

University of Southern Maine: Communication and Media Studies Department

**Media Studies: Internship Contract**

This **completed** form must be submitted to COM/Media Studies office *before* beginning the internship.

**EMPLOYER: PLEASE FILL IN ALL INFORMATION BELOW:**

Employer (please print name): \_\_\_\_\_

Employee Address (important): \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Business Phone: \_\_\_\_\_

The employer agrees to provide \_\_\_\_\_ with the  
(student's name)  
opportunity to serve on our staff between \_\_\_\_\_  
(start date) to \_\_\_\_\_ (end date)

His/her duties will include:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I understand that the internship will consist of no more than \_\_\_\_\_ hours per week. I am willing to fill out a final evaluation form and do what I can to ensure that the project is educationally enriching. (The evaluation will be made available to the student.)

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
(written signature of employer)

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**STUDENT FILLS OUT ALL ITEMS BELOW:**

Intern Name: \_\_\_\_\_ Student ID# \_\_\_\_\_

I (student) agree to serve on the staff of: \_\_\_\_\_  
between \_\_\_\_\_  
(start of internship date) to (end of internship date)

I understand the job as described above, and I am willing to commit \_\_\_\_\_ hours each week for \_\_\_\_\_ university credits.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
(student signature)