

# DC 299 & 499 Internships in Media & Design

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**When:** Wednesdays · 6:30pm-9:30pm  
**Instructor:** Erin Rodman · [erod917@gmail.com](mailto:erod917@gmail.com) · (310) 927-2525  
**Office hours:** I'm around and available to meet. Email me to set a time.

## ➔ Course Description

This course offers students an excellent opportunity to gain professional experience, industry contacts, and referrals while still in school. This program features internships in motion picture production, post-production, advertising, television, animation, motion graphics and interactive media. Admission to the program requires consent of internship course instructor. Current work experience plus classroom time is required. Supervisor evaluation will contribute to the final grade.

## ➔ Course Goals

The purpose of this class is for the student to gain professional experience working in the Entertainment Industry through their internships, focusing on the following key objectives for the quarter:

- Students will gain valuable hands on experience and knowledge of how the entertainment industry operates through their internships and class events.
- Students will further enhance their film knowledge and skills through their daily experiences in their internships and class events.
- Students will develop valuable contacts and work relationships through their internships and class events.

## ➔ Class Schedule

*Note: This schedule is subject to change. Please consult class calendar and professor emails for the most up to date schedule for student postings, readings, assignments and all due dates. Weekly reading, screenings & class events to be assigned by the instructor class by class.*

### Week 1

Introduction to LA Quarter courses and each other. Review syllabus and class requirements.  
 Discuss internships, outside events and speakers for the quarter.

### Week 2 - 10

Daily internships. Classroom discussions of internships. Submit weekly journals.

## ➔ Assignment Details

### Weekly Journal (50% of final grade)

Students will write weekly journal entries — approximately **one page, double spaced** — about their internships, industry and academic experiences, and any other reflections related to their stay in Los Angeles. Entries must be emailed by end of day every Sunday **beginning January 14**.

\*Please use one document titled “[student last name] weekly journal” and add a new page each week. Journal can be submitted as a Word doc or PDF.

### Employer Review (25% of final grade)

The student will have their internship supervisor write a short review (1-2 paragraphs) of the student’s work performance. The review should be emailed directly from the supervisor to the faculty member **no later than the final day of the quarter – Friday, March 16**.

### Attendance (25% of final grade)

## ➔ Grading

Weekly Journal	50%
Employer Review	25%
Attendance	25%

*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+=69-68, D=67-63, D-=62-60, F=59-0. A indicates excellence, B indicates good work, C indicates satisfactory work, D work is unsatisfactory in some respect, F is substantially unsatisfactory work.*

## ➔ Course / School Policies

Attendance: Classroom attendance is MANDATORY. More than one “excused” absence (doctor’s note, Dodgers game, etc) will result in a lowering of grade per each absence.

Deadlines: Strict Adherence to deadlines is expected. Materials presented or posted late will result in a negative grade for the particular assignment.

Class Discussion: Student participation in class discussions will be measured in two ways. First, students are highly encouraged to ask questions and offer comments relevant to the day’s topic. Participation allows the instructor to “hear” the student’s voice when grading papers. Secondly, students will be called upon by the instructor to offer comments related to the reading assignments. Students must keep up with the reading to participate in class discussion.

Attitude: A professional and academic attitude is expected throughout this course. Measurable examples of non-academic or unprofessional attitude include but are not limited to: talking to others when the instructor is speaking, mocking another’s opinion, cell phones ringing, emailing, texting or using the internet whether on a phone or computer. If any issues arise a student may be asked to leave the classroom. The professor will work with the Dean of Students Office to navigate such student issues.

Civil Discourse: DePaul University is a community that thrives on open discourse that challenges students, both intellectually and personally, to be Socially Responsible Leaders. It is the expectation that all dialogue in this course is civil and respectful of the dignity of each student. Any instances of disrespect or hostility can jeopardize a student’s ability to be successful in the course. The professor will partner with the Dean of Students Office to assist in managing such issues.

Cell Phones/On Call: If you bring a cell phone to class, it must be off or set to a silent mode. Should you need to answer a call during class, students must leave the room in an undistruptive manner. Out of respect to fellow students and the professor, texting is never allowable in class. If you are required to be on call as part of your job, please advise me at the start of the course.

Online Instructor Evaluation - Evaluations are a way for students to provide valuable feedback regarding their instructor and the course. Detailed feedback will enable the instructor to continuously tailor teaching methods and course content to meet the learning goals of the course and the academic needs of the students. They are a requirement of the course and are key to continue to provide you with the highest quality of teaching. The evaluations are anonymous; the instructor and administration do not track who entered what responses. A program is used to check if the student completed the evaluations, but the evaluation is completely separate from the student’s identity. Since 100% participation is our goal, students are sent periodic reminders over two weeks. Students do not receive reminders once they complete the evaluation. Students complete the evaluation online at <https://mycti.cti.depaul.edu/mycti>

Email - Email is the primary means of communication between faculty and students enrolled in this course outside of class time. Students should be sure their email listed under "demographic information" at CampusConnect is correct.

Academic Integrity Policy - This course will be subject to the academic integrity policy passed by faculty. More information can be found at <http://academicintegrity.depaul.edu/>

Plagiarism - The university and school policy on plagiarism can be summarized as follows: Students in this course should be aware of the strong sanctions that can be imposed against someone guilty of plagiarism. If proven, a charge of plagiarism could result in an automatic F in the course and possible expulsion. The strongest of sanctions will be imposed on anyone who submits as his/her own work any assignment which has been prepared by someone else. If you have any questions or doubts about what plagiarism entails or how to properly acknowledge source materials be sure to consult the instructor.

Incomplete - An incomplete grade is given only for an exceptional reason such as a death in the family, a serious illness, etc. Any such reason must be documented. Any incomplete request must be made at least two weeks before the final, and approved by the Dean of the College of Computing and Digital Media. Any consequences resulting from a poor grade for the course will not be considered as valid reasons for such a request.

Resources for Students with Disabilities - Students who feel they may need an accommodation based on the impact of a disability should contact the instructor privately to discuss their specific needs. All discussions will remain confidential. To ensure that you receive the most appropriate accommodation based on your needs, contact the instructor as early as possible in the quarter (preferably within the first week of class), and make sure that you have contacted the Center for Students with Disabilities (CSD) at: Student Center, LPC, Suite #370 Phone number: (773)325.1677 Fax: (773)325.3720 TTY: (773)325.7296