

**FILM & MEDIA 197B, FIELD STUDIES INTERNSHIP AGREEMENT FORM
(1-3 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 through out 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 32 upper-division unit requirement for the Film major.

Student information:

Name of Student

SID:

Email:

Address:

Number of units completed.

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? Minimum of 9 hours-Maximum of 20 _____

The undersigned student agrees to spend at least nine hours per week 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 provide at least nine hours of work each week for the student in the field studies position. S/he will set aside a minimum of 15 minutes a week for regular feedback session with the student and will provide a written evaluation of the student's performance in the internship at the end of the semester.

Supervisor's Signature _____ Date:

Faculty Sponsor information

Name of Faculty Sponsor

Dept

Office Phone

Email:

The undersigned faculty advisor agrees to meet at least once at mid-semester with the student to discuss the internship and it's progress. The faculty sponsor will also read and evaluate for a grade, both internship supervisor's letter of evaluation and the students own paper evaluating the internship.

Faculty Advisor Signature _____ Date:

Faculty Sponsor Information

Faculty Sponsor: _____ Phone: _____

Email Address: _____

What are the academic requirements for this internship (journal, essay, etc.)?

of units student will earn for this course (1-3): _____

The undersigned Faculty Sponsor agrees to meet periodically during the semester with above student to discuss the field study/internship work and to determine a Pass/No Pass grade for the student based on the completion of the pre-determined academic requirements and the comments of the field study supervisor.

Faculty Sponsor Signature: _____ Date: _____

Undergraduate Major Advisor (UMA) Section:

Once the agreement is signed and approved, the UMA will give the student the information to register. Student must submit signed form by the 4th week of term to add this course.

CCN: _____ Section: _____ CEC: _____ # of units _____

Information released to student on this date: _____