THE UNIVERSITY OF MEMPHIS®
Department of Journalism and Strategic Media

Employer
INTERNSHIP AGREEMENT

Internship site supervisors should complete this form and email to Dr. Matt Haught at mjhaught@memphis.edu.

Internship site name _____

Address _____ City _____ State ____ Zip Code _____

Site supervisor name _____ Title _____

Supervisor's email _____ Supervisor's phone _____

Student's name _____

Approximate # of hours student will work per week ____ Start date _____ End date _____

Compensation ☐ Unpaid ☐ Hourly ☐ Stipend ☐ Other _____

Does your organization require a registration verification letter for this internship? ☐ Yes ☐ No
If yes, we will email the letter to you at the address you have provided once this registration has been processed.

Title of internship position _____

Describe the intern's job responsibilities, tasks, and learning opportunities

_____

EMPLOYER INTERNSHIP AGREEMENT

Internship site/supervisor agrees to the job responsibilities described and will provide training and consultation in order to achieve the desired learning objectives. Consistent with the learning objectives, the internship site/ supervisor will provide an orientation concerning organization policies and procedures, meet with the student intern regularly and, using forms provided by the University of Memphis at the end of the term, provide an evaluation of the student intern. In accordance with the Family Educational Rights and Privacy Act (FERPA), the internship site/supervisor understands that the student intern has rights to privacy. In accordance with Title IX of the Education Amendments of 1972, the employer agrees to comply with all sexual misconduct, sexual harassment, and discrimination laws. Further, the employer agrees to report any violation or accusation of a violation of these laws immediately upon knowledge of their occurrence to the Internship Coordinator, and acknowledges their status as a mandatory reporter of said violations and accusation of violations.

Site supervisor signature _____ Date _____

NOTE: Site supervisors may sign this agreement electronically by typing his/her name in the box above and returning the form to the Internship Coordinator as an attachment from his/her work email.