

**DMA 496 Off Campus Internship  
Digital Media/Television Arts Program  
Cal State University Dominguez Hills**

**Student** \_\_\_\_\_ **Semester** \_\_\_\_\_

**Internship Site (Company)** \_\_\_\_\_

**Address** \_\_\_\_\_

**Mentor/Supervisor** \_\_\_\_\_ **Title** \_\_\_\_\_

**Mentor Work Hours** \_\_\_\_\_ **Phone** \_\_\_\_\_

**DMA 496 Off Campus Internship (1)** Directed work experience in the industries of cable television, broadcast stations and networks, production houses, or motion picture studios under the supervision of a professionally-qualified mentor. *CR/NC grading only. Repeatable for credit. Ten hours of work per week.*

The purpose of the **Off Campus Internship** course is to give the student directed work experience in the digital media/television industry under the supervision of a professionally-qualified mentor. This supervised work experience helps to bridge the gap between the academic program at the university and the actual world of the working professional. It also allows the student to observe firsthand how theories and skills learned in our curriculum are actually applied in working situations in the media industry. It is important for the student, whenever possible, to work alongside the mentor in a variety of activities that are significant to the daily operation of the company, rather than merely serving as a source of labor for menial tasks.

The student's **mentor/supervisor** must fill out the remaining form on the reverse side. When completed, make a photo copy of this form for your records. The student must then return this original completed form to the DMA Internship Coordinator before the student's work duties begin. At the end of the semester, the mentor/supervisor must submit a **confidential written evaluation of the student's performance on company letterhead** in order for the student to receive college credit for the work. Mail the confidential evaluation directly to the Internship Coordinator listed below.

The deadline for **Fall Semester** letters is: **Dec 10th**.  
The deadline for **Spring Semester** letters is: **May 14th**.

If you need more information or have any questions regarding the requirements of the student and the internship course, please contact:

**Dr. George Vinovich  
Professor of Television/Film  
DMA Internship Coordinator  
Cal State University Dominguez Hills  
1000 E. Victoria  
Carson, CA 90747**

**(310) 243-3945  
gvinovich@hotmail.com**

*(Please fill out the reverse side of this form completely for student to return before internship work begins).*

**Describe the various activities the student will perform on the job at this internship:**

**List the expected work schedule the student will have each week:**

**What particular skills or experience will the student gain as a result of this internship:**

**In your opinion, how will the student's opportunities for subsequent employment in the television industry benefit as a result of this internship?**

*(Photocopy both sides of this completed form for your records, then return to student for filing with the University's DMA Internship Coordinator before student's internship work duties begin).*