

640 Parrington Oval
Wallace Old Science Hall #300
Norman, OK 73019-3050

T 405.325.3020
F 405.325.7135



STUDENT INTERNSHIP AGREEMENT

(Turn form into FMS office)

Student Name: _____ Term/Year of Internship: _____

Sponsoring Organization: _____

The University of Oklahoma Film and Media Studies Department (“FMS”) affirms that, to the best of its judgement, the internship experience is an appropriate curriculum option for students in a liberal arts program of study (i.e., it bears a logical/practical relationship to the student’s academic studies and, if successfully completed by the student will be granted FMS credit). FMS makes no other assurances, express or implied, including, but not limited to representation about the way in which this internship is structured or operated, or any travel or living arrangements the student has made.

RESPONSIBILITIES OF THE STUDENT

The student hereby agrees:

To observe standards of conduct from the University of Oklahoma Honor Code, understanding that compliance with the University of Oklahoma Honor Code is important to the success of the present internship and the continuance of future internships.

To conform conduct to the standards of the internship site, understanding that the responsibilities and circumstances of an off-campus internship may require a standard of decorum that may differ from that of the University of Oklahoma.

To obtain and maintain sufficient health, accident, disability and hospitalization insurance during the internship experience and be responsible for the costs of such insurance and for any expenses not covered by the insurance.

To assume the full responsibility for any undisclosed physical or emotional problems that might impair student’s ability to complete the experience, and to release the University of Oklahoma from any liability arising from such non-disclosure.

That the University of Oklahoma and its officers, employees, or agents have the right, in their sole discretion, to make cancellations, changes or substitutions in internships in cases of emergency or changed conditions or in the general interest of the internship experience.

That the University of Oklahoma and the Internship Sponsor have, each in its sole discretion, the right to terminate the student’s participation in the internship because of conduct that might bring the department into dispute or the Internship Sponsor into jeopardy, and that the decision will be final and may result in the loss of academic credit.

That the internship and use of any and all of the Internship Sponsor’s services and facilities shall be undertaken by the student at her/his own risk and that FMS shall not be liable for any and all claims, demands, injuries, damages. Loss, actions, or expense whatsoever arising out of or connected with the internship and with the use of any and all services, or facilities associated with the internship.

REVISED 5/11/2018

RESPONSIBILITIES OF INTERNSHIP SPONSOR

The Internship Sponsor hereby agrees:

To provide a reasonably safe environment, and an on-site designee responsible for adequate supervision of the student.

To provide necessary orientation, explanation of policies and procedures and administrative guidelines deemed essential to the conduct of the student during the internship.

To allow the designated college student to engage in appropriately approved internship experiences in furtherance of the student's academic program.

To promptly notify the FMS of any termination of student placement when the internship sponsor has deemed a student no longer is acceptable bases on unsatisfactory conduct or performance.

To indemnify FMS and hold it harmless from any and all injury, loss, damage, claims, demands, causes of action, and expenses whatsoever arising out of or in conjunction with negligent or intentional acts or omissions of the Internship Sponsor or its staff, employees or agents.

RESPONSIBILITIES OF FMS

The Film and Media Studies Department hereby agrees:

To provide academic and administrative support to the student during the internship.

To be responsible for the education program of the student assigned to the Internship Sponsor.

To provide necessary orientation deemed essential to the conduct of the student during the internship.

To promptly remove the student from the internship when such a student is deemed no longer acceptable based on unsatisfactory conduct or performance.

To indemnify the Internship Sponsor against and hold it harmless from any and all injury, loss, damage, claims, demands, causes of action, and expenses whatsoever arising out of or in conjunction with negligent or intentional acts or omissions of the FMS or its staff, employees or agents.

MUTUAL TERMS

FMS welcomes students of every origin to all the privileges, programs and activities available to every FMS student.

FMS, nor the Internship Sponsor will discriminate on the basis of race, sex, color, creed, age, marital status, sexual orientation, disability, national or ethnic origin in administration of the internship experience.

The parties agree that, for purposes of this Agreement, the student is not a member of the staff, an employee or agent of the Internship Sponsor or the College.

The parties consent of this Agreement is indicated by their signatures below.

STUDENT SIGNATURE: _____ DATE: _____

PARENT/GUARDIAN SIGNATURE: _____ DATE: _____
(If student is under the age of 18 at the time of the internship)

ON SITE SPONSOR: _____ DATE: _____

FILM AND MEDIA STUDIES: _____ DATE: _____