

School of Theatre, Film & Television
Film and Television Program
Organization Wishing to Offer an Internship

The University of Arizona's School of Theatre, Film & Television's Film and Television Program manages an active internship program placing students in local, regional and national organizations. Any organization wishing to sponsor an intern must:

1. Prepare a Job Description for each intern position desired.
2. Assign a full-time media professional as the Internship Supervisor
3. Train the intern
4. Evaluate the intern upon completion of the internship.

To offer an internship, please fill in the information below and _____ or _____ and fax to 520-621-9662.

Please complete a separate form for each type of internship you are offering.
Note: The Film and Television Program receives many more requests than we have students.

INTERNSHIP DESCRIPTION

Once approved for internship credit, the internship description will be posted to the student listserv and internship website.

Semester Intern needed? Fall Spring Summer On-Going Expected Number of Hours per Week: _____

Title of Internship Position: _____

Please provide as detailed a description of the duties, responsibilities and skills needed or qualifications required as possible. _____

INTERNSHIP SUPERVISOR

Supervisor responsibilities:

- * Interview prospective interns and select the best qualified for the internship.
- * Sign the Internship Contract provided by the student. Once the completed contract is delivered to the Film and Television Director of Internships, the internship may begin.

In the Contract, the Internship Supervisor agrees to the following terms: 1) Schedule work for the intern. 2) Train the intern in lieu of pay. 3) Supervise the interns work. 4) At the end of the internship, write a letter evaluating the intern and complete a Grade Recommendation (information provided by the student).

Internship Supervisor: _____

Title: _____

Phone: _____ Email: _____

Organization: _____

Address: _____

Organization's URL: _____