



Boston University College of Communication

640 Commonwealth Avenue
Boston, Massachusetts 02215
www.bu.edu/com

FILM/TV INTERNSHIP BASICS

For Film and Television internship advising/approval, please see Faculty Internship Professor Sheila Sitomer during office hours, 704 Comm Ave, Room 403A, or by email at ssitomer@bu.edu.

Here is some basic information to get you started.

Eligibility for Film and Television Internships for Academic Credit:

In order to be eligible for academic credit, a student's internship must have a direct connection to media including film, TV and/or digital. If you have any questions as to whether your internship would qualify for academic credit, please consult with Prof. Sitomer before you get too far into the process.

Undergraduate students must have successfully completed COM FT 201 and COM FT 310 before being eligible for 2 or 4 credits from a Film and Television Internship, COM FT 493/494. This includes Study Abroad programs. Graduate students may also be eligible for internship credit, COM FT 953/954.

Prof. Sitomer does not handle Study Abroad internships. Los Angeles internships, for instance, are handled by the BULA office.

When can I do an internship for credit?

In the fall, spring and summer semesters.

Credits for undergrad summer internships can't be backdated or applied to a fall or spring semester. Summer internships can be taken for program credit, but you will be charged for those credits as a summer course. If you don't want to pay for a for-credit course in the summer or use the credits as a program elective, consider enrolling in COM CO 575 as an alternative. (more on COM CO 575 below)

Graduate students taking a summer-long internship typically register for zero-credit CO599S C1 through Graduate Affairs Director Kayla Ring kbring10@bu.edu or COM Registrar Ryan Thurston ryjt@bu.edu. The credits are applied to FT953/954 in the fall.

How many hours must I work at an internship to receive credit?

A 2-credit internship requires 100+ hours of work; 4-credits requires 200+ hours.

Where can I intern?

A student may do an internship for academic credit in the Boston area or anywhere else where there is an opportunity to learn more about your field. Some companies still offer remote internships.

How do I find an internship?

Research companies on the web or through personal contacts in an area of interest and apply for an internship in the same way you'd apply for a job. Use the resources of the [COM Career Services](#) office in your search. The BU platform [Handshake](#) is another great resource. The Film and Television Newsletter also updates active internships and jobs each week.

Here's a useful guide to landing an internship from *BU Today*:

https://www.bu.edu/articles/2024/your-everything-guide-to-landing-an-internship/?utm_campaign=bu_today&utm_source=email_20240403&utm_medium=intrograph&utm_content=student

What is the FTV internship registration process? (this is also spelled out on the FTV Internship website)

Step 1: Make sure you meet the internship prerequisites if you're an undergraduate.

Step 2: Read through these **INTERNSHIP GUIDELINES** and reach out to Prof. Sitomer with any questions.

Step 3: It's up to you to find an internship, so start your search. There are resources included in these guidelines and also in Step 3 on the website. But don't commit to an internship just yet.

Step 4: Fill out the **INTERNSHIP APPLICATION** and email it to Prof. Sitomer. You'll find it by clicking on "Application" at the top of the homepage on the FTV Internship site. If you are an undergraduate, include a copy of your transcript with your name and BU ID # printed on it. It doesn't need to be an official transcript from the Registrar's Office; you can download or take a screenshot of an unofficial transcript from the [BU Student Link](#).

Step 5: Once you find an internship, ask your internship supervisor to fill out the **INTERNSHIP CONFIRMATION** form completely and email it to Prof. Sitomer. You can access that form by clicking on "Confirmation" at the top of the website homepage.

IMPORTANT: IF YOUR EMPLOYER REQUIRES YOU TO SIGN ANY WRITTEN AGREEMENT SUCH AS A CONTRACT, LETTER OF AGREEMENT, OR

NON-DISCLOSURE AGREEMENT (NDA), DO NOT SIGN IT UNTIL YOU HAVE SENT IT TO PROF. SITOMER AND SHE HAS APPROVED YOUR SIGNING IT.

Step 6: If everything is in order, you're ready to be registered for your internship. You don't register yourself; Prof. Sitomer will make that request to Film & TV Department Administrator Kellie Innes and she will take care of it.

International students: Request that CPT forms be sent to Kellie at innesk@bu.edu. She will sign them.

If everything is in order, Prof. Sitomer will request that the Film & TV Department Administrator put through your registration for an internship for academic credit. It may take a few days to show up in MyBU Student. But when it does, make sure it shows the correct number of credits you're working towards.

What else do you need from me in order to receive a grade and academic credit?

During the course of the internship, students must submit to Prof. Sitomer:

Step 7. MID-SEMESTER REPORT: A short paper midway through the semester evaluating your experience so far. Details can be found by clicking on "Mid-semester Report" at the top of the website's homepage.

Step 8: FINAL PAPER: A longer paper that explores in more depth an area of the film/TV industry you were exposed to in this internship. It's due by the last day of your internship, and definitely by the last day of classes. Click on "Final Paper" at the top of the website's homepage for more details.

Step 9: SUPERVISOR EVALUATION: Have your internship supervisor fill out and sign this evaluation of your performance. You then read and sign it, and email it to Prof. Sitomer. The form can be found by clicking "Supervisor Evaluation" at the top of the website's homepage. The due date is the same as the Final Paper.

Step 10: This one is optional but very much appreciated. Please fill out the **COM INTERNSHIP SURVEY** from COM Career Services. This is not required in order for you to get credit or a grade but your feedback will help other students looking for internships. Here's the [brief survey](#).

Here's some more useful information:

Students can take an internship for program credit as part of their regular course load or they can overload.

- COM students with junior standing and are in good academic standing may overload up to 20 credits in the fall or spring semester at regular full-time charges.
- COM juniors who are in good academic standing and have an overall GPA below a 3.0 will be charged extra for any credits over 18.
- COM students with senior standing are allowed to overload up to 20 credits regardless of GPA at regular full-time charges.

How many internship credits can apply toward graduation?:

There is an 8-credit internship limit toward graduation. Of those, a maximum of 4 Film and Television internship credits can count toward requirements in the FT major.

If you complete one 4-credit internship while in Boston, and a second 4-credit internship through a Boston University Study Abroad Program:

- One 4-credit internship counts toward your major
- The other 4-credit internship counts as general elective credits

If you complete two, 4-credit Film and Television internships through BU Study Abroad programs, only 4 credits can count toward graduation. (Example: You complete both COM FT 493/494 for 4 credits in London and COM FT 493/494 for 4 credits in Los Angeles – only 4 of those credits will count toward graduation)

What is COM CO 575 – the College of Communication Professional Experience?

Undergraduate College of Communication (COM) students must fulfill the COM CO 575 requirement at least once to graduate with a degree from COM. It is a **zero** credit, ungraded experience to ensure students engage with the field of professional communication, applying their curricular and extracurricular experience to practice.

This experience is repeatable and can be on your academic record for any semester in which you are enrolled in the College of Communication. Only students enrolled in a COM major are eligible to enroll in COM CO 575. It can be registered only during the semester that the approved experience is taking place. Students who register for COM CO 575 over the summer will be charged a University registration fee.

There are a number of ways to fulfill COM CO 575, including credited and uncredited internships, activities and courses.

https://www.bu.edu/com/files/2024/12/CO575-Form_Final_12.18.24.pdf

When you are registered for the credited courses listed on the form, including internships, you will automatically satisfy COM CO 575, so you don't need to fill out the form. But if you are having a professional experience outside of these courses, you will need to fill out the form and get permission from your faculty mentor. Prof. Sitomer does not approve zero-credit internships except for those students who are her faculty mentees.