

777 Glades Road Boca Raton, FL 33431 tel: 561-297-3850

fax: 561-297-2615 www.fau.edu

School of Communication and Multimedia Studies Internship Learning Agreement

Please type or print	
Student's Name	
Address	
Z Number	Telephone Number
Agency Supervisor/Title	
Name of Agency	
Business/Agency Type:	
Address	
Email	<u> </u>
Responsibilities of the intern:	



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Academic and professional benefits of the internship. Please describe the knowledge and skills that the student intern will be acquiring in this professional area.
On what specific projects or tasks do you foresee the student intern spending the most time?
Number of hours each week you expect the intern to work
Starting date for the internship
Completion date* of the internship



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* (The internship should extend the full semester.)
Is the internship paid? Yes No
Has the student ever been previously employed with the agency in any other capacity? Yes No
If yes, briefly describe the intern's previous responsibilities:

What hours will the student intern spend at the sponsoring agency each week?

Timetable

Please note: Students are required to work 14-16 hours per week for course credit.

WORK TIMETABLE

	Mon	Tue	Wed	Thur	Fri	Sat	Other
8-9 a.m.							
9-10 a.m.							
10-11 a.m.							
11-12 a.m.							
12-1 p.m.							
1-2 p.m.							
2-3 p.m.							
3-4 p.m.							
4-5 p.m.							

Above: Simply mark in the hours the student will spend each day at the organization.



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To maintain demographics on our placements, the School of Communication and Multimedia Studies requests some additional information. This information is provided at the agency's discretion.

If the agency has a larger affiliation, please describe below:					
Does the agency receive any outside publ	lic or private funding? Yes No				
If yes, what is the source?					
	y of the following, please indicate: African-American,				
This learning agreement may not be alter the agency supervisor, and the School's in	ed unless agreed on by all three parties involved: the student, nternship instructor/director.				
Student Signature	Date				
Agency Supervisor Signature	Date				
Please email or fax to:					
Neil Santai	niello. Senior Instructor				

School of Communication and Multimedia Studies Florida Atlantic University

nsantane@fau.edu Fax: 561-297-2615 Phone: 561-212-7446