BFA Film/Video Department

Internship FAFV 498 Check List

Here are the steps required to receive credit for FAFV 498.

Prior to the start of the class

☐ Review the Regis University Internship Syllabi.
☐ Identify and apply to internship appropriate to your major. Once accepted, identify the person who will agree to be the Site Supervisor.
☐ Email Department Chair or Lead Faculty Member for internship site approval, and to be assigned a Faculty Member (Facilitator) who will support and guide you.
☐ Meet with Faculty Member (Facilitator) and develop the Learning Contract specific to the site and internship activities, set assignments, and determine deadlines. 1 copy of the Learning Contract goes to the BFA Administrative Assistant, 1 copy to the Site Supervisor and you should retain one for your records.
☐ Meet with Student Advisor to register for the internship.
☐ Sign the Workers’ Compensation Form and return the BFA Administrative Assistant.

Upon completion of required 120 hours

☐ Upon completion of the required 120 hour internship, complete the evaluation form and return to the BFA Administrative Assistant.
☐ Complete all assignments listed in the syllabi and return to the Faculty Member (Facilitator).
☐ Site Supervisor’s will be sent an evaluation at the end of the internship.