

Master with Specialization in Multimedia (MM) Program

Computing Science Department

University of Alberta

Multimedia Program Internship Proposal Form

Date:

1. Description
MM Program requirement: a student has to work with a project supervisor (in academia or industry) and complete an 8-month multimedia R&D related project (equivalent to 18 credits). a) Any student stipend should be agreed solely between the project supervisor and the student. b) Any intellectual property involved should be agreed solely between the project supervisor and the student. c) Any publication opportunity should be discussed between the project supervisor and the student.
2. Project Supervisor Responsibility
a) The project supervisor agrees to define a R&D project with milestones and expected outcome at each milestone, based on which the student will be evaluated at the end of the project. b) The project supervisor agrees to supervise the student on the defined tasks and provide the hardware/software and resources necessary for the defined tasks. c) The project supervisor agrees to read and sign off the student's internship reports, and submit to the MM instructor within 5 working days before the end of the project placement . Appropriate credits will be given to the student's work at the end of the internship.
3. Student Responsibility (in conjunction with Section 2 above)
a) Student should comply with the rules and regulations of the project supervisor's institution. b) Student is expected to spend 35 hours/week on the project defined in this Form, unless revised and agreed by all parties (Student, Supervisor and MM instructor) c) Student is required to submit final reports (one for each of the MM8xx enrolled). The report needs to summarize the tasks completed based on the agreed milestones. Without violating the non-disclosure agreement and copyright regulations of the supervisor's institution, student should submit a reasonably descriptive report, justifying why the student should be awarded CREDIT for the project placement. <ul style="list-style-type: none">o Both student's and supervisor's signature are required on the report before submitting to the MM instructor. This is to ensure that there is no conflict with the Non-Disclosure Agreement that may be required by the supervisor's institution.
d) Student needs to register course MM807 and MM808 (or a combination with MM809 and MM810 equivalent to 18 credits) for the 8-months internship. The proposal needs to be submitted and approved by the MM instructor before course registration.

4. Evaluation criteria
Student will be evaluated based on his/her performance on the project following the milestones and expected outcome defined by the supervisor and approved by the MM instructor.
Student Name:
MM Project Period – from: _____ to: _____ Total number of months: _____
Internship Supervisor Name: Internship Institution/Department: Internship Supervisor Job Position: Internship Supervisor Email: Internship institution Website:
Internship Project Title: Project Overview:

(The following will be used as part of the Evaluation Criteria to assess the student's project performance)

Milestones / Expected Outcome & Deadlines

Signatures of Student, Internship Supervisor and MM Instructor are required.

Student Signature

Internship Supervisor Signature

MM Instructor Signature (University of Alberta)

Date signed