

ENTERTAINMENT AND MEDIA STUDIES INTERNSHIP INFORMATION

SAMPLE LETTER ONLY

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.