

RTVF 170 ON-SITE INTERNSHIP AGREEMENT

TO BE COMPLETED BY STUDENT INTERN:

Student Name _____

Student email _____ Phone _____

TO BE COMPLETED BY THE ON-SITE SUPERVISOR:

(This must be completed by the person who will actually work with the student on-site.)

Supervisor's Name: _____

Supervisor's Title: _____

Company Name: _____ Dept. _____

Address: _____

Phone: _____ Fax: _____ E-mail: _____

Student's Schedule: Start Date _____ End Date _____ Scheduled Hours _____

Student's Title and Responsibilities:

Thank you for agreeing to participate in our Internship Program. As part of the above-named student's internship, s/he will be expected to:

- meet with you on a regular basis to discuss various aspects of your organization and the roles and responsibilities of members of your organization.
- keep a journal to note and reflect on his/her experiences on-site
- meet with their assigned faculty sponsor regularly
- submit midterm and final reports to us

The department of Radio/Television/Film at Hofstra University offers internships through our RTVF 170 course. This course is offered as liberal arts credit. Our students are expected to be in a safe learning environment. The course is built on mentoring, educating and involving students in the disciplines related to their major within an off campus professional context. Placement sites participating in our Internship Program partner with Hofstra in the commitment to providing a significant educational experience to the Student Interns through experiential learning on site.

During the semester, we may send you brief midterm and final evaluation forms to complete. **Forms must be completed in a timely manner by the on-site person who is working directly with our student.**

On-Site Supervisor's Agreement Signature X _____

Date _____

**UPON COMPLETION, PLEASE RETURN BY FAX OR EMAIL TO PROF. DOUGLAS MORROW,
COORDINATOR OF THE DEPARTMENT OF RADIO/TELEVISION/FILM.
douglas.a.morrow@hofstra.edu**

We appreciate your willingness to participate in our internship program, providing our student with an experience to enhance his/her educational experience. If you have any questions, if any problems arise, or if you just want to tell us how our student is doing, please feel free to get in touch with faculty sponsor or the Director of the Internship Program.

**PROF. DOUGLAS A. MORROW - INTERNSHIP PROGRAM COORDINATOR
DEPT. OF RADIO/TELEVISION/FILM • SCHOOL OF COMMUNICATION
417 NAB HOFSTRA UNIVERSITY • HEMPSTEAD, NY 11549
516/463-6576 (voice) • 516/463-7043 (fax) • douglas.a.morrow@hofstra.edu**