

**FILM & MEDIA 197B, FIELD STUDIES INTERNSHIP AGREEMENT FORM
(1-4 UNITS)**

This course is open to Film and Media majors who are in good standing with a **3.0 GPA and have completed 60 units of credit** Internships must be approved by the department based upon their relevance to the student's academic training in film and media studies. **Students will meet with the faculty internship advisor periodically throughout the semester and must write a 5-8 page paper evaluating the outcome of the internship, relating what they learned to their studies.** Only 4-units of internship units may be counted towards the 28 upper-division unit requirement for the Film major. Film 197B is graded on a P/NP basis.

Fall and Spring

During the academic year, the internship will be a minimum of 3 and a maximum of 12 hours per week. (3hr = 1 unit, 6hr = 2 units, 9hr = 3 units, 12hr = 4 units)

Summer

During the summer 8-week term, the internship will be a minimum of 5.5 hours per week and a maximum of 22.5 hours per week (approximately 5.5hr = 1 unit, 11hr = 2 units, 16hr = 3 units, 22.5 =4 units)

Student Information:

Name of Student:

SID:

Email:

Address:

Number of units completes:

Describe how this internship relates to your academic training in Film Studies:

Semester/year in which the internship will be done? _____

Number of hours of work per week? _____

The undersigned student agrees to spend at least 3 hours per week (fall or spring) or 5.5 hours (summer) in internship/field study doing work specified below under the direction of the internship's supervisor.

Student will keep track of hours, exercise initiative in activities of the internship and will inform the supervisor if there is a question or problem and meeting his commitments. If there is a problem the student will inform UC faculty internship advisor.

Student's Signature: _____ Date: _____

Off-Campus Work organization Information

Internship supervisor must provide a written letter of invitation for the internship. The letter should state in detail what the jobs and activities that the inter will perform during the field study.

At the end of the internship, supervisor must submit a written evaluation of student's performance.

Name of organization: _____

Department in which student will be working:

Address:

Name of Internship Supervisor:

Phone:

Email:

Describe internship and specific duties and activities:

The undersigned supervisor agrees to set aside a minimum of 15 minutes a week for regular feedback session with the student and will provide a written evaluation of the students' performance in the internship at the end of the semester.

Supervisor's Signature: _____ Date: _____

Faculty Advisor Information

Name of Faculty:

Dept:

Email:

The undersigned faculty advisor agrees to meet at least once at mid-semester with the student to discuss the internship and its progress and will review both internship supervisor's letter of evaluation and the students own paper evaluating the internship to determine a **Pass/No Pass grade.**

of units student will earn for this course (1-4): _____

Faculty Advisor Signature: _____ Date: _____

Undergraduate Major Advisor (UMA) Section:

The UMA will enroll you directly once you Internship Application is approved.