

FTV 195 CORPORATE INTERNSHIP ENROLLMENT TUTORIAL

The screenshot shows the MyUCLA website interface. At the top, there is a navigation bar with the UCLA MyUCLA logo and a menu with options: MY FEATURES, CLASSES, ACADEMICS, FINANCES AND JOBS, CAMPUS LIFE, and OTHER STUDENT SERVICES. Below the navigation bar, there is a table with three columns: Classes and Exams, Enrollment, and Grades and Transcripts. The 'Classes and Exams' column includes links for Class Notes Needed, Class Planner, Classmates, Contract Courses, Evaluation of Instruction, Library Reserves, Study List, and Turnitin - Student. The 'Enrollment' column includes links for Change Grade Type, Change Units, Drop a Class, Enrollment Appointments, Enrollment Home, Exchange a Class or Section, Find a Class and Enroll, and Move from Waitlist. The 'Grades and Transcripts' column includes links for Exam and Homework Grades, Expected Cumulative Progress (ECP), Final Grades and GPA, GPA Calculator, Transcript - Official, and Transcript - Student Copy (Unofficial). A 'CLOSE (X)' button is located in the top right corner of the table. Below the table, the 'STUDY LIST' section is displayed. It contains a paragraph explaining that the Study List is a record of all classes enrolled in for Summer Sessions 2015, with a note about impacted classes and a link to the UCLA Summer Sessions website. A light blue box at the bottom of the page contains a warning: 'UCLA students for summer registration purposes will be assessed and responsible for a \$150 nonrefundable processing fee if all classes for Summer Sessions 2015 are dropped.'

Home Page [Redacted] Settings | Notices: 0 | Help | Logout

UCLA MyUCLA

MY FEATURES | **CLASSES** | ACADEMICS | FINANCES AND JOBS | CAMPUS LIFE | OTHER STUDENT SERVICES

Classes and Exams	Enrollment	Grades and Transcripts	CLOSE (X)
Class Notes Needed	Change Grade Type	Exam and Homework Grades	
Class Planner	Change Units	Expected Cumulative Progress (ECP)	
Classmates	Drop a Class	Final Grades and GPA	
Contract Courses	Enrollment Appointments	GPA Calculator	
Evaluation of Instruction	Enrollment Home	Transcript - Official	
Library Reserves	Exchange a Class or Section	Transcript - Student Copy (Unofficial)	
Study List	Find a Class and Enroll		
Turnitin - Student	Move from Waitlist		

STUDY LIST

This Study List is a record of all classes that you are enrolled in for Summer Sessions 2015. Policies and deadlines may vary by student types and classes/programs you are enrolled in, such as Impacted classes [↗](#). Please refer to the UCLA Summer Sessions website [↗](#) for the policies and deadlines that are applicable to you. Once officially registered, it is your responsibility to check your BruhnBill Account and pay your balance as stipulated on the UCLA Summer Sessions website [↗](#). All fees are subject to change without prior notice. Failure to pay could result in termination of enrollment, holds on academic records, and/or collection action.

UCLA students for summer registration purposes will be assessed and responsible for a **\$150 nonrefundable processing fee** if all classes for Summer Sessions 2015 are dropped.

Login – MyUCLA

Click “Classes”

Click “Contract Courses” under the Classes and Exams Section, and follow prompt

Step 1 -----

UCLA MyUCLA

MY FEATURES | CLASSES | ACADEMICS | FINANCES AND JOBS | CAMPUS LIFE | OTHER STUDENT SERVICES

CONTRACT COURSES

The feature Contract Courses is a legacy feature, and does not use the current MyUCLA Menu. Therefore, when you click the button to take you to Contract Courses, it will attempt to open a new tab or browser window.

The enrollment process for Contract Courses (independent studies with the guidance of a faculty mentor) begins on MyUCLA when students generate a "contract" for a course in their chosen subject area and field of interest.

[Contract Courses](#)

NEED HELP?

If you need additional assistance, you may choose to contact UIT by:

- Phone: (310) 206-4525
 Mon-Fri, 9am-5pm, Monday-Friday
- Send Feedback

Step 2 -----

[Home](#) [Logout](#)

Google Search: UCLA the Internet

[Search](#)

[UCLA Directory](#)
[Update Your MyUCLA Roles](#)

Summer

Class of '16 **FILM, TELEVISION & DIGITAL MEDIA**

My Contract Courses

Contract courses allow students to pursue independent studies with the guidance of a faculty mentor. Completed contracts should normally be submitted by Friday of 2nd week. Please confirm this with your department as there may be some exceptions.

[Submit a new contract](#)

After submitting your contract, press "refresh" in your browser if it does not appear below.

Contract Courses			
Term	Course	Mentor	Status
[REDACTED]			

Step 3 -----

How the process works

Step 1: Build and print your customized contract

- Choose the type of contract you wish to create
- Review the preliminary steps that you need to complete before creating your contract
- Answer a series of brief questions that will include a request for a short course proposal
- Print your completed contract (you will need **Adobe Acrobat Reader** installed on your computer to complete this step--click [here](#) to download the Adobe Reader)

Step 2: Follow the instructions printed on your customized contract

- Obtain the specified signatures
- Submit your printed contract to the designated office

Tips

- If you quit the process before you have finished creating the contract, your work will not be saved.
- It is your responsibility to check the status of your contract by returning to your **MyUCLA Contract Courses page** or by verifying your enrollment on your **study list**.

Contact Us

Problems with this process? Call our help desk at (310) 206-4525

Feedback? Email MyUCLA@college.ucla.edu

Continue

Step 4 -----

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My Contract Courses

Select Term: [Please select a term] ▼
Please select: [Please select a term]

- Honors Contract (189HC)**
adjunct to upper-division lecture course restricted to students in College Honors
- Community or Corporate Internship (195)**
off-campus internship supervised by a faculty member
- Research Apprenticeship (196)**
preparation and training for assisting with a professor's research
- Individual Studies (197)**
intensive course of study under faculty guidance
- Honors Research (198)**
development and completion of thesis for departmental honors
- Directed Research (199)**
intensive work on student's original research project or paper

Step 5 -----

My Contract Courses

Community or Corporate Internship (195) 15F

Tutorial. Limited to juniors/seniors. Contract required with supervising faculty member. Internship in a supervised setting in a community agency or business. Student meets on a regular basis with instructor and provides periodic reports of their experience.

You must complete the following steps before you can create a contract for this course:

- 1) Consult either an advisor in the [department](#) offering the 195 tutorial or the [Center for Community Learning](#) to determine where your internship will be administered.
- 2) Find a faculty mentor to supervise your work.
- 3) Before you continue with this process, prepare a short description of your internship, the nature of the faculty supervision you will receive and the type of tangible evidence you will provide as proof of the work completed.

Use a word-processing program such as Microsoft Word to prepare and save your work so that you may copy and paste it into your contract when prompted.

If you've completed these steps and are ready to begin creating your contract, click "continue."

If you haven't yet completed these steps, you may print a copy of the preparation instructions for this contract by clicking "print steps." You may return to MyUCLA via the "back to MyUCLA" link at the top of this page.

Step 6 -----

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My Contract Courses
Community or Corporate Internship (195) 15F

Select the subject area for your tutorial. If the subject area you're looking for does not appear in the list box below, contact the department associated with that subject area for more information.

FILM AND TELEVISION

Continue

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Step 7 -----

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My Contract Courses
Community or Corporate Internship (195) 15F

IMPORTANT: Please read the course description below and be sure you have met all requisite requirements before continuing.

Course number: FILM AND TELEVISION 195

195 Tutorial, to be arranged; fieldwork, 14 to 20 hours. Enforced corequisite: course 194. Limited to juniors/seniors. Corporate internship in supervised setting in business related to film, television, and digital media industries. Students meet on regular basis with instructor and provide periodic reports of their experience. May be repeated for credit. Individual contract with supervising faculty member required. P/NP grading.

Continue

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Step 8 -----

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My Contract Courses
Community or Corporate Internship (195) 15F

Type your faculty mentor's last name into the box provided below and click "search." If you're unsure of the spelling, just type a few letters of the name and click "search."

Mann

Search

MANN,DENISE R (FILM, TELEVISION & DIGITAL MEDIA)

Continue

This search returns the first 100 matches. If you cannot locate your faculty mentor's name using this search tool, contact your faculty mentor's department for instructions.

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Type "Mann" into Search box and press Search button.

Select "MANN,DENISE R" from drop-down menu and the press Continue button

You may also select "Martin-Liebing, Hans"

Step 9 -----

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My Contract Courses

Community or Corporate Internship (195) 15F

FILM AND TELEVISION 195 Faculty Mentor: MANN, DENISE R

The gradetype for this class is PN. Select number of units

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Step 10 -----

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My Contract Courses

Community or Corporate Internship (195) 15F

FILM AND TELEVISION 195 Faculty Mentor: MANN, DENISE R

Grading Option: PN **Units: 2**

Please provide a short description of the internship and the nature of the faculty supervision.

What do you hope to learn from this internship? (only if CCL administered, otherwise enter "n/a")

Please indicate the tangible evidence you will provide as proof of the work completed. Evidence of work may be in the form of a written report or other project.

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