

CINE 404 - INTERNSHIP AGREEMENT

Eligible students for CINE internship credits are Cinema Studies majors with completed CINE Fundamentals and Production A courses who have a minimum cumulative GPA of a 2.5 & are in good academic standing.

Instructions:

1. Complete this form with your Faculty Instructor.
2. Email this completed form to your supervisor.
3. Register for CINE 404 and pay for the appropriate amount of credits that correspond to your internship.

This Internship Agreement ("Agreement" is between the State Broad of Higher Education acting by and through the University of Oregon – Department of Cinema Studies and the below named Student and Internship ("Internship" or "Site"). For good and valuable consideration, the receipt and sufficiency of which is acknowledged, the parties agree as provided above and as follows:

STUDENT INFORMATION:

Student Name: _____ UO ID #: _____

UO Email Address: _____ Phone Number: _____

Degree Program): CINE Major _____ 2nd Major: _____

INTERNSHIP PERIOD:

Complete Start Date: ____|____|____ Average Hours Per Week: _____

Complete End Date: ____|____|____ Is this a paid internship (circle one)? Yes No

ACADEMIC CREDIT:

Following the Cine Studies Internship Credit Guidelines internships may be taken for up to 12 credits per degree. **Only 4 credits may count towards the Cinema major; additional credits will count as upper division credits towards the degree.** Credits are awarded based on the hours worked per week and/or per terms as follows:

- 1 credit = 3 hrs/week and/or approximately 30 hours of work per term.
- 2 credits = 6 hrs/week and/or approximately 60 hours of work per term.
- 3 credits = 9 hrs /week and/or approximately 90 hours of work per term.
- 4 credits = 12 hrs/week and/or approximately 120 hours of work per term.

CINE 404 - INTERNSHIP CLASS

Name of Company and Description of Internship:

Identify and describe **three** learning goals using the format below. Learning goals should include the new knowledge you expect to acquire, the skills you want to learn or enhance, and the areas of competence or abilities you seek to develop or improve. Each learning goal **must be specific** and **relevant to your future career** and supported by **at least two** tasks.

Learning Goal #1: _____

To be met through the following tasks and responsibilities:

A.

B.

Learning Goal #2: _____

To be met through the following tasks and responsibilities:

A.

B.

Learning Goal #3: _____

To be met through the following tasks and responsibilities:

A.

B.

INTERNSHIP DESCRIPTION – ROLES AND RESPONSIBILITIES

STUDENT RESPONSIBILITIES:

- Complete an internship description, identify and describe at least 3 learning goals, complete all assignments for the internship course, and obtain a P (Pass) grade.
- **Represent CINE professionally.** Students are expected to follow the Internship’s policies and standards of professionalism (e.g., dress, behavior & communication).
- Maintain regular attendance. If absence is required, notify your supervisor promptly.
- Contact your Faculty Instructor if problems related to the internship arise.

INTERNSHIP/SITE SUPERVISOR RESPONSIBILITIES:

- Provide training that supports the achievement of student’s learning goals.
- Ensure that supervision is adequate for student to complete assigned tasks.
- Provide a safe working conditions and the necessary workspace/tools for the student to complete the internship.
- Contact the CINE Faculty Instructor, Alissa Phillips 310-490-5589, if internship performance issues arise.

CINE FACULTY INSTRUCTOR RESPONSIBILITIES:

- Assist student in selecting an internship and developing learning goals.
- Approve the Internship Agreement for completeness.
- Review and provide feedback on weekly assignments.
- Mediate student issues related to the internship.
- Evaluate student’s performance on a pass/no pass basis for final grading.

CINEMA STUDIES FACULTY ADVISOR INFORMATION

Contact:

Alissa Phillips
alissap@uoregon.edu

310-490-5589
Department of Cinema Studies
201 McKenzie Hall, 6223 University of Oregon
Eugene, OR 97403-6223

UNIVERSITY OF OREGON LIABILITY STATEMENT:

The student is not an employee of the University. The Oregon Tort Claims Act (ORS 30.260-300) permits the University to accept responsibility only for the acts of its officers, employees and agents. Since a student participating in an internship does not qualify as any of those persons, the University is prohibited from accepting any liability for the acts, omissions, and conduct of students in an internship and is prohibited from providing coverage with State Accident Insurance or other workers’ compensation, liability insurance, or unemployment insurance. The “Community Partner” agrees that it is the Community Partner’s responsibility to determine what provisions or actions are necessary to fulfill any liability and workers’ compensation obligations created by its participation in an internship program.

CINE 404 - INTERNSHIP CLASS

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT:

The Internship/Site Supervisor agrees to protect the confidentiality of student information and to comply with the Family Educational Rights and Privacy Act of 1974 (FERPA) and its implementing regulations, specifically 20 U.S.C. 1232G, 34 C.F.R. § 99.33, ORS 351.070 and OAR 571-020, with respect to any redisclosure of personally identifiable information from education records obtained from the University.

COMPENSATION:

Any compensation arrangements made between the Internship/Site and the student are outside of this agreement. Except for any special arrangements specifically documented in writing prior to the beginning of the internship and made part of this agreement, the student is responsible for her/his own transportation, parking and any expenses associated with the internship.

RESPONSIBILITIES:

The student, Site Supervisor, and Cine Faculty Instructor agree to their respective responsibilities as outlined herein.

Student - Name (Print)	(Signature)	Date
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Internship/Site Supervisor Name (Print)	(Signature)	Date
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Cine Studies Faculty Supervisor Name (Print)	(Signature)	Date
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