

NEW MEDIA ARTS

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PROGRESS REPORTS NMA INTERNSHIP

WHY THE PROGRESS REPORTS?

Want all your worked hours to count? You MUST turn in your report, BECAUSE IT IS YOUR TIME SHEET and how I track your hours to get credit for the class.

The Progress Reports are the instructor's way of tracking the progress of a intern student throughout the internship without the need to meet in person, which can be complicated by varying schedules. However, if you have pressing issues that can't wait until the next report, please contact instructor right away via phone or email. You will still need to complete all reports, but don't hesitate to get in touch.

Progress Reports are also intended to aide you in the creation of your final report called a Final Internship Brief which you will learn more about towards the end of the semester.

Additionally, Progress reports, in particular the time log portion, help aide you in understanding how long it takes you to complete varying tasks and projects, which can be helpful when it comes time to bidding a project (should you decide to freelance one day).

HOURS LOG PORTION OF REPORT

For this first report, make sure to log the following hours, even if you have not yet started working:

- 2.5 hours for the first mandatory meeting
- 2.5 hours for the last mandatory meeting
- Up to 20 hours (1st -Time Interns) or Up to 10 hours (2nd-Time Interns) for preparation materials and interviewing. Animation students cannot claim any of these hours. *This will leave 1st-Time Interns with approx 140 hours to work off at internship, 2nd-Time Interns with approx 150 hours to work off, and Animation Interns with 160 hours, dependent upon how many hours were actually used to design or revise these materials.*
 - **2nd-time interns:** *If no revisions to last semester's application materials were made, then you should only document hours you have worked on this report, and you will need to complete 160 service hours.*
- Any hours you have worked at your internship location (If you started already).
- You may NOT count any hours spent on writing your Progress Reports, that is considered homework and is not part of preparation or service hours towards internship.

WRITTEN PORTION OF REPORT

- Be thorough. Do not leave any of the entries blank in the report, think of something meaningful to reflect on—I've made comment bubble notes in report to help guide you. If you're still not clear—ASK! :)
- On this first report List the places you applied and where you're at with your interviews or the recruitment process, e.g.. if you've gotten any responses, been accepted, declined, that type of thing.
- If you've already started, discuss the hours you've worked, the projects you've done, and reflect on those experiences as well, etc.

