

# INTERNSHIP AGREEMENT

Film majors seeking internship credit must complete this form, receive approval from a faculty member who agrees to supervise and grade the internship, and register for an internship course. This form must be completed and approved prior to registration for the course. Class number and permission code will be provided by the Department of Film & Media Arts office. Bring the completed form to the office (ART 270). **In order to ensure time for processing, this form should be completed one week prior to the beginning of the semester.**

To receive a grade for an internship course, students must provide the following to their supervising faculty member by the last day of regular classes:

1. A letter from the employer describing duties completed by the student, hours worked, and contact information if the faculty member wishes to obtain more information.
2. A 3-5 page paper documenting their experience and knowledge gained during the internship and its applicability to the student's career goals.

NAME: \_\_\_\_\_

STUDENT ID: \_\_\_\_\_ PHONE: \_\_\_\_\_

SEMESTER & YEAR OF INTERNSHIP: \_\_\_\_\_

SELECT NUMBER OF CREDIT HOURS: \_\_\_\_\_ CHECK BOX IF INTERNSHIP IS PAID:

FACULTY MEMBER'S SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

EMPLOYER CONTACT INFORMATION: \_\_\_\_\_

\_\_\_\_\_

DESCRIPTION OF INTERNSHIP: \_\_\_\_\_

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