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