

Submit original with signatures + 1 copy + electronic copy to UAF Governance.

See <http://www.uaf.edu/uafgov/faculty/cd> for a complete description of the rules governing curriculum & course changes.

TRIAL COURSE OR NEW COURSE PROPOSAL

SUBMITTED BY:

Department	Theatre/Film	College/School	CLA
Prepared by	Maya Salganek	Phone	5950
Email Contact	maya@alaksa.edu	Faculty Contact	Maya Salganek

1. ACTION DESIRED (CHECK ONE):	Trial Course	<input type="checkbox"/>	New Course	<input checked="" type="checkbox"/>
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2. COURSE IDENTIFICATION:	Dept	FLM	Course #	418	No. of Credits	1-6
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Justify upper/lower division status & number of credits:	This course is a professional internship assuming prior coursework.
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3. PROPOSED COURSE TITLE:	Internship in Film Production
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4. CROSS LISTED? YES/NO	No	If yes, Dept:	<input type="checkbox"/>	Course #	<input type="checkbox"/>
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(Requires approval of both departments and deans involved. Add lines at end of form for such signatures.)

5. STACKED? YES/NO	No	If yes, Dept.	<input type="checkbox"/>	Course #	<input type="checkbox"/>
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6. FREQUENCY OF OFFERING:	As demand warrants
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(Every or Alternate) Fall, Spring, Summer – or As Demand Warrants

7. SEMESTER & YEAR OF FIRST OFFERING (if approved)	Spring 2011
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8. COURSE FORMAT:

NOTE: Course hours may not be compressed into fewer than three days per credit. Any course compressed into fewer than six weeks must be approved by the college or school's curriculum council. Furthermore, any core course compressed to less than six weeks must be approved by the core review committee.

COURSE FORMAT: (check one)	<input type="checkbox"/>	1	<input type="checkbox"/>	2	<input type="checkbox"/>	3	<input type="checkbox"/>	4	<input type="checkbox"/>	5	<input checked="" type="checkbox"/>	6 weeks to full semester
OTHER FORMAT (specify)												
Mode of delivery (specify lecture, field trips, labs, etc)	Lecture, Practicum hours											

9. CONTACT HOURS PER WEEK:	<input type="checkbox"/>	LECTURE hours/weeks	<input type="checkbox"/>	LAB hours /week	<input checked="" type="checkbox"/>	3	PRACTICUM hours /week
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Note: # of credits are based on contact hours. 800 minutes of lecture=1 credit. 2400 minutes of lab in a science course=1 credit. 1600 minutes in non-science lab=1 credit. 2400-4800 minutes of practicum=1 credit. 2400-8000 minutes of internship=1 credit. This must match with the syllabus. See <http://www.uaf.edu/uafgov/faculty/cd/credits.html> for more information on number of credits.

OTHER HOURS (specify type)	Calculation PER CREDIT. Course is variable credit, with 40 hours of internship equivalent to one credit.
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10. COMPLETE CATALOG DESCRIPTION including dept., number, title and credits (50 words or less, if possible):

FLM F418	Internship in Film Production	1-6 credits (0+0+3-18)	the credit distribution.
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This course offers students unique opportunities to work in the professional film industry. Professional internships require a faculty advisor as well as professional evaluation for the supervised work. Course can be repeated twice for a maximum of 12 credits. Variable Credit, 40 hours of internship is equal to 1 credit.

11. **COURSE CLASSIFICATIONS:** (undergraduate courses only. Use approved criteria found on Page 10 & 17 of the manual. If justification is needed, attach on separate sheet.)

H = Humanities N = Natural Science S = Social Sciences

Will this course be used to fulfill a requirement for the baccalaureate core? YES NO

IF YES, check which core requirements it could be used to fulfill:

O = Oral Intensive, Format 6 W = Writing Intensive, Format 7 Natural Science, Format 8

12. **COURSE REPEATABILITY:**

Is this course repeatable for credit? YES NO

Justification: Indicate why the course can be repeated (for example, the course follows a different theme each time).

Multiple internship opportunities may help student advance in career

How many times may the course be repeated for credit? TIMES

If the course can be repeated with variable credit, what is the maximum number of credit hours that may be earned for this course? CREDITS

13. **GRADING SYSTEM:**

LETTER: PASS/FAIL:

RESTRICTIONS ON ENROLLMENT (if any)

14. **PREREQUISITES**

These will be required before the student is allowed to enroll in the course.

RECOMMENDED

Classes, etc. that student is strongly encouraged to complete prior to this course.

15. **SPECIAL RESTRICTIONS, CONDITIONS**

16. **PROPOSED COURSE FEES**

Has a memo been submitted through your dean to the Provost & VCAS for

17. **PREVIOUS HISTORY**

Has the course been offered as special topics or trial course previously? Yes/No

If yes, give semester, year, course #, etc.:

18. **ESTIMATED IMPACT**

WHAT IMPACT, IF ANY, WILL THIS HAVE ON BUDGET, FACILITIES/SPACE, FACULTY, ETC.

19. **LIBRARY COLLECTIONS**

Have you contacted the library collection development officer (ffklj@uaf.edu, 474-6695) with regard to the adequacy of library/media collections, equipment, and services available for the proposed course? If so, give date of contact and resolution. If not, explain why not.

20. IMPACTS ON PROGRAMS/DEPTS

What programs/departments will be affected by this proposed action?
Include information on the Programs/Departments contacted (e.g., email, memo)

Journalism, Art

21. POSITIVE AND NEGATIVE IMPACTS

Please specify **positive and negative** impacts on other courses, programs and departments resulting from the proposed action.

Departments of Art and Journalism may have students interested in film specific internship opportunities. Currently students have done film internships through Independent Study courses or THR 417. This will make the FILM internship designation clear on transcripts.

JUSTIFICATION FOR ACTION REQUESTED

The purpose of the department and campus-wide curriculum committees is to scrutinize course change and new course applications to make sure that the quality of UAF education is not lowered as a result of the proposed change. Please address this in your response. This section needs to be self-explanatory. Use as much space as needed to fully justify the proposed course.

Working with professional film companies in Alaska has already proven to be an attractor of both students and industry to the University. Continuing to partner with professional filmmakers and including students in experiential learning is an important tenant of the Film program.

APPROVALS: SEE ATTACHED SIGNATURES - Next page.

	Date	
Signature, Chair, Program/Department of:		

	Date	
Signature, Chair, College/School Curriculum Council for:		

	Date	
Signature, Dean, College/School of:		

	Date	
Signature of Provost (if applicable)		

Offerings above the level of approved programs must be approved in advance by the Provost.

ALL SIGNATURES MUST BE OBTAINED PRIOR TO SUBMISSION TO THE GOVERNANCE OFFICE

	Date	
Signature, Chair, UAF Faculty Senate Curriculum Review Committee		

ATTACH COMPLETE SYLLABUS (as part of this application).

Note: syllabus must follow the guidelines discussed in the Faculty Senate Guide

<http://www.uaf.edu/uafgov/faculty/cd/syllabus.html>.

The department and campus wide curriculum committees will review the syllabus to ensure that each of the items listed below are included. If items are missing or unclear, the proposed course change will be denied.

SYLLABUS CHECKLIST FOR ALL UAF COURSES

During the first week of class, instructors will distribute a course syllabus. Although modifications may be made throughout the semester, this document will contain the following information (as applicable to the discipline):

1. Course information:

Title, number, credits, prerequisites, location, meeting time (make sure that contact hours are in line with credits).

2. Instructor (and if applicable, Teaching Assistant) information:

Name, office location, office hours, telephone, email address.

3. Course readings/materials:

Course textbook title, author, edition/publisher.
 Supplementary readings (indicate whether required or recommended) and
 any supplies required.

4. Course description:

Content of the course and how it fits into the broader curriculum;
 Expected proficiencies required to undertake the course, if applicable.
 Inclusion of catalog description is *strongly* recommended, and
 Description in syllabus must be consistent with catalog course description.

5. Course Goals (general) and Student Learning Outcomes (more specific)

6. Instructional methods:

Describe the teaching techniques (eg: lecture, case study, small group discussion, private instruction, studio instruction, values clarification, games, journal writing, use of Blackboard, audio/video conferencing, etc.).

7. Course calendar:

A schedule of class topics and assignments must be included. Be specific so that it is clear that the instructor has thought this through and will not be making it up on the fly (e.g. it is not adequate to say "lab". Instead, give each lab a title that describes its content). You may call the outline Tentative or Work in Progress to allow for modifications during the semester.

8. Course policies:

Specify course rules, including your policies on attendance, tardiness, class participation, make-up exams, and plagiarism/academic integrity.

9. Evaluation:

Specify how students will be evaluated, what factors will be included, their relative value, and
 how they will be tabulated into grades (on a curve, absolute scores, etc.)

10. Support Services:

Describe the student support services such as tutoring (local and/or regional) appropriate for the course.

11. Disabilities Services:

The Office of Disability Services implements the Americans with Disabilities Act (ADA), and insures that UAF students have equal access to the campus and course materials.

State that you will work with the Office of Disabilities Services (203 WHIT, 474-7043) to provide reasonable accommodation to students with disabilities."

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What programs/departments will be affected by this proposed action?
Include information on the Programs/Departments contacted (e.g., email, memo)

Journalism, Art

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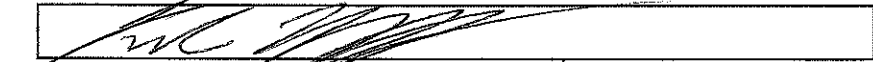
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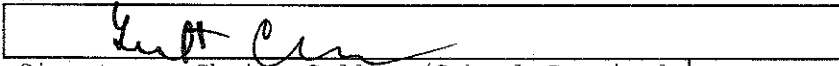
JUSTIFICATION FOR ACTION REQUESTED

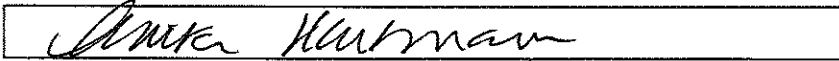
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Working with professional film companies in Alaska has already proven to be an attractor of both students and industry to the University. Continuing to partner with professional filmmakers and including students in experiential learning is an important tenant of the Film program.

APPROVALS:

 Date 9/28/2010
Signature, Chair, Theatre / Film
Program/Department of:

 Date 10/20/10
Signature, Chair, College/School Curriculum Council for: C LA


 Date 10 21 10
Signature, Dean, College/School of: C LA

 Date

Signature of Provost (if applicable)

Offerings above the level of approved programs must be approved in advance by the Provost.

ALL SIGNATURES MUST BE OBTAINED PRIOR TO SUBMISSION TO THE GOVERNANCE OFFICE

 Date

Signature, Chair, UAF Faculty Senate Curriculum Review Committee

FLM 418: Internship in Film Production
Fall 2010
University of Alaska Fairbanks

Maya Salganek, Assistant Professor
109B Fine Arts. (907) 474-5950
Office Hours: T/TR 1-2PM
maya@alaska.edu
skype account: MayaSalganek

Course Description:

This course will be focused on the art and techniques of film production through supervised practical work experience, to provide application of course work in a professional film environment. Students will be expected to perform as a member of the film crew as a professional, reporting to the mentor and recording the experience for faculty feedback and confirmation.

Course Goals:

Students will bridge their academic experience with hands-on training in a working film environment.

Student Learning Outcomes:

Student will understand the mechanics of a professional film crew, gain responsibility in their own department, and have an opportunity to reflect on their experience through a public presentation to other students and faculty members.

Attendance:

To be arranged with instructor and internship mentor.

Instructional Methods/Evaluation:

As a professional internship, the student will be responsible for the work assigned on the production crew by the employer/mentor. Student, Mentor, and Faculty member will all sign an agreement contract (attached) prior to beginning internship. Student will be responsible for maintaining a journal or blog documenting the experiences of the internship, as well as an hourly time-log sheet to be signed off on by employer/mentor. Journal and timesheets must be submitted to the faculty member at the end of the internship. Regular meetings with Faculty will be scheduled (via email, Skype, conference call, etc. as needed). Student will be responsible for presenting an overview of the internship experience to peers in a public presentation after the culmination of the project is completed.

Calculating the Final Grade:

Attendance (Dependability):	10%
Employer/Mentor evaluation:	50%
Public presentation:	20%
Internship Journal:	20%

All work will be evaluated using a +/- grading system as follows:

A+ = 4.0	100-97%	C = 2.0	76-73%
A = 4.0	96-93%	C- = 1.7	72-70%
A- = 3.7	92-90%	D+ = 1.3	69-67%
B+ = 3.3	89-87%	D = 1.0	66-63%
B = 3.0	86-83%	D- = 0.7	62-60%
B- = 2.7	82-80%	F = 0.0	59-0%
C+ = 2.3	79-77%		

CLASS SCHEDULE to be determined by employer/mentor.

Disabilities Services: The Office of Disability Services implements the Americans with Disabilities Act (ADA), and insures that UAF students have equal access to the campus and course materials. I will work with the Office of Disabilities Services (203 WHIT, 474-7043) to provide reasonable accommodation to students with disabilities.



Theatre/Film UAF

302 Fine Arts Complex, P.O. Box 755700, Fairbanks, Alaska 99775-6120. (907) 474-6590 Fax (907) 474-7048

<http://www.uaf.edu/theatre>

<http://www.uaf.edu/film>

Theatre/Film Internship Policy

Introduction

The Theatre/ Film Department's Internship program is an on/off campus professional job experience for which the student receives academic credit. The official title of the course in which the student enrolls is either THR F417 Internship in Theatre Practice or FLM F418 Internship in Film Production or an approved individual study program.

Note: This is a variable credit course, 1-6 hours. Be sure to register and pay for all the credits you need. THR F417/FLM 418 is normally taken for 3.0 credits.

Positions

Firms are selected on a volunteer basis from the commercial and non-commercial theatre companies, film companies, and other media-arts/entertainment producers, both in-state and out-of-state. Criteria for participation of a firm include:

1. A student is available with the interest and abilities to fulfill the job requirements. This is to ensure that employers understand that they will only receive a student who has been screened for the position.
2. Employers/Mentors will not be guaranteed an intern each semester. Consideration will be given first to past participants but students will be recommended only if they are qualified. It is better to leave a position unfilled than to place an unqualified student.
3. Employers/Mentors must be willing to offer supervision and guidance to the student during the term. This is a critical factor since students can easily become lost if left to their own devices.
4. Employers/Mentors must be willing to give verbal reports during the term to the faculty supervisor. Frequent communication is a vital factor in avoiding problems.
5. Employers/Mentors should allow the intern to experience the full range of the firm's activities in the assigned area.
6. Interns should not be relegated to "busy work" or to simple clerical functions on a regular basis. It is understood that at times such activities are necessary.
7. Employers should not expect more than 120 hours from the intern. It may be necessary to allow the student to adjust his or her work schedule to meet academic requirements.

Employers receive significant returns for their contribution to the program:

- A trained, part-time employee at no cost
- The opportunity to assist a student's educational experience
- Development of a pool of trained media personnel
- Possible source of new employees

Students

The internship is limited to advanced students who have completed most of their coursework. While the program was designed for majors and minors, other students may be considered. Criteria for selection of non-majors will be based on a student's interest, preparation, relevance to career plans, and the availability of positions.

Because internships require more time than regular classes, students who are dependant on regular jobs may find it difficult to participate. Compensation for internship work is allowed but may not be specified as a criterion. This is between the student and the employer and is strictly voluntary on the part of the employer.

It should be remembered that the University of Alaska's reputation is directly affected by the performance of the intern. Therefore, no student is recommended for a position unless the faculty supervisor is confident that the student will meet the standards of the program.

Credit

In order to receive three credits of THR F417 or FLM F418 a student must work a minimum of 120 hours. A student must also register and pay for 3.0 credit hours of THR F417 or FLM F418.

Reports and Meetings

1. A student will have an initial meeting with the faculty advisor to discuss internships prior to enrolling in this course.
2. After enrolling the student will meet with a potential supervisor and discuss what the specific internship assignment will be. If the student and professional supervisor agree, the faculty advisor will consult with the supervisor and an INTERNSHIP CONTRACT is written and signed by all three.
3. During the course of the semester, the faculty advisor will contact the supervisor from time to time to discuss the internship.
4. During the course of the semester the student must communicate with the supervisor and faculty member from time to time to discuss the internship.
5. Student must keep track of all working hours connected to the internship, and have an authorized signature confirm work hours daily or weekly.
6. Student is expected to keep a journal or blog chronicling the internship activities and insights. This journal will be submitted to the faculty member prior to receiving a grade. If a product such as theatre reviews, magazine articles, photos, or performance footage resulted from the internship they should be included with the final report.
7. The student will be expected to hold a public presentation of at least 15 minutes in which the student presents their work during the internship.



Theatre/Film UAF

302 Fine Arts Complex, P.O. Box 755700, Fairbanks, Alaska 99775-6120. (907) 474-6590 Fax (907) 474-7048
<http://www.uaf.edu/theatre>

THR F417/ FLM F418 or Individual Study Internship Contract

Student's Name: _____

Firm or Organization: _____

Address: _____

Telephone: _____

Supervisor: _____ Title: _____

Description of Duties:

This agreement must be submitted (signed by student and employer) before the internship process can begin. Copies including faculty advisor signature will be returned to the student and the employer.

Student _____ Date _____

Supervisor _____ Date _____

Faculty Advisor _____ Date _____

*******Students MUST work a minimum of 120 hours to earn 3 credits*******

EMPLOYEE HOURS AND ACTIVITIES SHEET

Employee Signature: _____

Week Ending: _____

Executive Director's Approval: _____

Date	Time In	Time Out	Hours	Activities
Sunday				
Monday				
Tuesday				
Wednesday				
Thursday				
Friday				
Saturday				

Regular Hours	
Overtime Hours	
Total Hours	