

Name & Title: _____

Company Name: _____

Address: _____

Phone/E-mail: _____

This is to verify that _____, a Media Arts & Studies major and student at Ohio University, has been offered a practicum with for the _____ Semester beginning _____ and concluding _____.

I understand that _____ will receive 1 academic credit hour for a minimum of 40 hours of work during the practicum.

The student will work in the following department(s):

Duties will include: _____

The progress of this practicum will be regularly evaluated by _____ who will serve as immediate supervisor. A final evaluation (sent by the School of Media Arts & Studies) will be completed and returned via email at the concluding date to:

Karen Rigs, Internship Coordinator, riggsk@ohio.edu
School of Media Arts and Studies
Ohio University

Please complete this form (directly on the .doc) and email to Karen Riggs within 1 week of receipt.

Thank you.