

## **PHOTOGRAPHY INTERNSHIP PROGRAM at COLUMBIA COLLEGE**

If you are interested in applying for an Internship for CREDIT in the photography department, you must be a junior or senior, have a GPA of 3.0 and have completed either Studio 2 or Photojournalism 2. The maximum number of credits hours is 3, and internship credits count as electives. You will receive one credit for every 60 hours of work. If you need 3 credits, you will have to work a minimum of 12 hours a week for fifteen weeks to total 180 hours.

You will need to fill out the "Internship Registration Form", which can be picked up in the Photography office at the 600 South Michigan Ave. building, twelfth floor. You will also need to fill out a "Student Agreement Form" and have your supervisor fill out an "Employer Agreement Form", and return both forms to the internship coordinator. You can download these two forms from the Columbia website at:

<http://www.colum.edu/Academics/Photography/Courses/index.php>

We would like for you to consider what type of internship interests you. For example: are you interested in working with a photographer as an assistant, perhaps working in a gallery, or interning for a company or publication. I will be more than happy to work with you to locate employers that interest you and suit your needs.

You can schedule an appointment with the Internship Coordinator, to present your portfolio and discuss potential positions. Also, twice a year, during the fall and spring semesters, there will be Internship Portfolio Review that you can attend and present your portfolio to faculty members as well as commercial photographers, art directors, and creative directors to obtain feedback on your portfolio, and get recommendations for employers.

If you are interested in doing an Internship without receiving CREDIT, then you can set this up with your employer without going through the photography department. I am always willing to help you in any way, should you be in need of my services.

If you have any further questions please feel free to e-mail me at Columbia at [bfirst@colum.edu](mailto:bfirst@colum.edu) or at my home e-mail address: [billfirst@rcn.com](mailto:billfirst@rcn.com)

Sincerely,

Bill First  
Internship Coordinator  
Columbia College Chicago