



## **CSUEA ENTERTAINMENT INTERNSHIP AGREEMENT:**

**Participating Student:**

**CSU Campus/Dept:**

**Expected Graduation Date:**

**Sponsoring Employer/Organization:**

In the interest of maximum student learning and professional experience the CSUEA Internship Program, the participating student, and the undersigned representative of the sponsoring organization, agree to the following requirements:

### **Agreements of Participating Student:**

- (1)** To keep a detailed activity log of his or her activities, assignments, and/or work accomplished and to submit a detailed report to the CSUEA Internship Program midway through the internship via Submittable.
- (2)** To work a minimum of 100 hours for 3 units of credit over the course of a single semester Fall/Spring/Summer.
- (3)** To write and submit a detailed final report to the CSUEA Internship Program via Submittable:
  - a)** indicating the nature of the activities, the self-perceived degree and rate of progress, and an assessment of the internship experience.
  - b)** including an updated LinkedIn Profile that includes a descriptive summary of skills and knowledge acquired at the internship.

### **Agreements of the Employer/Sponsoring Organization:**

- (1)** To evaluate fairly and continuously the student's work and progress as an intern by using a list of detailed criteria developed by the sponsoring organization in collaboration with the student.

(2) To give the student meaningful assignments that are professional in nature and that contribute to the student's professional and educational goals. It is understood that in entry level job a certain amount of the work will involve errand running and clerical chores. However, this clause commits the employer to making a good faith effort to assign primarily professional type work.

(3) To hold student work hours within the guidelines listed at the end of this document. Internship employers should be advised that many student interns, in addition to attending school full time and doing an internship, also work at paying jobs to support themselves.

This clause commits the internship employer to hold work and time demands to those commensurate with a specified unit college course during the academic year. A student must work at least 100 hours per semester at an internship to qualify for 3 units of credit. We recognize some craft internships are project based and therefore might have different hours. If this applies to your internship, please provide documentation of the project and hours when registering.

(4) To present a final written evaluation at the end of the student's internship to the Entertainment Internship Program for assignment of a final course grade.

**Agreements of the CSUEA Internship Program:**

(1) To agree that while paid internships are preferred, the student's sole compensation **may be** college credit and a final course grade.

(2) To use the sponsoring organization's evaluation and the student's final report judiciously when assigning course credit and grade.

**Signatures:**

_____	_____	_____
Participating Student Name (Print)	Signature	Date
_____	_____	_____
Employer Representative Name (Print)	Signature	Date
_____	<i>Haley Seppa</i>	04/22/2019
CSUEA Representative Name (Print)	Signature	Date

**Please upload your agreement directly to Submittable.  
All instructions available at [www.csumentertainment.com/lca576/](http://www.csumentertainment.com/lca576/)**