

BROOKLYN COLLEGE TV/RADIO DEPARTMENT

INTERNSHIPS

An internship is an opportunity for you to receive college credits for an applied education in the working world. You “work” for a studio or producer applying the instruction you have learned in the classroom. Cooperating employers sometimes make available entry-level positions to qualified students. The employer evaluates the student’s work, and the college recognizes the achievement with college credits.

WHAT IS IN IT FOR YOU?

You test your interest in a particular job area, improve your skills, or show you have the skills to get a job. It also gives the employer a way to “audition” you for a permanent position. When you finish your degree and look for that first job, your internship is the answer to the question of “What experiences do you have?” Internships are a good way to test a job without having to quit (or be dismissed) if it does not meet your needs. You will learn how to commute to a job. You will experience the social and political life in an office. You will learn to dress and behave, and how to balance your needs with the job’s requirements. It is a good place to learn to deal with supervisors and co-workers. You will start to build a network of job contacts.

HOW MUCH TIME DOES IT TAKE?

Jobs differ. You cannot learn much in a couple of hours once each week. You should give it at least one full day a week. Most jobs will require you to work two or three full days a week. Give it as much time as you can, so you can see the job from beginning to end. Most intern sponsors will allow you to observe the school holidays and exam schedules.

STEP ONE: GETTING READY

Visit with a Professor whom you have taken a class with in the Department of Television and Radio. Talk about the kinds of preparation and training that are required for success in your field. Choose an internship class. If you want to intern one full day each week, enroll in TVRA 4176, attend the colloquium and get two credits. If you want to intern two full days a week, enroll in TVRA 4177, attend the colloquium and get three credits.

Graduate students should see the department’s Graduate Deputy Chairperson for advice on how to get credit for graduate internships.

STEP TWO: FINDING AN INTERNSHIP

The department has a list of sponsors. You can find this on our website www.bctvr.org. Most broadcast facilities, cable companies, advertising agencies, and record publishers in New York City have internship programs.

You call or write to the companies in which you are interested. Talk to your friends who have had internships. When you find a position that interests you, call and ask for information. If the position is still open, ask for an interview. The sponsor might ask you to send or bring a copy of your resume. (If you do not have one, see a department faculty member for help or refer to the Magner Career Center 1303 James Hall.)

SCHEDULING YOUR CLASSES

Complete your required courses first, Career development should come when you are close to graduation. Please note, you must have **senior standing (at least 90 credits)** to take an internship for credit.

Consider what you really want from an internship. *Newsday* made the following suggestions:

“TAKE TIME TO ASK QUESTIONS” INVESTIGATE BEFORE YOU INTERVIEW.

ASK:

- 1: What is the work? What functions will I perform? What skills are required?
- 2: Know your career goal. How will this internship benefit your objective?
- 3: Look at the organization and its reputation. The bigger the pond, the smaller a fish you will be. Consider the tradeoff of meeting important people against doing important work.
- 4: Find out with whom you will work, and whether the chemistry is right between you.
- 5: Talk to people who have been there before you (Privately).
- 6: Consider the time limit – do not let yourself be taken advantage of indefinitely.

Once you and the sponsor have come to an agreement, fill out the TVRA 4176/4177 Internship form and submit the form to the TVR office in order to get permission to register for the course. Enroll in the internship class. It is important that you not hold up registering for your other classes while you try to find an internship. Elective choices are very scarce, so do not lose your registration priority by failing to register on time. Enroll in the internship class during online registration time and work out the scheduling details before classes start.

STEP THREE: WORKING THE INTERNSHIP

When you start working at the internship, remember you are representing yourself and the college to the sponsor. Your work at the internship is a class and is governed by the college’s rules and regulations.

Do the work you are supposed to do, and ask your supervisors to evaluate you so that you can improve. Your job supervisor is the one who will evaluate you.

You are a trainee. You are covered by federal regulations which prohibits sponsors from having workers who work without either salary or credit. (*1973, Employment under the fair Labor Standards Act. White House Pub 1297.*)

You may not have some of the benefits that employees have. On the other hand you may have special rights as a student. Your job is to be trained, and the sponsor has a requirement to evaluate that training. You must write an academic report on your internship for the TVRA 4176 or TVRA 4177 courses for which you get credit. You have the right to be treated fairly and equally, and you must treat the sponsor fairly and live up to commitments for attendance, dress, work effort, cooperativeness and loyalty. You should respect professional confidences and act professionally.

COUNSELING

Professor Katherine Fry is the coordinator of the undergraduate internship program. All the other faculty members are also career counselors. They should be able to answer your questions about career choices.

CHECK LIST FOR PROCEDURES TO GET CREDIT FOR A TV/RADIO INTERNSHIP

FOR TVRA 4176 AND TVRA 4177

- * Completed 12 credits in TV/R (usually including a production class).
- * Have senior standing (at least 90 credits).
- * Review your academic record. You must have good grades:
 - a) at least 2.7 GPA over-all.
 - b) at least 3.0 GPA in TV/Radio.
- * Select an internship, apply for it, and get chosen for it. Get a written description of your internship duties from the sponsor.
- * TVRA 4176/4177 Internship form is available in the main office or on our website www.bctvr.org. Complete all of the information on it and return to TVR office, if permission is given, you can then register for the course.
- * Register for TVRA 4176 or 4177.
- * Letter for the internship will be sent to the sponsor during the first week of the semester.
- * Attend the Colloquium meetings with professor.
- * Complete the work required by your sponsor.
- * submit required paper at end of semester.