



College of Arts and Letters  
School of Communication  
& Multimedia Studies  
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 \_\_\_\_\_

Telephone/Fax Numbers \_\_\_\_\_

Email \_\_\_\_\_

Responsibilities of the intern:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



College of Arts and Letters
School of Communication
& Multimedia Studies
777 Glades Road
Boca Raton, FL 33431
tel: 561-297-3850
fax: 561-297-2615
www.fau.edu

Three horizontal lines for writing.

Academic and professional benefits of the internship. Please describe the knowledge and skills that the student intern will be acquiring in this professional area.

Four horizontal lines for writing.

On what specific projects or tasks do you foresee the student intern spending the most time?

Four horizontal lines for writing.

Number of hours each week you expect the intern to work \_\_\_\_\_

Starting date for the internship \_\_\_\_\_

Completion date\* of the internship \_\_\_\_\_



College of Arts and Letters  
 School of Communication  
 & Multimedia Studies  
 777 Glades Road  
 Boca Raton, FL 33431  
 tel: 561-297-3850  
 fax: 561-297-2615  
 www.fau.edu

\* (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.



College of Arts and Letters  
School of Communication  
& Multimedia Studies  
777 Glades Road  
Boca Raton, FL 33431  
tel: 561-297-3850  
fax: 561-297-2615  
[www.fau.edu](http://www.fau.edu)

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 public or private funding? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, what is the source? \_\_\_\_\_

If the agency is owned or operated by any of the following, please indicate: African-American, Female, Hispanic, Asian, American Indian \_\_\_\_\_

This learning agreement may not be altered unless agreed on by all three parties involved: the student, the agency supervisor, and the School's internship instructor/director.

---

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

---

Agency Supervisor Signature \_\_\_\_\_ Date \_\_\_\_\_

**Please email or fax to:**

Neil Santaniello, Senior Instructor  
School of Communication and Multimedia Studies  
Florida Atlantic University  
[nsantane@fau.edu](mailto:nsantane@fau.edu)  
Fax: 561-297-2615  
Phone: 561-212-7446