

University of Alabama in Huntsville

Department of Communication Arts

CM 400 Internship Contract

Once students have been approved to complete an internship, you should fill out this form completely and obtain the required signatures on page 2. A signed and dated copy of the contract should be kept on file by all concerned parties.

Semester of Internship:

Student's Name:

Hours completed in CM or TH (by internship start):

Student's Contact Information:

Address:

Telephone Number (during internship):

Email:

Start & end dates for Internship:

Company/Organization for internship:

Name and Position/Title of On-the-Job Supervisor for internship:

Supervisor's Contact Information:

Telephone Number:

Fax Number:

Email:

This internship is designed to provide the intern professional and practical experience in communication and/or theatre-intensive work as part of the educational experience in the Communication Arts and/or Theatre major. The objectives and experiences during the internship period shall include the following: [List (in as much detail as needed) specific and discipline-related activities, projects, and/or goals agreed upon by both the student and on-the-job supervisor.]

Internship Contract Notes

The internship is not considered official until it is signed and dated by all designated parties listed below.

Notes to Students: The Internship Program is a part of the curriculum of the Department of Communication Arts at the University of Alabama in Huntsville. Detailed information regarding your specific criteria to fulfill the Capstone requirement have been provided in the course syllabus. To successfully complete all requirements, you must complete all assigned tasks agreed upon between you and your on-the-job supervisor, as well as additional course related items denoted on the syllabus and assigned by your CM 400 professor.

Notes to On-the-Job Supervisor: The Department of Communication Arts at the University of Alabama is committed to providing students with discipline-related on-the-job experience. We ask that you support this overall philosophy. As such, you will meet with the student and give guidance as needed. You will provide the student with relevant work experience that the student will include in his/her final portfolio and oral presentation. You will also provide a written evaluation of the student at the end of the internship experience that will be factored into his/her overall course grade. If problems arise during the internship experience, please contact the student and course professor promptly regarding these issues.

The students shall be the owner of any work product of this project, and a copy of the work product shall be deposited with the supervisor and/or instructor at UAH. Furthermore, UAH shall have a royalty-free non-exclusive license to the students' work product for research and academic purposes and not for commercial purposes.

Students may at students' option, assign ownership of such work product to UAH by filling the UAH Copyright Disclosure at:

http://www.uah.edu/images/research/otc/2016_uah_software_disclosure_form.pdf.

UAH shall share proceeds, if any, of commercialization of such work product with students per its Income from Patents, Inventions, and Discoveries (UAH Policy 07.03.03 and any amendments.)

Date _____
Internee Signature

Date _____
On-the-job Supervisor Signature

Date _____
Department Chair's Signature