The University of Kansas – Media Internship
Department of Film and Media Studies
FMS 307 (undergraduate) or FMS 707 (graduate)

1. Fill out the Student Intern Information – Section 1 at the bottom of this page.

2. Meet with the internship supervisor at the sponsoring organization, ask the supervisor to complete the Internship Information (Section 2) on the second page, and obtain the supervisor’s signature on the form.

3. Fill out Section 3 with the FMS Internship Director, Professor Madison Davis Lacy (217 Oldfather Studios, nymdl@ku.edu, or 785-864-1396). At this point, Section 4 should be detached and given to the Internship Supervisor until the end of the internship.

4. Upon completion of the internship, and in order for the student to receive credit, the internship supervisor must complete the Film Internship Evaluation (Section 4) on the third page OR write a letter, on business letterhead, to the Film and Media Studies Department specifying the number of hours of work completed and evaluating the student’s performance. The form or letter should be sent to:

Professor Madison Davis Lacy
Film Internship Director
Department of Film & Media Studies
1621 W. 9th Street
Lawrence, KS 66044-2488

All internship positions must be approved by the internship director before enrolling for credit hours.

Section 1 – Student Intern Information (to be completed by the student)

Name: ___________________________________________ KU ID __________

Address: ____________________________________________________________

Email: ______________________________________________________________

Telephone: __________________________________________________________

Rank, in semester credit is to be received (circle one): Freshman Sophomore Junior
Senior MA Ph.D.

List any previous internships, including sponsors and credit hours received: ________________________________________________________________
Section 2 – Internship Information (to be completed by the supervisor at the sponsoring organization)

Internship Supervisor: ____________________________

Title: ____________________________

Telephone: ____________________________

Email: ____________________________

Organization: ____________________________

Address: ____________________________

 ______________________________________

Number of hours to be worked: ____________________________

Description of the work to be done: ____________________________

 ______________________________________

 ______________________________________

Supervisor
Signature: ____________________________ Date: ________

Section 3 – Course Credit (to be filed out by the Film Internship Director)

KU Semester: ________ Course: _____307 (UG) _____707 (Grad)

Credit Hours: ________ (every 50 hours worked = 1 semester hour of credit; 6 units maximum)

Signatures:

Student: ____________________________ Date: ________

Internship Director (KU): ____________________________ Date: ________
## The University of Kansas – Film Internship

### Section 4 – Film Internship Evaluation
(to be completed and signed by the supervisor at the sponsoring organization upon completion of the internship)

<table>
<thead>
<tr>
<th>Section 4 – Film Internship Evaluation</th>
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</thead>
<tbody>
<tr>
<td>Student Intern Name:</td>
<td>Number of hours worked:</td>
</tr>
<tr>
<td></td>
<td>Description of work completed:</td>
</tr>
<tr>
<td></td>
<td>Evaluation of intern’s performance:</td>
</tr>
<tr>
<td></td>
<td>Other comments:</td>
</tr>
</tbody>
</table>

**Signature:**

Internship Supervisor: ____________________________ Date: ____________

**Note:** Upon completion of the internship, and in order for the student to receive credit, the internship supervisor must complete the Film Internship Evaluation (Section 4) on this page OR write a letter to the Film and Media Studies Department specifying the number of hours of work completed and evaluating the student’s performance. The form or letter should be sent to:

Professor Madison Davis Lacy, Film Internship Director, Department of Film & Media Studies, 1621 W. 9th Street, Lawrence, KS 66044-2488