To: Employers

From: Dr. Hamilton, Department Head
       University of Georgia, Department of Entertainment and Media Studies

Re: Internships

Thank you so much for agreeing to hire a Grady student for an internship. Professional internships are essential to the success of our students and to our program at UGA. We very much appreciate your willingness to oversee our student’s development during and internship.

Would you please draft a short letter confirming that you have offered the student an internship, that you will supervise his/her work and that you are willing to complete a brief evaluation of the student’s performance at the end of his/her time with you. We need the confirmation letter before the student starts the internship. We will need your written evaluation by the last day of exams during the semester the internship is taken. A sample letter is attached.

If you have questions or suggestions, please contact me at 706.542.3785 or hamilton@uga.edu or my assistant Cheryl Christopher at cherylch@uga.edu. Again, thanks for assisting the professional development of a young UGA media professional.

Please email your confirmation letter and written evaluation to Ms. Cheryl Christopher at cherylch@uga.edu.
Dr. James Hamilton  
Department of Entertainment and Media Studies  
College of Journalism and Mass Communication  
University of Georgia  
Athens, Ga 30602-3018

Dear Dr. Hamilton,

I have offered a (summer, fall, spring semester [please designate the semester]) internship in my organization to __________________________________________________________________________________________________________.

The period of employment exceeds or is a minimum of: (CHOOSE ONE ONLY)

107 hours for a 1 hour credit, or
214 hours for a 2 hour credit, or
320 hours for a 3 hours credit.

Knowing the importance placed on internships by future employers and the academic community, I will make this a valuable learning experience.

I agree to complete a written evaluation of the student’s performance of assigned duties no later than the last day of the semester the internship is performed. (This cut-off date is necessary to enable the intern to have his/her academic grade posted on the UGA transcript.)

(Please enter a very brief description of what the student will be doing.)

*Note to employer: The above items must be included in the letter offering an internship in order for the student to be eligible for academic credit. This letter and the written evaluation are your only responsibilities.