

DEPARTMENT OF CINEMA STUDIES INTERNSHIP AGREEMENT

Due by Friday at 5:00 pm of Week 11 in the term prior to the internship.

To be eligible for internship credit you must be a Cinema Studies major with at least 85 credits, have a minimum of a 3.0 GPA within the major, and be in good academic standing at the university (cumulative GPA of 2.0 or higher).

Instructions:

1. Take this form to and complete it with your internship site supervisor
2. Bring this completed form to the Student Services Assistant Director for review of the specific requirements, description, and learning goals of your internship.
3. Register for CINE 404 and pay for the appropriate amount of credits that correspond to your internship after you have obtained internship approval and access to the course.

This Internship Agreement ("Agreement") is between the State Board of Higher Education acting by and through the University of Oregon – Department of Cinema Studies and the below named Student and Internship Site ("Community Partner" or "Site").

For good and valuable consideration, the receipt and sufficiency of which is acknowledged, the parties agree as provided above and as follows:

STUDENT INFORMATION:

Student Name: _____ Student ID # _____
UO E-mail address: _____ Phone Number: _____
Street Address: _____ City, State, Zip: _____
Degree Program (check all that apply): CINE Major 2nd Major _____

INTERNSHIP SITE INFORMATION (Community Partner):

Site Supervisor: _____ Position/Title: _____
Organization/Unit: _____ Website: _____
E-mail address: _____ Phone Number: _____
Mailing Address: _____ City, State, Zip: _____

INTERNSHIP PERIOD:

FROM: Month _____ Year _____ Average hours per week: _____
TO: Month _____ Year _____ Is this a paid internship? Yes No

ACADEMIC CREDIT:

For an internship that requires 20+ hours per week (over 120 hours total in the term), students are required to register for 4 academic credits of internship. Internships may be taken for up to 12 credits total. *Only 4 credits may count towards the Cinema major; additional credits will count as upper division credits towards the degree.* If you have any questions, please contact the Student Services Assistant Director (SSAD) at CINEadvising@uoregon.edu.

Fill in the credit hours for the term of Internship:

Fall _____ Winter _____ Spring _____ Summer _____

NOTE: Make a copy of this agreement for your site supervisor. Check to ensure all areas of this agreement are complete.

CINE INTERNSHIP DESCRIPTION

The internship description and learning goals are due with the internship agreement form.

Student Name: _____ Site: _____ Term: _____

Internship Description:

Identify and describe **three** learning goals using the format below. Learning goals should include the new knowledge you expect to acquire, the skills you want to learn or enhance, and the areas of competence or abilities you seek to develop or improve. Each learning goal **must be specific** and **relevant to your future career** and supported by **at least two** tasks.

Learning Goal #1: _____

To be met through the following tasks and responsibilities:

A.

B.

Learning Goal #2: _____

To be met through the following tasks and responsibilities:

A.

B.

Learning Goal #3: _____

To be met through the following tasks and responsibilities:

A.

B.

NOTE: Make a copy of this agreement for your site supervisor. Check to ensure all areas of this agreement are complete.

INTERNSHIP DESCRIPTION: Complete a detailed internship description on page 2.

STUDENT RESPONSIBILITIES:

- Develop learning goals in collaboration with the Site Supervisor and/or CINE Student Services Assistant Director.
- Work with the Site Supervisor to complete the CINE Internship Description (Page 2).
- Represent the Site and CINE in a professional manner. Students are expected to follow the Site’s policies and standards of professionalism (e.g., dress, e-mail, behavior, and cell phone usage).
- Maintain regular attendance. If absence is required, notify supervisor promptly.
- Contact the Site Supervisor/ CINE Student Services Assistant Director or UO Faculty/Instructor in a timely manner if any problems related to the internship should arise.
- Complete an internship description, identify and describe at least 3 learning goals, complete all assignments for the internship course, and obtain a P (Pass) grade for CINE 404.

SITE SUPERVISOR RESPONSIBILITIES:

- Work with student to develop tasks and responsibilities and complete the CINE Internship Description in advance (Exhibit A: CINE Internship Description).
- Orient student to the Site and its culture, including standards of professionalism.
- Communicate Site policies.
- Provide training that supports the achievement of student’s learning goals.
- Ensure that supervision is adequate for student to complete assigned tasks.
- Provide on-going feedback and complete final student evaluations. Discuss the evaluation with the student prior to submitting it to the CINE 404 (Internship course) Instructor.
- Provide student with opportunities to observe operations of the Site, including staff meetings.
- Provide opportunities for the student to network and interact with staff, managers, and volunteers in the professional field.
- Provide safe working conditions and the necessary workspace, tools, equipment, and supplies for the student to complete the internship. Provide a background check if required.
- Contact the CINE Student Services Assistant Director in a timely manner if attendance or other work performance issues arise.
- Ensure that no regular employees are displaced by the student.

UNIVERSITY STAFF / INSTRUCTOR RESPONSIBILITIES:

- Review and provide feedback on weekly assignments and final evaluation.
- Evaluate student’s performance on a pass/no pass basis and enter grade in university system.
- Assist student in selecting an internship site and developing learning goals.
- Approve the Internship Agreement for completeness (internship requirements, description, and learning goals).
- Preauthorize CINE 404 Internship.
- Mediate student issues related to the internship.

UNIVERSITY INFORMATION:

Contact: *Cinema Studies Advising*
CINEAdvising@uoregon.edu

Address:
Department of Cinema Studies
201 McKenzie Hall, 6223 University of Oregon
Eugene, OR 97403-6223

Fax:
541.346.8144

UNIVERSITY OF OREGON LIABILITY STATEMENT:

The student is not an employee of the University. The Oregon Tort Claims Act (ORS 30.260-300) permits the University to accept responsibility only for the acts of its officers, employees and agents. Since a student participating in an internship does not qualify as any of those persons, the University is prohibited from accepting any liability for the acts, omissions, and conduct of students in an internship and is prohibited from providing coverage with State Accident Insurance or other workers' compensation, liability insurance, or unemployment insurance. The "Community Partner" agrees that it is the Community Partner's responsibility to determine what provisions or actions are necessary to fulfill any liability and workers' compensation obligations created by its participation in an internship program.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT:

Site Supervisor agrees to protect the confidentiality of student information and to comply with the Family Educational Rights and Privacy Act of 1974 (FERPA) and its implementing regulations, specifically 20 U.S.C. 1232G, 34 C.F.R. § 99.33, ORS 351.070 and OAR 571-020, with respect to any redisclosure of personally identifiable information from education records obtained from the University.

COMPENSATION:

Any compensation arrangements made between the Community Partner and the student are outside of this agreement. Except for any special arrangements specifically documented in writing prior to the beginning of the internship and made part of this agreement, the student is responsible for her/his own transportation, parking and any expenses associated with the internship.

RESPONSIBILITIES:

The student, Site Supervisor, and Student Services Assistant Director/Faculty/Instructor agree to their respective responsibilities as outlined on page 2 of this agreement.

INTERNSHIP DESCRIPTION (PAGE 2):

The student, Site Supervisor, Faculty/Instructor and Student Services Assistant Director acknowledge and support the learning goals, tasks, and responsibilities as outlined on page 4 of this agreement.

Student Date
(Signature)

Student Date
(Print)

Site Supervisor Date
(Signature)

Site Supervisor Date
(Print)

CINE SSAD Date
(Signature)

CINE SSAD Date
(Print)

NOTE: Make a copy of this agreement for your site supervisor. Check to ensure all areas of this agreement are complete.