

## DEPARTMENT OF MEDIA, CULTURE, AND COMMUNICATION

### Internship Agreement Form

(MCC-UE 1100 Undergraduate or MCC-GE 2235 Graduate)

#### INSTRUCTIONS

This form should be filled out and signed by the hiring organization. Please provide clear and thoughtful answers to the questions below as final approval of the internship is based on the responses provided.

Please e-mail a scanned copy of the completed form to [comm.advisors@nyu.edu](mailto:comm.advisors@nyu.edu), fax the completed form to the attention of the Media, Culture, and Communication Advisement Staff at 212-995-4046, or have the student bring it to the front desk of the department at 239 Greene Street, 7th Floor.

#### PROOF OF INTERNSHIP REGISTRATION

Students may provide proof of internship registration to their employer by printing a copy of their registration schedule, or by requesting an "internship registration confirmation letter." Please check this box if you would like a confirmation letter e-mailed to the supervisor listed on this form.

#### Company and Supervisor Information

\_\_\_\_\_  
Student/Intern Name

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Department (if applicable)

\_\_\_\_\_  
Supervisor Name

\_\_\_\_\_  
E-mail

\_\_\_\_\_  
Phone

How many hours per week will the student work?  
\_\_\_\_\_

CREDIT TO HOURS WORKED RATIO  
2 credits= 90 hours (minimum) for the term  
4 credits= 180 hours (minimum) for the term

What are the start and end dates of the internship?  
\_\_\_\_\_

Please provide a brief description of the company, including a description of the department or unit in which the intern will work.

Please list the intern's primary job responsibilities (*if this is the intern's second semester at your organization please provide an explanation of how their responsibilities will evolve*).

#### SIGNATURE:

On-Site Internship Supervisor \_\_\_\_\_

Date \_\_\_\_\_