

# FILM 299 Internship in Media Production/Post-Production

---

**When/Where:** Asynchronous Online

**Instructor:** Matt Quinn · [mquinn@cdm.depaul.edu](mailto:mquinn@cdm.depaul.edu)

**Office hours:** Monday · 11:00am – 2:00pm & Thursday · 11:00am – 2:00pm

## Online Learning

This is an asynchronous online course, meaning the discussion posts and assignments of the week can be accessed on your own time via the D2L Content page and must be completed by an assigned due date.

## Summary of Course

This course is an internship/independent study course for students who have already fulfilled their EL credit. This course offers students the opportunity to reflect on an internship while gaining professional experience, industry contact and referrals while still in school. Opportunities in post-production, motion picture production, advertising, television, animation, game design, graphic design, motion graphics and interactive media can all qualify for this course. Students will work independently on class assignments. Assignments will be determined by the instructor and based on the number of credits in which the student is enrolled. Admission to the program requires consent of the internship course instructor after verification of the student's internship.

## Learning Outcomes

Students 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.

## Grading

Participation	10%
Weekly Journal	72%
Employer Performance Review	18%

*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.*

## 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. Assignments and discussion forum topic will be posted every Monday by 12:00am in the D2L Content Page module for the week for you to view/complete on your own time by the assigned due date.

## Individual Meetings

Students are required to meet with the instructor twice during the quarter to discuss their internship experience at greater length. The first meeting should be conducted the week of April 12<sup>th</sup> and the week of May 24<sup>th</sup>. These meeting should be scheduled via BlueStar on Campus Connect.

## Assignments

### D2L Discussion Forum (10% of final grade)

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

### Weekly Journal (72% 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 8 points.

### Employer Performance Review (18% 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 Friday, June 11<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**

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 university's academic integrity policy. More information can be found at <https://resources.depaul.edu/teaching-commons/teaching/academic-integrity/Pages/default.aspx>.

### **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 seeking disability-related accommodations are required to register with DePaul's Center for Students with Disabilities (CSD) enabling them to access accommodations and support services to assist with their success. There are two office locations:

- Loop Campus (312) 362-8002
- Lincoln Park Campus (773) 325-1677
- Email: [csd@depaul.edu](mailto:csd@depaul.edu)

Students who register with the Center for Students with Disabilities are also invited to contact Dr. Gregory Moorhead, Director of the Center, privately to discuss how he may assist in facilitating the accommodations to be used in a course. This is best done early in the term. The conversation will remain confidential to the extent possible.

Please see <https://offices.depaul.edu/student-affairs/about/departments/Pages/csd.aspx> for Services and Contact Information.