

**Creative Media & Entertainment  
College of Communication  
Butler University  
770 W. Hampton Drive  
Indianapolis, IN 46208  
Phone: 317-940-5962  
Fax: 317-940-9014**

**In-Training Contract**  
**MDA 455 - 3 hours credit**

This is to confirm that Butler student \_\_\_\_\_ will be placed in an in-training position with \_\_\_\_\_ for the \_\_\_\_\_ semester, \_\_\_\_\_. **The student must complete at least 320 hours of work for the entire semester and/or summer session(s) to earn three (3) academic credit hours.** The in-training will begin \_\_\_\_\_ and end \_\_\_\_\_. Unless otherwise specified, students are expected to report for work during those periods when classes may not be in session at Butler, such as Thanksgiving recess and Spring break.

The student agrees to behave in a professional manner and to perform duties assigned by the site supervisor. The site supervisor agrees to (1) provide a meaningful educational experience to the student, (2) to provide feedback to the student throughout the course of the in-training, and (3) complete a final evaluation for the in-training.

The student must provide the Creative Media & Entertainment program at Butler with a log, portfolio, or other agreed-upon documentation of the in-training experience. It is the student's responsibility to ensure that all paperwork is completed.

**This form and other relevant paperwork must be returned to the Program Director before beginning the in-training. Failure to do so will void this contract.**

\_\_\_\_\_  
Student Date

\_\_\_\_\_  
Site Supervisor Date

\_\_\_\_\_  
Program Director Date

Revised  
August, 2010