



Creative Media Internship Program

Hampshire College Career Options Resource Center

Congratulations on getting an internship through Creative Media Internship Program. This packet contains important information about the requirements of the program, as well as some useful tips and guidelines that will help you get the most out of your internship experience. Please read the information carefully, and be sure to TAKE THIS PACKET WITH YOU when you travel to your internship destination.

Enclosed you will find:

- Making the Most of Your Internship
- Tips on how to conduct a mid-internship check-in
- Mid Internship Check-In forms (for you and your supervisor)
- Guidelines on how to write a thank you letter to your internship supervisor
- Instructions on how to access the online Internship Report Form, and an overview of the kinds of questions you will be asked
- Guidelines about how to put this internship on your transcript
- Guidelines on how to conduct an exit meeting and obtain a written evaluation letter
- Signed copies of your Internship Agreement and Informed Consent forms

Please note that you are responsible for the following:

1. Within two weeks of beginning your internship or project, have an initial phone or skype check-in with your CORC staff contact.
2. Half way through your internship, conduct a mid-internship check-in with your internship supervisor and email a brief summary to your CORC contact and to sfriedner@hampshire.edu.
3. After you complete your mid-internship check-in, conduct a phone or skype check-in with your CORC staff contact to touch base about how things are going.
4. At the end of your internship, conduct a final meeting with your supervisor and obtain an evaluation letter. Email a copy to CORC at sfriedner@hampshire.edu.
5. Within one week of the conclusion of your internship, write a thank you letter to your internship supervisor and e-mail a copy to CORC at sfriedner@hampshire.edu.
6. Fill out the online Internship Report form within one week of the conclusion of your internship.

We hope you have a wonderful experience working with a Hampshire alum. Remember that you can always contact us if you need help or advice during the course of your internship. Have a great summer!

Contacts

Sharón Friedner, sfriedner@hampshire.edu, 413-559-5768

Carin Rank, crank@hampshire.edu, 413-559-5385

CORC, corc@hampshire.edu, 413-559-5445



Making the Most of Your Internship

Logistics

Transportation:

The first and most important thing to figure out when you arrive in a new location is the transportation systems. Ask for bus schedules, subway schedules, metro schedules, etc. Get a map of the city and know your way around -- it will save a lot of time, energy and headaches.

Money:

Be sure to have some cash or an ATM card with you to cover your expenses for the first few weeks of your internship. Most banks will not cash out-of-town checks and it usually takes as long as a week to ten days to establish a new checking account. If you have a paid position, you might have to wait two to three weeks before you receive your first check.

Prescriptions:

If you use a prescription on a regular basis, try to get enough of the prescription to last the entire length of your stay. Out-of-state prescriptions are not always honored, and filling a prescription may be a lot more expensive in some locales.

Personal Security:

You may be spending the summer in an unfamiliar environment. Get to know your area safely by exploring with someone who knows the area, or by asking people at your internship for tips on where to go and how best to get around. Use common sense, be aware of your surroundings, and always err on the side of safety.

Your First Week

Expectations:

Try to arrange a meeting with your supervisor as soon as you can, hopefully your first day, or even before that! This meeting can be done on the phone if meeting in person is not feasible. Find out what is expected of you in terms of hours, tasks, projects, etc. Ask about how you will be trained, and where there is room for you to take initiative.

Communication:

Talk to your supervisor about communication. If you have a question, who should you ask? If you are going to be late or absent, who should you notify? Make sure you have everyone's phone numbers and emails.

Learning Goals:

What would you like to be involved with? What skills are you hoping to build? It can be really helpful to share that with your internship supervisor.

When you are thinking about your goals, it's important that they dovetail with the needs of the company or organization. This internship should support your learning as well as their needs. Most internship sponsors/supervisors appreciate knowing your learning goals. When this has been shared, past interns report that their supervisor took them seriously and made sure that they were assigned any projects/tasks that might help them to meet their learning goals.

Interns, as well as most employees, are often given assignments that may not be in alignment with their own goals. Remember that you are there to assist with the organization's projects as well as to learn. Past interns report discovering interests and abilities they didn't know they had!

On-The-Job

Timing and Attitude:

- The first day is always hard. At times you may feel unsure of what to do or how things work. Expect it, and try to have a sense of humor and a positive attitude about it.
- Find out when you are expected to arrive and arrive 5-10 minutes early every day. Even if everyone else is late, this will show that you are responsible and dependable.
- Be respectful of the culture of your workplace. Observe how people around you behave and interact, and try to emulate the positive parts.
- Be very careful about how you communicate in situations where you may perceive that something is inefficient, unfair, or otherwise not as you think it should be. Most work situations have some “issues” and there is always a history and many perspectives involved. If you have a concern that needs to be addressed, we highly recommend that you talk with someone at CORC before voicing it at your internship. Of course, if the issue involves your safety, take immediate measures to restore your safety while at the same time reaching out to CORC. We can help you strategize and figure out your options for either continuing or ending your internship.

Staying Engaged:

- There is always something that can be done. Look around. What needs to be filed or researched? What needs to be straightened or cleaned? Volunteering for the tasks that nobody wants to do will let your co-workers know that you are willing and able to take initiative. Is there someone who would be receptive to your offer of help?
- If you truly cannot find something to do on your own, approach your supervisor when they seem relaxed and ask if they can think about projects that you might be able to devote energy to when you have downtime. Never declare, “I have nothing to do.” It is important to remember that supervisors may be too overloaded to give you a job right at the moment you ask. Be considerate of their need to think about priorities and get back to you.

Networking

One of the perks of doing an internship is meeting and making connections with people who are working in your field of interest. Talk to people, find out what they do, and keep track of names and contact information.

Consider setting up an informational interview. This is where you meet with someone to ask them questions about their job, how they got where they are, if they have any tips or advice for you, etc. Most people will be open to this – especially if you offer to pay for lunch! For tips on how to conduct an informational interview, look at the packet available on the CORC website.

YOU CAN ALWAYS CONTACT US AT CORC! WE'RE HERE FOR YOU!

corc@hampshire.edu

413.559.5445



Mid-Internship Check-In

The purpose of the check-in is to make sure that a) you are fulfilling your provider's expectations and that b) you are getting what you want out of the internship experience. If something is amiss, you can remedy it. If things are going well, ask about ways that you can improve. This interview will prove helpful in writing the final evaluation - both for you and the sponsor. Take good notes.

Here are some tips on how to conduct a mid-internship check-in:

MAKE A TIME TO MEET

During the first week of your internship, let your supervisor know that half way through the internship you are required to do a formal check-in. Ask if you can set up a tentative date and time – you should schedule at least an hour for the meeting. If your supervisor is reluctant to make an appointment so far in advance, you will need to be aware of when your halfway point is, and start trying to make an appointment at least a week before. This can sometimes be challenging, especially if you are at the height of a busy project. You will need to be both persistent and flexible. It's ok if your appointment gets delayed slightly, but make sure that it happens no more than a week or so after your mid-way point. Time will slip by before you know it!

FILL OUT CHECK-IN FORMS

This packet contains two check-in forms - one for you and one for your supervisor. Give the check-in form to your supervisor a few days before your meeting. This is a good way to remind them that your meeting is coming up. You should fill out your check-in form before the meeting. Be sure to write down everything you want to address with your supervisor – especially any concerns you have or skills you would like to develop. This is your chance to shape the remainder of your internship, so make the most of it!

BE OPEN TO FEEDBACK

Be ready to receive both positive feedback and constructive criticism. If you do receive some criticism, ask clarifying questions to make sure you know how you can improve. Accepting feedback with grace is a sign of maturity, and will show your supervisor that you are flexible and willing to learn.

ADDRESS IMPORTANT ISSUES

Approach important issues or concerns with an attitude of trying to solve a problem. Suggest projects that you would like to be involved in. Don't complain – offer solutions!

TAKE NOTES

Make sure to write down your supervisor's comments – both positive feedback and constructive criticism. Pay especially close attention to suggestions for improvement, and make sure to write down your goals. If you are not able to write down everything, at least jot down a quick note to jog your memory later. After the meeting, go back over your notes and fill in the details.

EXPRESS THANKS

Thank your supervisor for taking the time to meet with you, and for teaching you skills, etc...Express positive feedback about specific things, if appropriate.

SUBMIT A SUMMARY

After your check-in, please write a brief (1-2 paragraphs, about half a page) summary of your check-in and email it to Sharón Friedner at sfriedner@hampshire.edu. Include what is going well, any challenges or issues that came up, and your goals for the remainder of the internship.



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MID-INTERNSHIP CHECK IN

Intern Form

1. What have you done well so far this summer? What specific accomplishments are you proud of?

2. What skills have you learned/improved upon?

3. How could you further improve your skills and/or performance?

4. What are your goals for the remainder of the summer?

5. Other comments:



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FINAL MEETING | EVALUATION LETTER | GETTING CREDIT

It is up to you to initiate a final meeting with your supervisor/mentor before the end of your internship. This is your opportunity to ask any final questions, receive feedback, and discuss possible next steps. This is also your opportunity to request a letter of evaluation, which is not only an excellent way to make it easy for your supervisor to write you a recommendation in the future, but it is also necessary for including your internship on your transcript.

How do I conduct a final meeting?

Similar to how you conducted your mid-internship check-in, make a time to meet with your supervisor either in person or on the phone. This is your chance to ask for feedback, tie up any loose ends, and explain what you need in a written evaluation. Here are some examples of questions you could ask your supervisor:

- Do you have any feedback for me about my performance as an intern?
- Are there any skills you would recommend I develop further?
- Do you have any advice for me about getting into this field?
- Can you recommend anyone else I should talk with, or other places I should consider interning in the future?
- Can I use you as a reference when I am applying to jobs or internships in the future?

You might also want to share:

- What you learned and gained
- How this internship has affected your career path

What should I tell my supervisor about writing my evaluation letter?

There are certain criteria that your evaluation has to meet in order to be included on your transcript. On the following page there is a letter you can give to your supervisor that explains the following.

Your evaluation must:

- Be on company letterhead, if applicable
- Include the dates and amount of time you interned (i.e.: June 1st through July 29th, 15 hours per week)
- Include a description of your duties at the internship
- Include some comments about your performance
- Be signed by your supervisor

How do I get this internship onto my transcript?

To get your internship onto your transcript, give your evaluation letter to Central Records and ask them to please include it in your transcript.

If I'm a Div I student, can I get "credit" for this internship?

You can include your internship in your Div I as a "learning activity." It cannot be counted towards your Div I requirements. If you are still in Div I, but you want your internship to count as part of your Div II, you can negotiate this later with your Div II committee.

How do I make this internship count as part of my Div II or Div III?

You need to talk with your Div II or Div III committee and decide how you will incorporate this internship.

On the next page you will find a form that you can give to your supervisor to help them write the final evaluation. While this is not an official Hampshire document, it might help you get what you need from the final evaluation. Good luck!



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Hampshire College Career Options Resource Center

Dear Internship Supervisor,

Thank you for providing an internship for a Hampshire student this summer. Hopefully it was a rewarding experience for you, as well as a great learning experience for the intern. In order to complete the experience, your intern will ask you to write an evaluation letter. This letter will give the intern valuable information about their performance, as well as allow them to include the internship on their transcript. Please print your evaluation on company letterhead, if applicable, and make sure to include the following information:

- Dates of the internship
- Approximate number of hours worked per week
- Duties of the intern
- Your comments about their performance
- Your signature

Again, thank you so much for providing this learning opportunity. We are looking forward to working with you again next year.

Sincerely,

Sharón Friedner, Associate Director
Hampshire College Career Options Resource Center
413.559.5768 | corc.hampshire.edu



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Writing a Thank You Email to your Internship Supervisor

Your internship supervisor, who took the time to mentor you, had a sincere desire to contribute to your future in a meaningful way. Your supervisor will greatly appreciate hearing your reflections on the experience and how the opportunity made a difference to you. Equally important is that you are establishing your name and reputation in this field, and expressing appreciation in the form of a thank you email will help you stand out and be remembered in a positive light.

Your email should be detailed and specific. Below is an example a meaningful thank you letter, written in an email directly to your supervisor, and cc-ing CORC:

SAMPLE THANK YOU LETTER:

To: jbailey@firebirdfilms.com
cc: sfriedner@hampshire.edu

Subject: Thank you for a wonderful internship experience

Dear Janis,

I am writing to thank you for your supervision during my summer internship at Firebird Films. This summer was an amazing experience for me, and your mentorship really helped me make the most of this opportunity.

As you know, this internship was a perfect combination of my two passions: medicine and filmmaking. While I have taken many science-related courses at Hampshire, my filmmaking experience was mostly done on my own and not in a formal setting. This summer was my first opportunity to see how a professional documentary film goes from research, to shooting, to logging footage, to editing, to a final product. Although the film is still not complete, I feel like I got a good sense of how different scenes are chosen and how archival footage is combined with new footage to tell a story that spans the decades.

I especially wanted to thank you for making sure that I got to work on this project in particular, because it is so close to my interests. I really appreciated that you worked with me and the rest of the crew so I could change my schedule to work three days in a row instead of every other day, which really allowed me to see the editing process more clearly. I also wanted to thank you for introducing me to Dr. Miller. She is a great connection for me, and in fact she is going to allow me to interview her for my Division III project.

When I return to Hampshire I will be starting on my Division III, which is a series of short films about working with queer and trans-identified patients, geared towards primary care physicians. My experience at this internship was extremely helpful in giving me an understanding of how to better organize the project.

My summer internship with Firebird Films was a deeply inspirational experience, and I ended the internship feeling very excited about my career goal of improving healthcare and medical practices through the use of film and media. I am sending along a copy of some pictures I took during my internship experience. I am truly grateful for the opportunity to intern at Florentine Films, and I hope that perhaps our paths will cross again someday.

Sincerely,

Your Name



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REPORTING YOUR EXPERIENCE

Within 1 week of the end of your internship, please complete the CORC **online internship report**. Your feedback will be tremendously helpful to other Hampshire students interested in participating in the program in the future. (Your information will also help us assess our success and continue to develop and enhance the program.)

Access the report form under “program requirements” on the Creative Media Internship Program website, which you can access from the CORC home page, corc.hampshire.edu

Keep in mind as you complete your internship that you will have to write about it! Here are some examples of the kinds of questions you’ll be asked:

- What did you do in your internship, and what did you learn?
- What were the most positive aspects of your experience?
- What was most difficult or challenging?
- What type of support did you receive from the internship, such as a stipend, housing, food, travel, expenses, etc?
- Would you recommend this experience to other Hampshire students?