**EPICS WELCOME**

Welcome back to all MFA Documentary students returning to campus this spring. We hope your spring break provided a brief respite after a busy winter quarter, and that you are now ready to finish the academic year and finalize your plans for the summer. Whether you will be confirming your summer internship or looking to start life after graduation, the spring quarter will be a time to start putting your plans into action, and EPICS is looking forward to assisting you with these efforts.

This newsletter provides a brief overview of the next few months ahead. If you’re looking for an internship or in the process of finalizing one, the steps you need to know are listed below. If you’re graduating this spring, you may have questions about what you need to do to find work, and we address this as well. Please consider these items today before spring classes are well underway so you can plan ahead.

Again, welcome back! We’re looking forward to working with you.

Sincerely,

Todd Lillethun
Assistant Director of EPICS

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**JOB SEARCH WORKSHOP**

For students approaching graduation, EPICS is conducting a Job Search workshop on **Friday, May 6 at noon in Norris Room 202B**. Led by EPICS Assistant Director Colin DeKuiper, the session will review the skills and strategies you need to live and work in the entertainment industry. Topics include: how to approach potential employers, building a professional network, critical job search tools, online resources, and opportunities available specifically to Northwestern alumni.

To RSVP click [here](#) and log into SoConnect.
**JOB SEARCH CONSULTATION**

Before you graduate, please make an appointment to meet with EPICS about your career goals. Your interests may have changed since you’ve started the program, and you may have questions about how to represent yourself and your skill set to a potential employer. As you may know, film production is a very competitive field, and part of your strategy should be to emphasize your strengths. To that end, we would like to do one final resume check to see how you incorporate your time at Northwestern, your accomplishments, and how you can best position yourself. In addition, employers contact us from time to time about actual job openings that are not available to students, and we would be happy to make the referral if we know you’d be a good fit.

**INTERNSHIP SEARCH COUNTDOWN**

By now, first year MFA students should already have resumes pending with several employers who can help them fulfill the internship requirement. If you haven’t started your search, or have started but haven’t had any interviews, you should set up an appointment to meet with me as soon as possible. There may be an issue with your resume or cover letter, or even your internship search strategy. We can help improve your candidacy by identifying problems and discussing alternatives.

Since many students whose universities are on the semester system are able to start in May, employers looking for summer interns are typically conducting interviews in March and offer positions in April. While some employers are still recruiting in April and May, there are far fewer options.

While we will do everything we can to assist you in your search, you are ultimately responsible for securing an internship. If you’re struggling with this process, please contact us and take advantage of the resources available to you through EPICS.

**POTENTIAL INTERNSHIPS**

Here is a sample list of employers who have opportunities related to Documentary Media that are currently posted in SoConnect:

- Kartemquin Films (Chicago)
- Kurtis Productions (Chicago)
- Kindling Group (Chicago)
- Conspiracy (Chicago)
- Scrappers Film Group (Chicago)
- Media Process Group (Chicago)
- 371 Productions (Milwaukee)
- Jigsaw Productions (NYC)
- NBC Universal (NYC/LA)
- American Documentary / POV (NYC)
- WTTW Chicago / WFMT (Chicago)
- First Look Media (NYC)
- Viacom (NYC)
- Big Shoulders (Chicago)

**Student Rafie Drencheva loads up film while interning at Oscar nominee Lucy Walker’s production company Tree Tree Tree**

**Student Shuhan Fan in the Beijing Energy Media Co. newsroom**
**INTERNSHIP REGISTRATION**

Once you have obtained an internship, you need to submit it for approval to the School of Communication. All registrations can be done through SoConnect through the “I Want To ...” menu. You will need a job description from the employer (unless the job was already found on SoConnect) and an offer letter. Through these documents, the School of Communication will determine whether the position meets the program’s internship requirements.

An offer letter should contain the following information:

1. Job title
2. Start and end dates
3. Work schedule
4. Address of the internship
5. Name and phone number of supervisor
6. Number of hours worked per week
7. Compensation (even if there is “no pay”)
8. Job description (if it is not already specified by the posting)

**The deadline to register the summer internship is June 10, 2016.**

If you have any questions about the internship requirement, please visit our website [here](#).

**INTERNATIONAL STUDENTS**

If you are an international student and planning on securing an internship in the U.S., you need to meet with your representative at Northwestern University’s International Office to obtain work authorization, such as Curricular Practical Training (CPT) or whatever authorization is relevant for your visa. The authorization application requires a signature from the EPICS office and a copy of the offer letter. **IMPORTANT: You must receive authorization from the International Office prior to the beginning requested date of employment, regardless of whether your internship is paid or unpaid.**

To contact the International Office, visit their website [here](#).

All Fullbright Scholars need to contact their Fullbright grant officers for visa permissions. A Fullbright program officer will visit the International Office on April 19 to answer questions. Contact the International Office for details on this event.

**SUMMER INTERNSHIP SEMINAR AND FALL CAPSTONE**

First year students participating in an internship this summer will need to enroll in the Summer Internship Seminar and Fall Internship Capstone in order to receive credit. As you may already know, the Summer Seminar is an online course taken concurrently with the internship, and the Fall Capstone is an extension of the Seminar only for final projects, which will be due at the beginning of the fall quarter. Once you have confirmed and registered your internship with EPICS and the MFA Documentary Media program, you will be enrolled in these courses automatically.
Summer Internship Seminar
(RTFV 490-1)
- Readings, lectures, weekly journals, assignments
- Online course through Canvas taught by EPICS
- Begins June 20, 2016, runs for 8 weeks
- Pass/Fail
- 0 credit

Fall Internship Capstone
(RTFV 490-2)
- Summer Internship Seminar Final Projects only
- Submitted through Canvas, evaluated by EPICS
- Due September 20, 2016 (first day of Fall Quarter)
- Letter grade
- 1 credit

I will review the syllabus along with the readings and assignments during a pre-departure meeting on **Wednesday, June 1 at 6pm in AMS Room 109** so that you will understand the expectations of the course and plan accordingly. Please plan on attending.

**FALL INTERNSHIPS AND SEMINAR**

The Fall Internship Seminar is available only for those students who are not able to confirm a summer internship. Since the fall quarter is already a busy time with academic coursework and competing projects, the fall option is not recommended.

**Fall Internship Seminar + Capstone**
(RTFV 491-0)
- Readings, lectures, weekly journals, assignments
- Final Projects
- Online course through Canvas taught by EPICS
- Begins September 20, runs for 9 weeks
- Letter grade
- 1 credit

The registration date for fall internships is currently pending.

**PROFESSIONAL VIEWS**

The MFA in Documentary Media program and EPICS are pleased to announce the creation of Professional Views, a new program for all MFA Documentary Media alumni. You will have up to two years after graduation to submit a polished documentary short or feature for feedback from up to two industry professionals. The goal of the program is to provide a professional critique of the work before final cut, and to make recommendations for next steps after its completion. Depending on the reviewer’s preference, reviews may be done either anonymously, or with the option for follow up from the filmmaker. The program will be managed by EPICS in collaboration with MFA Documentary Media program faculty. Details about how to participate will be coming later this spring.

**EPICS NEWS**

Keep up to date on EPICS news and events through SoConnect, EPICS Blog, social media and weekly newsletters. Each Friday, you will receive a short newsletter that will update you on upcoming events, announcements, and new postings on SoConnect. For the latest information, follow EPICS on Facebook and Twitter, where you can learn about new internships, job postings, and events for students in the School of Communication.

**QUESTIONS?**

Contact EPICS at epics@northwestern.edu
Visit our website at communication.northwestern.edu/epics