CODE OF CONDUCT:**

Your coursework is an extension of your internship. As in the professional world lack of decorum, lateness, absences, and missed deadlines will not be tolerated. The same codes of conduct expected of you in the workplace – fulfilling obligations, active participation, showing up on time and prepared to class and treating others with respect - will apply in the course. Students not meeting these expectations will be given a verbal warning. Should unprofessional behavior persist, each successive warning will result in a one-letter grade reduction of the overall course grade. Three warnings will result in failure of the course.

This course is based on interns' discussion of course readings and practical experiences. The success of the class depends on each intern's preparedness and ability to discuss the weekly topics.

Should you encounter problems at the job site, please contact the instructor immediately for confidential guidance and support in solving the problem.

**GRADE BREAKDOWN:**

Essay on Expectations and Goals	5%
Resume	10%
LinkedIn Profile	5%
Mock Interview	10%
Final Reflection Paper	10%
Informational Interview Proposal	5%
Informational Interview Report	10%
<i>In Dreams</i> Reflection	5%
Online Discussion/F2F Participation	20%
Proposal for Creative Assignment	5%
Creative Assignment	10 %
Employer Review	5%

A = 100 – 93, A- = 92 – 90, B+ = 89 – 88, B = 87 – 83, B- = 82 – 80, C+ = 79 – 78, C = 77 – 73, C- = 72 – 70, D = 69 – 60, F = 59 – 0.

**TEXTBOOKS (ADDITIONAL READINGS SUPPLIED BY THE INSTRUCTOR):**

Jamie Fedorko *The Intern Files*

Online students should purchase the book at Amazon or MBS Direct.

## SYLLABUS

### WEEK 1

#### Online Discussion: 4/3 – 4/9

4/3            Introduction – The Internship Experience. Introduction to the syllabus, getting to know each other and our internship sites. What is the nature of an internship? Of work?

**Assign:** Essay on Expectations and Goals and Resume

### WEEK 2

#### Online Discussion: 4/10 – 4/16

4/10            Turning Your Internship Into a Career.

**Read prior to class:** Fedorko Part II (Chapters 7 – 11)

**Assign:** Create a LinkedIn profile

**Due:** Essay on Expectations and Goals and Resume

### WEEK 3

#### Online Discussion: 4/17 – 4/23

4/17            Resume writing. Introduction to Cover Letters and The Importance of Graphic Design. What do you see? What do employers see?

**Read prior to class:** Fedorko Part III (Chapters 12 – 16)

**Assign:** Revised Resume and Scheduled Interview With An Industry Professional

**Due:** LinkedIn profile (send a connection request to me)

### WEEK 4:

#### Online Discussion: 4/24 – 4/30

4/24            The Artist in the Workplace. How can students merge their creative and responsible selves? Introduction to Informational Interviews.

**Read prior to class:** Delmore Schwartz *In Dreams Begin Responsibilities*

**Assign:** Reflection Paper on *In Dreams* and Informational Interview Proposal With Questions

**Due:** Revised Resume and Schedule an Interview With An Industry Professional

**Week 5:**

**Online Discussion: 5/1 – 5/7**

5/1            Interview Skills: How to prepare, what to expect.

**Read prior to class:** Fedorko Part IV (Chapters 17 – 21)

**Assign:** Schedule a phone or face-to-face interview with Sarah Highstone

**Due:** Reflection Paper on *In Dreams* & Informational Interview Proposal With Questions

**Week 6:**

**Online Discussion: 5/8 – 5/14**

5/8            Mock Interviews – no in-class meeting

**Assignment:** Interview with an Industry Professional Report & Proposal for Creative Assignment

**Week 7:**

**Online Discussion: 5/15 – 5/21**

5/15            Networking 101. Collaboration vs. individual projects. What is your collaboration style? How do your contributions fit into a larger project? Into the employer's mission?

**Due:** Interview With an Industry Professional Report & Proposal for Creative Assignment

**Week 8:**

**Online Discussion: 5/22 – 5/28**

5/22            The non-traditional career path.

**Read prior to class:** Fedorko Part V & Conclusion (Chapters 22 - end)

**Assign:** 'What Do I Want To Be When I Grow Up?' and Final Reflection Paper

## Week 9

### Online Discussion: 5/29 – 6/4

5/29 Ethics in creative fields. Copyright, compensation and ownership in the digital age.

**Due:** Final Reflection Paper

## Week 10

### Online Discussion: 6/5 - 6/10

6/5 Presentations of Creative Work: What do you want to be when you grow up?

**Due:** Creative Project must be in the instructor's hands at 1:30 – via 'wetransfer.com' or USB drive. Do not try to upload to D2L.

### COURSE POLICIES:

In addition to the DePaul University course policies (see student handbook), the following policies apply to this course:

**STUDENT RESPONSIBILITIES** – Each student is responsible for their time management and meeting the expectations in the syllabus. The instructor is not responsible for reminding students of assignment deadlines in class. In the event of an absence it is the student's responsibility to make up the missed class section online. You are still responsible for completing the assignment on time. Live students who miss class will want to participate in the online discussions in order to receive points for that week.

**DESIRE TO LEARN** – The course uses D2L to post notes and assignments. Please visit [d2l.depaul.edu](http://d2l.depaul.edu) and use your campus connect ID to enter the site.

**ONLINE STUDENT RESPONSIBILITIES** – Online learning takes maturity, focus and self-motivation to do well. You are responsible for listening to the lectures and in-class discussions and watching the film. Online learning can be more challenging than a face-to-face section because it requires discipline and excellent time management skills in order to do well. If you have difficulty in these areas, I recommend you switch to the face-to-face section.

## DISCUSSION RULES FOR ALL STUDENTS –

- 1) **EVERYONE NEEDS TO PARTICIPATE.**
- 2) **FOCUS ON IMPROVING OVER TIME.**
- 3) **BE PREPARED, WHICH MEANS HAVING DONE THE READING, GETTING ADEQUATE NUTRITION AND REST, GETTING RID OF DISTRACTIONS.**
- 4) **THERE ARE NO ‘RIGHT’ AND ‘WRONG’ ANSWERS IN PHILOSOPHY, ONLY LOGICAL OR ILLOGICAL ARGUMENTS. WHAT YOU DON’T UNDERSTAND IS USUALLY THE BEST STARTING POINT FOR DISCUSSION.**
- 5) **CONNECT IDEAS FROM THE COURSE WITH VERIFIABLE OUTSIDE SOURCES.**
- 6) **KEEP THE DISCUSSION FLOWING LIKE A NON-ACADEMIC CONVERSATION.**
- 7) **LISTENING IS A CRITICAL SKILL. DON’T JUDGE, JUST LISTEN.**
- 8) **ENJOY SILENCES. IT IS OK TO HAVE SILENCES TO ABSORB INFORMATION AS LONG AS THE CONVERSATION CONTINUES AFTER A REASONABLE TIME.**
- 9) **THIS IS A SAFE SPACE – WILLINGNESS TO EXPLORE IS MORE IMPORTANT THAN BEING ‘CORRECT’.**
- 10) **YOU WILL GET WHAT YOU NEED OUT OF THE CLASS.**

## GRADED DISCUSSIONS –

Discussions begin after the face-to-face class on Wednesdays and the following Tuesday at 11:59 p.m.

Discussion questions will be posted prior to the face-to-face class. Every student is required to make at least two (2) contributions to each discussion. In addition, the group is responsible as a whole to ensure that all students are brought in to the discussion in a thoughtful way.

**Excellent:** Two or more posts that demonstrate excellence in grasping key concepts from readings and weekly recorded session; thoughtfully critique the work of other students; provide ample evidence of support for opinions; readily offer new insights into discussion material.

**Average:** Two or more posts that show evidence of understanding most major concepts; is able to agree or disagree when prompted; is skilled in basic level of support for opinions; offers an occasional divergent viewpoint.

**Below average:** Has mostly shallow grasp of the material; rarely takes a stand on issues; offers inadequate levels of support. Does not post two or more times per discussion.

**No credit:** Shows no significant understanding of material or does not post.

- Points will be deducted for poor spelling and grammar.
- Do not use texting abbreviations or type in all capital letters.

- Extra credit is given to students who thoughtfully encourage those who are normally quiet to participate.
- Each discussion is worth 2 points. There will be 10 threaded discussions. **Remember, discussion is mandatory – it is 20% of your final course grade.**

**DEADLINES** – You are responsible for uploading your assignments before the deadline written on the syllabus and checklist. Students also need to have a back-up plan in case technology fails them at the 11th hour. To be clear: Assignments must be uploaded to d2l regardless of power and internet outages, the clock on your computer, your work schedule, etc, etc. Late assignments or assignments emailed rather than uploaded will not be accepted for grading. **Do not wait until the last minute to upload your work since the site may be slow due to high volumes of traffic. It is recommended that you upload your work with enough time to get yourself to a library or other location where you can upload.** You will not be eligible for an 'A' in the class unless you turn in all assignments on time.

**ATTENDANCE** – Attendance is mandatory for face-to-face students. If you arrive after class has started you are tardy. Each student is allowed ONE absence (equal to two tardies) before your grade is affected.

**ATTENDANCE FOR ONLINE STUDENTS** – Attendance is mandatory for online students and is defined as listening to the in-class discussions and lectures and participating in the online discussion boards. Be aware that d2l tracks your usage.

**ILLNESS** – Please do not attend class if you are ill (heavy cough, fever, vomiting). If you show up visibly sick, you may be asked to go home. In order to prevent a consequence with the attendance and deadline policies, contact me by email prior to missing a class due to illness and continue to keep me posted until you return. As long as I am aware of your situation and you take an active role in catching up, absences might be excused and extensions might be granted for short-term illnesses. Every situation will be handled according to individual circumstance at the instructor's discretion. Students with long-term illnesses should contact the Dean of Students office to inquire about a medical withdrawal. **Absolutely no consideration will be given for those who request special treatment without advanced notice, even with a doctor's note.**

**INCOMPLETES** – No incompletes will be given.

**ACADEMIC INTEGRITY** – Plagiarism on assignments or cheating on exams are serious offenses and earn the student a failing grade for the class. The instructor assumes students in this class know how write research, analytical and reflection papers. All submissions are evaluated for plagiarism.

**CONTENT CHANGES** – This syllabus may be amended as the course proceeds. You will be notified of all changes. As the quarter progresses, some items may change at the instructor's discretion, but the overall workload will not. Make sure you pace yourself accordingly.

**INSTRUCTOR AVAILABILITY** – Please email any time you have a question or concern about the class. If you do not hear back from me within 24 hours, it means I did not receive your message so please check the address and contact me again. If you are unable to meet during my office hours, contact me to make other arrangements.

**ADDRESSING THE INSTRUCTOR** – I prefer for students to address me by my first name, Shayna, which rhymes with 'Dana'.