



The University of Texas at Austin College of Fine Arts

Internship Contract

Please complete the following form electronically (do not handwrite).

Student Information

Student Name

EID

Email

Phone

Home Address (During internship)

City

State

Zip

Major

Minor or certificate (if applicable)

Year in school (1-5 or grad student)

Number of Total Credit Hours Completed

Expected Graduation (Term/Year)

Current GPA

Course Information

Semester/Year

(All required internship work hours must be completed within the semester that the student is enrolled in the course. Required work hours cannot extend into numerous semesters.)

Course Number

(1 credit hour = 50 work hours. All hours must be completed during the registered semester.)

Sponsor Information

Organization Name

Organization Type

Organization Address

Organization City

Organization State

Organization Zip

Supervisor Name

Supervisor Email

Supervisor Phone

Internship Information

Starting Date

Ending Date

Average Hours Per Week

Total Expected Hours

Paid or Unpaid

If paid, please indicate rate of pay

Is this internship remote or virtual?

Does the internship take place in a home office
in a private residence?

Learning Objectives

Describe in as much detail as possible what you hope to learn through the internship. Be specific: Do you want to develop new skills, explore career interests, discover your strengths and weaknesses, etc.

Describe in detail how you will accomplish these goals. What types of projects and tasks will you be taking on and how will they assist in meeting your learning objectives?

Responsibilities

Student Memorandum of Understanding

1. The College of Fine Arts agrees to award the Student academic credit for the internship in accordance with the policies and requirements listed below:
 - Satisfactory completion of **all** class assignments
 - Completion of 50 hours of satisfactory on-site work per credit hour
 - Full compliance with the requirements of the Sponsor in terms of regulations, working hours, and appropriate dress and behavior
 - Notification of all parties involved with the internship of any changes of placement status, address, telephone number, or e-mail address
2. The Student understands that remote/virtual internships or internships that take place in a home office are prohibited. Work must take place in the office place of the sponsoring organization, which cannot be in a private residence.
3. The Student understands that the College does not control the way in which the internship work experience is structured or operates. The College does not knowingly approve internship opportunities that pose undue risk to the participants. However, any internship, or travel to and from, carries with it risks and potential hazards that are beyond the control of the College.
4. The Student understands that The College is not responsible for the cancellation or early termination of the internship for reasons beyond the control of the College.
5. The Student understands and agrees that the Sponsor has the right to train, direct, and supervise the Student during the internship. The Sponsor has the right to suspend or dismiss the Student from the internship for cause, including failure of the Student to perform the responsibilities of the Student to the Sponsor, or failure of the Student to comply with the Sponsor's rules, policies, or regulations.
6. The Student understands and agrees that the College reserves the right to terminate the internship to protect the Student's health and safety and/or to protect the integrity of the Internship Program.
7. The Student understands that the College has not obtained health, liability or any other form of insurance to protect or benefit the Student.
8. Generally, work that is created for the internship sponsor is considered property of the Sponsor. The student may include such work in his/her portfolio. Any arrangement to produce work outside the scope of the internship is strictly between the Student and the Sponsor. Students are responsible for discussing copyright ownership issues with their supervisors and are encouraged to document the agreement in writing.
9. The Student understands the final evaluation of the internship will be the responsibility of the instructor.

Responsibilities of the College of Fine Arts

1. Encourage the Student's productive contribution to the overall mission of the Sponsor.
2. Certify the Student's academic eligibility to participate in the internship program.
3. Establish guidelines and standards for the conduct of Student interns.
4. Designate a faculty or staff member to serve as advisor to the Student with the responsibilities of monitoring the progress of the internship and evaluating the academic performance of the Student.

Responsibilities of the Sponsor

1. Encourage and support the learning aspects of the Student's internship, including the learning objectives provided by the student on page 3.
2. Designate an employee to serve as advisor to the Student intern with responsibilities of orienting the Student to the Sponsor and its culture, conferring regularly with the Student, and monitoring the progress of the Student.
3. **Please attached a detailed job description to this contract**
4. Make available equipment, supplies, and space necessary for the Student to perform his/her duties.
5. Provide safe working facilities and ensure that all work takes place in the organization's office or a place where business is conducted. Remote/virtual internships and internships in private residences or home offices are prohibited.
6. Allow a College representative to confer with the sponsor about the progress of the Student.
7. Provide a written evaluation of the Student's performance (form to be provided by the College) at the end of the Student's internship. Discuss evaluation with Student.
8. Assume liability for work-related injuries sustained by the intern, insofar as the Sponsor may determine the same to be required by state law.

Agreement

By signing below each party acknowledges that he/she agrees with all components of this Internship Contract.

Student Signature _____

Date _____

Sponsor Signature _____

Date _____

Faculty Signature _____

Date _____