This is to confirm that Butler student ____________________________________________ will be placed in an internship position with ______________________________________ for the _______ semester, _______. The student must complete at least 480 hours of work for the entire semester and/or summer session(s) to earn six (6) academic credit hours. The internship 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 internship, and (3) complete a final evaluation for the internship.

The student must provide the Creative Media & Entertainment program at Butler with a log, portfolio, or other agreed-upon documentation of the internship 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 internship. Failure to do so will void this contract.

_____________________________________________________________
Student

_____________________________________________________________
Site Supervisor

___________________________________ _______________________
Program Director

Revised August, 2010