

# FILM 298 Internship in Media Production/Post-Production

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**When/Where:** Online Only

**Instructor:** Matt Quinn · [mquinn@cdm.depaul.edu](mailto:mquinn@cdm.depaul.edu) · 312-362-5807 · Daley RM 509

**Office hours:** Monday & Thursday · 11:30am – 1:15pm / Wednesday · 4:00pm – 5:30pm

## Summary of Course

This course offers students the opportunity to reflect on an internship while gaining professional experience, industry contact, and referrals while still in school. The class fulfills the Junior Year Experiential Learning credit and must be taken concurrently with an approved internship.

Opportunities in post-production, motion picture production, advertising, television, animation, game design, graphic design, motion graphics and interactive media can qualify for the course.

The experiential learning component is recommended for the junior year because much of the learning necessitates foundational knowledge and the ability to work independently. However, some students may complete this requirement in the sophomore or senior year.

## Learning Outcomes

Students in Experiential Learning courses will:

- apply particular concepts from readings, lectures, etc. to an analysis of lived experiences in the settings provided by the course;
- use the experiences provided by the course to construct and articulate the impact of their experience on their understanding of course content;
- demonstrate an understanding of the ethics appropriate to his or her experiential placement; and
- synthesize and articulate how the ideas and experiences provided by the course might inform their personal, academic, and/or professional pursuits.

## Learning Domain Description

The Experiential Learning requirement engages students in the first-hand discovery of knowledge through observation and participation in activities, most often in field-based settings outside the classroom. This inductive process of “learning by doing and reflecting” is supported by theory-based information.

## Grading

Participation	10%
Weekly Journal	45%

Employer Performance Review	25%
Final Reflection Paper	20%

*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.*

### **Class Lectures**

This course is offered online only – There are no meetings in a physical classroom. Short video lectures and readings will be posted on D2L bi-weekly on Mondays throughout the quarter to offer perspective and strategies on how to maximize your internship experience.

### **D2L Discussion Forum**

Participation in the weekly discussion forum is mandatory, as this counts towards your participation grade – Minimum of one post per week.

### **Individual Meetings**

Students are required to meet with the instructor once during the quarter to discuss their internship experience at greater length. The meeting can be held in-person, by phone or via video chat. Sign-up for individual meeting times will be sent via e-mail by the instructor.

### **D2L**

You will be using D2L extensively in this course. To log on, go to: <https://login.depaul.edu/cas/login?service=https://d2l.depaul.edu/d2l/orgtools/CAS/Default.aspx> and enter using your campus connect logon and password. Once you are logged on, click on the course number link and you will find links to the syllabus, course outline, video lectures, discussion forums, weekly assignments, etc.

### **Assignments**

#### **Weekly Journal (45% of final grade)**

Students will write weekly journal entries about their internship experience, focusing on new developments and/or challenges on the job. Each weekly submission must be a minimum of 250 words saved as a PDF document to the corresponding D2L submission link on Sunday evenings by 11:59pm. There is a total of nine Weekly Journal assignments, each worth 5 points.

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

Students must have their internship supervisor write a short review (1-2 paragraphs) of the student's performance on the job. The review should be emailed directly from the supervisor to the instructor: [mquinn@cdm.depaul.edu](mailto:mquinn@cdm.depaul.edu) This performance review must be received no later than 11:59pm on Sunday, March 15<sup>th</sup>

### **Final Reflection Paper (20% of final grade)**

Students will write a final reflection paper about their internship experience, drawing upon concepts and readings to articulate how the ideas and experiences provided by the course might inform their personal, academic, and/or professional pursuits. This paper must be a minimum of 1,000 words saved as a PDF document to the corresponding D2L submission link by 11:59pm on Sunday, March 15<sup>th</sup>.

### **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.

### **Changes to the Syllabus**

This syllabus is subject to change as necessary during the quarter. If a change occurs, it will be thoroughly addressed during class, posted under Announcements in D2L and sent via email.

### **Online Course Evaluations**

Instructor and 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 three weeks. Students do not receive reminders once they complete the evaluation. Please see <https://resources.depaul.edu/teaching-commons/teaching/Pages/online-teaching-evaluations.aspx> for additional information.

### **Academic Integrity and Plagiarism**

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

### **Academic Policies**

All students are required to manage their class schedules each term in accordance with the deadlines for enrolling and withdrawing as indicated in the University Academic Calendar. Information on enrollment, withdrawal, grading and incompletes can be found at: <http://www.cdm.depaul.edu/Current%20Students/Pages/PoliciesandProcedures.aspx>

### **Preferred Name & Gender Pronouns**

Professional courtesy and sensitivity are especially important with respect to individuals and topics dealing with differences of race, culture, religion, politics, sexual orientation, gender, gender variance, and nationalities. I will gladly honor your request to address you by an alternate name or gender pronoun. Please advise me of this preference early in the quarter so that I may make appropriate changes to my records. Please also note that students may choose to identify within the University community with a preferred first name that differs from their legal name and may also update their gender. The preferred first name will appear in University related systems and documents except where the use of the legal name is necessitated or required by University business or legal need. For more information and instructions on how to do so, please see the Student Preferred Name and Gender Policy at <http://policies.depaul.edu/policy/policy.aspx?pid=332>

### **Incomplete Grades**

An incomplete grade is a special, temporary grade that may be assigned by an instructor when unforeseeable circumstances prevent a student from completing course requirements by the end of the term and when otherwise the student had a record of satisfactory progress in the course. All incomplete requests must be approved by the instructor of the course and a CDM Associate Dean. Only exceptions cases will receive such approval. Information about the Incomplete Grades policy can be found at <http://www.cdm.depaul.edu/Current%20Students/Pages/Grading-Policies.aspx>

### **Students with Disabilities**

DePaul 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: [csd@depaul.edu](mailto:csd@depaul.edu).

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