



NEW YORK CITY COLLEGE OF TECHNOLOGY
The City University of New York
Department of Communication Design



COMD 4900 - Internship

Digital Media Production Internship (Unpaid)

Course Credit Description

Assignment to fieldwork/study situations of approximately eight to ten hours per week at one of the followings: photography, videography, cinematography, corporate communications design office, publishing art department, computer graphics design studio, photography and/or illustration studio. The student will report weekly to the SEEK Office Administrator, Supervision is by the designated SEEK Faculty Staff and/or IT Academic Coordinator. The student is responsible for submitting all class requirements on time. To manage and maintain progress. Students will document their projects and experiences in a Learning Journal and present a Final Presentation summarizing their experience and best work in group seminars for academic credit. The student will produce content to be filtered and used to be posted on SEEK social media accounts.

Requirement (SEEK Student Preferred)

To be eligible you must:

- * Have and Maintain a G.P.A of 2.5 or above.
- * Be currently enrolled in any of the following courses:
 - . **COMD 2320 – Intro Film & Video Production Design**
 - . **COMD 3330 – Photography II**
 - . **COMD 4860 –Streaming Media for the Web**
- * Obtain a Letter of Reference from your Professor.
- * Email your resume and schedule to SEEK@citytech.
- * Be prepared to bring in a printed copy of your resume along with samples of work.
- * Be available Thursdays between 12:30 PM - 2:30 PM to document SEEK workshops.
- * Have access to Adobe Creative Cloud for digital edits and modification. (*6 fl. lab room is optional*)
- * Please provide your availability on the Scheduling Chart.

(Note that the internship hours are in addition to your mandated class schedule)

Required Equipment:

The student will need access to a camera to complete his or her assignments. It is strongly recommended that the camera in use allows manual control overexposure. You may also use a camera phone for some assignments.

Capstone Projects:

- . NYCCT SEEK Promo Video
- . Comprehensive Video
- . Photo Montage

Interns:

As an intern, you are expected to contribute to the work and goals of your agency while you gain relevant and career-related work experience. You are also expected to be professional, reliable, responsible, honest, collegial, and eager to learn and contribute.

SCHEDULE IN YOUR HOURS: 8-10 HRS. PER WEEK

	Mon.	Tues.	Wed.	Thurs.	Fri.
9AM - 10AM					
10AM - 11AM					
11AM - 12AM					
12PM - 1PM				SEEK Workshop	
1PM - 2PM				SEEK Workshop	
2PM - 3PM				SEEK Workshop	



The student must attend SEEK workshops **every Thursday, Sept. 19th, Oct. 10th & Nov. 19th** to record events digitally. SEEK Workshop equates to up to 2 hours depending on the time slot chosen.



The student must report to the designated SEEK Faculty Staff at the start of their hours and at the end to record their attendance and hours. **The student must not exceed 10 hours per week.**