

INTERNSHIP AGREEMENT

Due by 5:00 pm on Friday of Week 11 in the term prior to the internship
Use the tab key to move through the fields

INSTRUCTIONS:

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

Bring this typed, completed form to the Academic Advisor/Internship Coordinator to review the specific requirements, description and learning goals of your internship. The faculty and/or instructor listed for the course will review and approve the completed materials. Register for the course on Duck Web **after** the faculty member and/or instructor has approved your internship. Internships can be taken for a maximum of six (6) credits, with four (4) credits being typical.

This Internship Agreement (“Agreement”) is between the State Board of Higher Education acting by and through the University of Oregon--Cinema Studies Program and the below named Student and Community Partner (“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

Name _____	ID Number: _____
Street Address _____	E-mail _____
City, State, Zip _____	Telephone _____

Degree Program (check all that apply)
 CINE Major 2nd Major _____

SITE INFORMATION (Community Partner)

Site Supervisor _____	E-mail _____
Position/Title _____	Telephone _____
Organization/Unit _____	Web site _____
Mailing Address _____	
City, State, Zip _____	

INTERNSHIP PERIOD

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

ACADEMIC CREDIT

One credit is earned for every three hours of internship per week (1 credit = 3 hours per week = 30 hours of internship credit during the course of a 10-week term; 4 credits = 120 hours of work). Maximum of 6 credits allowed, with students typically taking 1-4 credits.

Fill in the credit hours for the term of internship:
 Fall _____ Winter _____ Spring _____ Summer _____

INTERNSHIP DESCRIPTION: Complete a detailed internship description on page 4.

STUDENT RESPONSIBILITIES

- ◆ Develop learning goals in collaboration with the Site Supervisor and Internship Coordinator.
- ◆ Work with the Site Supervisor to complete the CINE Internship Description (Page 4).
- ◆ 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 Internship Coordinator 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, send twice per month updates to faculty supervisor, and complete a final internship report (details on page 4).

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 Faculty/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 Internship Coordinator in a timely manner if attendance or other work performance issues arise.
- ◆ Ensure that no regular employees are displaced by the student.

ACADEMIC ADVISOR/INTERNSHIP COORDINATOR RESPONSIBILITIES

- ◆ Assist student in selecting an internship site and developing learning goals.
- ◆ Approve the Internship Agreement for completeness (Internship requirements, description and learning goals)
- ◆ Pre-authorize CINE 404 Internship once approved by Faculty/Instructor.
- ◆ Mediate student issues related to the internship.

UNIVERSITY FACULTY/INSTRUCTOR RESPONSIBILITIES

- ◆ Review and provide feedback on bi-monthly student updates and progress reports.
- ◆ Evaluate student's performance on a pass/no pass basis and enter grade in university system.
- ◆ Complete mid-term and final student evaluation with site supervisor.

UNIVERSITY INFORMATION

Contact	Shauna Riedel-Bash, Internship Coordinator shaunar@uoregon.edu , 541.346.8613
Address	Cinema Studies Program 261 Knight Library, 1299 University of Oregon, Eugene, OR 97403-1299
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 Internship Coordinator/Faculty/Instructor agree to their respective responsibilities as outlined on page 2 of this agreement.

Internship Description (Page 4)

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

 Site Supervisor Date
 (Signature)

 Site Supervisor (print) Date

 Student Date
 (Signature)

 Student (print) Date

 Faculty/Instructor Date
 (Signature)

 Faculty/Instructor (print) Date

 Internship Coordinator Date
 (Signature)

Note to student: Make a copy of this agreement for your site supervisor. CINE Internship Description (page 4) must be completed with this agreement form.

CINE INTERNSHIP DESCRIPTION

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

Student Name: _____

Term: _____

Site: _____

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 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.

FINAL INTERNSHIP REPORT

This typed Final Internship Report is *due by the end of finals week* of the term the internship course is taken. Internship credit is a Cinema Studies elective and graded Pass/No Pass (P/NP). The Final Internship Report must be well-written (grammatically correct, proofed, etc.) and include the following four items:

1. Cover Page:

Name; Student ID Number; Dates of Internship; Company Name; Name of Supervisor; Company History, Structure/Organization and Mission/Purpose.

2. Journal:

Keep a weekly journal of your work experience and work assignments. This may be done online in the form of a formal/professional blog; please provide a public address in your report if this option is utilized.

3. Internship Evaluation:

This is your evaluation of the internship experience in the form of a two-paged typed evaluation of your work experience.

4. Workplace Supervisor's Confidential Final Evaluation Performance Evaluation:

This is a written and signed evaluation of your performance by your workplace supervisor, on official company letterhead, and sent in a sealed envelope to the faculty member listed for the course.