

**ST MICHAEL'S COLLEGE
BOOK & MEDIA STUDIES PROGRAM**



UNIVERSITY OF
ST. MICHAEL'S COLLEGE
IN THE UNIVERSITY OF TORONTO

**INFORMATION AND APPLICATION FOR BMS386H1
BOOK & 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. Contract hours for the internship should normally total between 90 and 120 hours, with no more than 10 hours per week during a 12-week fall or winter term (or 20 per week in the six-week summer sessions).
4. The internship placement is to be for a twelve-week period 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 & Media Studies supervisor.
6. You are required to write a research essay or other final assignment on a topic that may develop out of the internship, which may also include other components such as a proposal, bibliography, reflections, etc. Your supervisor will work with you to determine the exact assignments, weights, and deadlines.
7. Because of the academic component, you must find an appropriate professor, with a continuing University of Toronto appointment 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 & Media Studies who are not in the Arts and Science Internship stream.
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 internship is to be undertaken. Identify a BMS faculty member (professor or lecturer; not a sessional) willing to supervise the academic component of your internship and discuss the project together. Complete Sections A, B, and C of this form, then sign and date Section D. Obtain the signature of your academic supervisor (also Section D). The form must then be submitted to the Program Coordinator for approval by the Coordinator and the St Michael's College Principal (Program Director). 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.

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.

A. Student Information

Name: _____ Student number: _____

Email: _____ College: _____ Year of Study: _____

Are you a Book & Media Studies Major? Yes No

B. Course Information

Semester (F/S): _____ (BMS386H1F is for internships that run in the first semester Sept-Dec, BMS386H1S is for internships that run in the second semester Jan-Apr)

Academic Supervisor: _____
Name/Department/email address

C. Proposed Internship & Marking Scheme (*Attach separate sheets if necessary*)

Name and Address of Organization

Brief Description of what you will be required to do

Sample Bibliography

Number of Meetings with Supervisor _____

Assignment	Value (%)	Due Date
Final Marks are due 7 business days after the last day of classes. Please submit the final grades to Stephanie Taylor <sm.taylor@utoronto.ca>.		

D. Signatures

Student _____

Supervisor _____

Date _____

Date _____

Coordinator _____

Principal _____

Date _____

Date _____

<i>Office use only</i>	
Student Declaration	
Letter to Employers	
Pre-Placement Checklist	
Safety Orientation	
Date enrolled	