



IAFT Internship Program

1. OBJECTIVES

- 1.1 To streamline the internship procedure for students in the filmmaking/acting program.
- 1.2 To set standards to ensure the selection of students joining the internship program.
- 1.2 To monitor student internship progress in selected departments.
- 1.3 To enhance the educational experience of students by adding work experience and industry exposure to concepts learned in school.

2. POLICY STATEMENT

2.1 The responsibilities of the IAFT Training Coordinator are:

- Handles the coordination and follow-up of prospective internship students.
- Interviews possible candidates for internship and orient them the internship process.
- Forwards to the HD the documents of the student
- Monitor the day-to-day activities of the interns.
- Acts as a liaison officer between BF-E HR-T, and other Bigfoot Entertainment Department Heads.
- Prepares the term end report of each intern student.

2.2 The responsibilities of the Student Development Coordinator are:

- To assist the IAFT-TC in the coordination and follow-up of internship students.
- To follow-up on the grades' requirements and facilitates the paperwork of student interns.
- To finalize the grade of each intern after all relative documents like supervisor's/ trainer's evaluation along with the rest has been accomplished.
- To coordinate all pertinent information and documents with the Registrar office.

2.3 The responsibilities of the Human Resource Training Coordinator are:

- To make certain the qualifications of the student interns are true and correct by conducting standard background assessments
- To prepare and explain to the student interns procedure from the BFE perspective.
- To initiate and assist the student intern in the employment requirements as BFE intern.

3. **QUALIFICATION AND REQUIREMENTS**

3.1 Student Interns preferably must have:

- Knowledge in a particular aspect of filmmaking including but not limited to cinematography, directing, screenwriting, non-linear editing, acting, animation and sound recording and sound design.

3.2 *Criterion of Candidate Selection*

- Knowledge in field of study
- Ability to work in a cross-cultural setting
- Communication skills;
- understanding and articulation of the subject
- Ability to intermingle; follow procedures and policies

4. **INTERVIEW AND HIRING PROCEDURE**

RESPONSIBILITY	STEP	ACTIVITY
IAFT Training Coordinator	1	Solicits from prospective interns the following information their preferences for their internship and copy of their resume with the assistance of the Student Development Coordinator (SDC).
	2	Sends applicants' CVs to the BFE Training Coordinator for screening
HR Training Coordinator	3	Interviews prospective student interns.
	4	BF-E HR TC / Industry Coordinator affirms request of the student interns; sets-up interview for the student with the head of the student's desired department.

	5	BF-E HR-TC/Industry Coordinator provides the internship if there is a match between department and prospective interns.
Student Development Coordinator	6	Briefs interns on the terms/conditions of their Log Sheet and Training Agreement as well as providing packet containing internship documents.
	7	Upon completion of the internship program, the SDC will facilitate an evaluation of the intern performance from the Department head who will issue the grade.
	8	Upon submission of the accomplished forms and log-sheet, SDC will forward the grades to the Registrar's Office.
BF-E HR-TC	9	Issues the internship allowance to the students.