

# ST MICHAEL'S COLLEGE BOOK AND MEDIA STUDIES PROGRAM



## INFORMATION AND APPLICATION FOR SMC386H1 BOOK AND MEDIA INTERNSHIP

### ***To the student:***

1. You must find an internship placement for credit.
2. You are not permitted to take any payment for the internship.
3. You cannot exceed 10 hours per week on the internship itself.
4. The placement is to be for a twelve-week period in the internship corresponding to the University of Toronto term.
5. You are required to complete a log book of your weekly activities in the internship and this is to be submitted to your Book and Media Studies supervisor.
6. You are required to write a research essay (15-20 pages) on a topic that may develop out of the internship. In advance of the essay, a research proposal and bibliography must be submitted to the supervisor.
7. Because of the academic component, you must find an appropriate professor with a continuing University of Toronto appointment, preferably in Book & Media Studies, to supervise the internship, and the appropriate form must be signed by the student, supervising professor, program co-ordinator and the Principal of St Michael's College.
8. Internships are generally undertaken by students in the **Major Program** of Book and Media Studies.
9. Registration for internships is done in the first two weeks of the Fall and Winter terms when course registration is open. In the summer session (April-August) a course fee is applied.

This application should be completed as early as possible before the academic session in which the project is to be undertaken. Identify a faculty member (professor or lecturer; not a sessional) willing to supervise your project and discuss the project together. Complete Sections A, B, and C of this form then sign and date Section D. Obtain the signature of the supervisor (also Section D). The form must then be submitted to the Program Coordinator for approval by the St Michael's College Principal (Program Director) for approval and enrolment. Once the project is approved, enrolment will take place through the Principal's Office. For more information, contact the Program Administrator, in Odette Hall Room 020, [smc.programs@utoronto.ca](mailto:smc.programs@utoronto.ca).

***To the supervisor:*** Discuss the internship with the student in order to ensure that it is worthwhile and that the student has the necessary background and ability to profit from it. N.B. All internship supervision is done in addition to your regular teaching load.

**\*Final Marks are due 7 business days after the last day of class.**

**Please submit the final grades to Monica Phonsavatdy ([m.phonsavatdy@utoronto.ca](mailto:m.phonsavatdy@utoronto.ca)).**

### A. Student Information

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Postal Code: \_\_\_\_\_ Tel: \_\_\_\_\_

Student ID: \_\_\_\_\_ Email: \_\_\_\_\_

Current year of study: \_\_\_\_\_ College: \_\_\_\_\_

Are you a Book and Media Studies Major: Yes\_\_\_\_\_ No\_\_\_\_\_

### B. Course Information

Course code: SMC386H1 Academic session/semester:

Academic Supervisor: Name/Department/email address

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### C. Proposed Internship *(Attach separate sheets if necessary)*

Name and address of organization:

Brief description of what you will be required to do:

Sample bibliography for research essay:

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Number of meetings with supervisor:
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Marking Scheme:

Assignment	Value (%)	Due date

*Include at least 10% to be graded and returned **before the drop date**.*

**\*Final Marks are due 7 business days after the last day of class.**

**Please submit the final grades to Monica Phonsavatdy (m.phonsavatdy@utoronto.ca).**

#### D. Signatures

Student: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Date: \_\_\_\_\_ Date: \_\_\_\_\_

Coordinator: \_\_\_\_\_ Principal: \_\_\_\_\_

Date: \_\_\_\_\_ Date: \_\_\_\_\_

<b>Office use only</b>	
Date enrolled	