



**FILM 399R**  
**Internship Learning Agreement**

I \_\_\_\_\_(Film and Media Student) will begin an internship with  
\_\_\_\_\_(Film or media-related company)

On \_\_\_\_\_(start date) and complete the internship on \_\_\_\_\_(end date).  
\_\_\_\_\_(name of internship site supervisor)

will serve as site supervisor and provide an evaluation via email to  
\_\_\_\_\_(supervising Film and Media faculty member) at

the conclusion of the internship.

By signing below, I affirm that I am not receiving a salary from the company for my internship. (Students cannot earn academic credit for paid internships.) Also, by signing below I acknowledge I have registered for FILM 399R (course) for the semester I am seeking credit, clearly identified an internship site supervisor and outlined duties, responsibilities and expectations for the internship. I also understand I must successfully complete \_\_\_\_\_hours of internship work this semester to receive \_\_\_\_\_credit hours from the Film and Media department at Emory University.

By signing below, I agree to conduct myself with the utmost professionalism including showing up to the internship site on time and staying for the agreed upon length of time; I will be neat in appearance; adhere to ethical guidelines outlined by the profession; be reliable and accountable to my supervisor, team, academic department and self.

I will keep all conversation and correspondence professional in tone. I will keep a sign-in sheet of all internship hours worked which will be signed by my site supervisor and me at the conclusion of the internship. I understand that if I do not complete \_\_\_\_\_hours of internship work, I will not receive full or partial academic course credit for the internship.

Please note, *the ratio* of internship hours to *academic credit hours* are determined by the following:

Internship Hours Worked	Credit Hours Earned
30	1
60	2
90	3
120	4

Please provide the following information in no more than one typed paragraph. All work must be typed and submitted electronically in PDF or Microsoft Word format via email to your faculty internship advisor.

- Provide a complete job description outlining your specific responsibilities, projects, and/or tasks.
- Describe the type and frequency of the feedback you will receive from your internship site supervisor. When and how will your job performance be evaluated?
- How will you demonstrate to your faculty internship advisor what you have learned (i.e. paper, journal, project, portfolio, etc.)? When will this assignment be due? **(DUE DATE MUST BE PRIOR TO THE LAST DAY OF CLASSES FOR THE SEMESTER).**
- Describe your arrangements for contact with your faculty internship advisor (i.e. weekly Zoom meetings, email exchanges, phone calls, etc.).
- Describe what you hope to learn and accomplish with this internship experience (academically and professionally) this semester.
- How will you apply the knowledge you've gained in your major to your internship?

List the name, email address, office, and mobile phone of your internship site supervisor below  
(This information will not be sold or shared):

Name:

Email Address:

Office Phone Number and extension:

Mobile Phone Number:

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List FILM 399R Student name, Emory email address and mobile phone number and sign below:

Name:

Emory email address:

Mobile Phone Number:

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FILM Student Intern Signature and Date

**FMS Faculty Advisor Name:**

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FMS Faculty Advisor Signature and Date

Internship Supervisor Name:

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Internship Supervisor Signature and Date