University of Arizona
School of Media Arts
Internship Contract

_____ qualifies for a Media Arts Internship and has agreed to intern with your organization for _____ hours and _____ units of credit.

A student who qualifies for a Media Arts Internship is a junior or senior major or minor in Media Arts. S/he has completed the core courses in Media Arts, acquired Upper Division standing, and has maintained a minimum 2.5 grade point average for all university coursework completed.

An organization sponsoring an intern must assign a full-time media professional as the Internship Supervisor and agree to the following:

1. Provide a description of the internship, on company letterhead.

2. Train the intern in lieu of pay.

3. Supervise and evaluate the intern's performance periodically throughout the term of the internship.

4. Write an evaluation of the intern's performance when the internship is completed.

5. Complete an Internship Grade Report and recommend a grade for the intern's work.

The parties agree to be bound by the applicable state and federal rules governing Equal Employment Opportunity, Non-Discrimination, and Immigration.

This contract is subject to Arizona Revised Statute 38-511 regarding Conflict of Interest.

Supervisor: _____ **Phone:** _____

Title: _____

Organization: _____

Address: _____

_____

_____

Internship Duration: _____ **to** _____ **for** _____ **hours per week.**
month day year month day year

Units of Credit: _____

Accepted by: _____
Intern date:

Accepted by: _____
Internship Supervisor date:

Accepted by: _____
Director of Internships, School of Media Arts date:

Arizona Board of Regents on behalf of the University of Arizona:

Approved by: _____
Contracting Officer, University of Arizona date