

Danvers Community Access Television  
**LEARNING CONTRACT**

**PART I: INFORMATION**

A. Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_  
Campus Address: \_\_\_\_\_ Home Address: \_\_\_\_\_  
\_\_\_\_\_ (street) \_\_\_\_\_ (street)  
\_\_\_\_\_(city) \_\_\_\_\_(state) \_\_\_\_\_(zip) \_\_\_\_\_(city) \_\_\_\_\_(state) \_\_\_\_\_(zip)  
\_\_\_\_\_ (telephone) \_\_\_\_\_ (telephone)

Address while on internship:  
\_\_\_\_\_  
(street)  
\_\_\_\_\_  
(city) (state) (zip)  
\_\_\_\_\_  
(telephone)

B. Internship Organization: \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone: \_\_\_\_\_  
Name of Supervisor: \_\_\_\_\_ Position: \_\_\_\_\_  
Your Position: \_\_\_\_\_

C. Faculty Sponsor/Advisor: \_\_\_\_\_  
Department: \_\_\_\_\_  
Email: \_\_\_\_\_ Telephone \_\_\_\_\_

D. Credits to be awarded for internship: \_\_\_\_\_  
(department) (course no.) (no. of credits)

E. Internship Start Date: \_\_\_\_\_ Internship End Date: \_\_\_\_\_

F. Semester Registered: \_\_\_\_\_

## **PART II: THE INTERNSHIP**

### Policies and Procedures:

- This is an unpaid internship
- Transportation is the intern's responsibility
- Attendance at a meeting with the Internship Supervisor is mandatory
- The minimum number of hours assigned by your school must be completed
- Two week's written notice must be given to your Internship Supervisor and the employer before leaving an internship prior to the agreed upon end date along with an explanation
- All concerns will first be brought to the attention of your Internship Supervisor, they will then consult with their appropriate supervisor
- The student will report to Dana Healy and will adhere to the employer's rules and requests
- The student will keep a weekly journal that will be passed in at the end of the internship
- All students are subject to an evaluation at the end of their internship
- All interns must also abide by all rules and regulations listed in the DCAT Policies and Procedures
- Weekly Work Hours: Monday through Fridays, some nights and weekends required. National holidays are observed.

### 3 Strikes Policy:

This internship is like any other job you have held. DCAT retains the right to terminate the internship at any time. We do however have a 3 strikes policy in place.

- Strike 1 – Meet with Internship Supervisor and review
- Strike 2 – Meet with Internship Supervisor and Executive Director and Review
  - Based on this meeting the ED will determine if you receive one more strike or a termination after your next offense
- Strike 3 (If decided upon by the ED) – Meet with Executive Director
- Strike 4 – Termination of internship

### Conduct:

- You are a representation of DCAT both in and outside of the studio
- You must stay in your designated work area unless otherwise instructed
- The internship will be treated seriously as a classroom course and a professional experience
- Be respectful to both staff, interns, members and campers

- You must be punctual. Tardiness will not be tolerated. More than 2 late arrivals of 20 minutes or more will result in a strike
- Attendance is mandatory and absences are based on the chart found below
- All interns should have a positive attitude and be friendly to staff and other members
- Interns should be an example to both members, campers and students

### Sick Days:

Interns must call at least a half hour before scheduled start time to inform the Internship Supervisor if they are unable to attend work due to illness. Upon their return interns must present Internship Supervisor with a doctor's note.

### Breaks:

- 1-4 Hours – No Break
- 5-7 Hours – 15 Minute Break
- 8+ Hours -- 30 Minute Break

### Dress:

- Women:
  - Appearance must be neat and clean at all times
  - Dress pants, Dresses or Skirts are acceptable
  - Dark or Black non-ripped Jeans allowed on shoot days
  - Skirts, Dresses and Shorts must reach past your fingers tips when arms are by your side
  - No shoulders or midriff should be exposed
  - Clothing should not be sheer
  - No open toed shoes
  - No clothing with vulgar or obscene imagery or words
  - Low cut tops or dresses will not be accepted
- Men:
  - Appearance must be neat and clean at all times
  - Dress pants or khakis are acceptable
  - Dark or Black non-ripped Jeans allowed on shoot days
  - Button down or collared shirts are acceptable
  - No shoulders or midriff should be exposed
  - Clothing should not be sheer
  - No open toed shoes
  - No clothing with vulgar or obscene imagery or words

**PART III: AGREEMENT**

This contract may be terminated or amended by internship supervisor at any time upon written notice, which is received and agreed to by the other two parties.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Faculty Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Internship Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_

#### **PART IV: LEARNING OBJECTIVES**

Please list below 4 Learning Objectives to accomplish during you internship. Please use action words.

I.

II.

III.

IV.