

UCLA Extension Entertainment Studies Program Film/TV and Music Internships

INTERNSHIP REQUIREMENTS

1. Internship credit is only available to certificate students enrolled in an Entertainment Studies program. Should you wish to learn more about our Entertainment Studies programs, please visit: <https://www.uclaextension.edu/entertainment>, or call us at (310) 825-9064.
2. You must locate and secure an internship position from either the Internship List or on your own, subject to approval.
3. You must register for your internship just as you would for a class. To register, you must first receive Permission to Enroll from the Entertainment Studies program. In order to gain permission, you must complete and submit the attached “Internship Application Form” and submit an application online. Once you have established an internship with a sponsor and completed this form, contact Ariana Casas in Entertainment Studies for Permission to Enroll.
4. Internships should be designed to last one quarter (12 weeks). You may take as many internships as you wish, but only 8 units maximum can be applied as elective units towards Certificate completion. Your assignment during the quarter must be at least 120 hours in order to receive the 4 credit units for which the internship is offered. We strongly encourage you to take your internships with different companies, as you will get a more diverse experience.
5. Since internships are handled as a class, only one internship may be taken per quarter, as a student cannot be registered in the same class more than once in the same quarter. If you want to do multiple internships, they must be done in different quarters. Each enrollment is valid for an internship at one company only.
6. Grades will be based upon the following documents being turned in at the completion of the quarter:
 - A typed 2-4 page report (double spaced using 12 pt. font and 1 inch margins) outlining the details and benefits of your experience
 - A “Verification of Internship” form completed by your supervisor (follows)

PLEASE READ: The “Verification of Internship Form” and your report must be submitted to Ariana Casas in the Entertainment Studies program within one week after the last day of the quarter, unless prior arrangements have been made. Failure to do so will result in an “Incomplete” being entered as your grade. If the “Incomplete” is not resolved by the end of the quarter following the quarter in which your internship was taken, the grade will be permanently changed to an “F”.

REFUND POLICY: You may request a refund no later than two weeks after your enrollment date by sending a written request to the Extension office. See catalogue for details. A \$30 processing charge will be withheld.

ATTENTION INTERNATIONAL STUDENTS: Please note that you must have been here on your F-1 Visa and I-20 for at least 9 consecutive months to be eligible for an internship position. Please contact International Students Services for details at (310) 825-9351.

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VERIFICATION OF INTERNSHIP FORM

The supervisor's completion of this form will serve as confirmation that the UCLA Extension student named has worked as an intern for your company for the number of hours specified. Thank you for your assistance.

Name of intern: _____

Intern Phone #: _____ Email: _____

Name of company: _____

Supervisor's name: _____

Supervisor's title: _____ Phone number: _____

This student has worked _____ hours as an intern for this company during the time period of _____ to _____.

Please comment:

Supervisor's Signature

Date

Please return to: Ariana Casas
Entertainment Studies UCLA Extension
acasas@uclaextension.edu