

Nicholson School of Communication



Radio-Television Internship Packet



**Nicholson School
of Communication**

Internships

Internships are often the beginning of successful careers for students. The majority of internships are taken for academic credit and the academic department helps find, approves the internship and supervises the intern.

Internships must be approved by radio-television (R-TV) faculty, and are not granted until the student completes the course work appropriate to the internship experience (see below). This usually means sometime during the students late junior or senior year of enrollment. Internships are available at a variety of broadcast and non-broadcast entities in the Orlando/Central Florida area. Students residing outside the Orlando area may apply for summer internships in their area, state or country of residence.

Radio-Television Internship Philosophy

The radio-television division of the Nicholson School of Communication regards internship credit as a privilege for R-TV majors. Eligibility for R-TV internship credit depends preliminarily on a student's preparedness. That is manifested via course work which prepares the internship candidate for the nature of the internship experience.

Eligibility for R-TV internship credit may be denied if a student has previously received a grade of "U" (for Unsatisfactory) on a previous internship, or has demonstrated to the R-TV Division a lack of personal commitment to the demands of an internship. (See **Remedies** below.)

Requirements

Radio-Television internships are limited to R-TV majors, and must be approved by R-TV faculty. Moreover, the internship experience must be consistent with the student's track of study. Thus, for example, students in the Broadcast Journalism track may not take an internship with a production company, nor will Production track students be allowed a news reporting internship. Internships are not granted until the student completes course work appropriate to the internship experience (see below). Internships may be conducted at either local broadcast and non-broadcast entities in the Orlando/Central Florida area, or students may propose internships outside the Orlando area. The Radio-television division maintains a list of advertised internships on the R-TV bulletin board on the 2nd floor of the Nicholson School of Communication. Students may also propose internships with entities not advertised by R-TV, but these are subject to approval by R-TV.

It is strongly recommended that the internship candidate meet with a radio-television faculty advisor prior to interviewing with the prospective intern provider. Internship candidates *must* submit internship paperwork in person to the faculty advisor. Internship paperwork not submitted in person, will not be approved. It is the policy of the radio-television division to not grant internship credit for a student's regular employment. However, some of the available internships also pay students for the internship experience.

NOTE: All internship forms must be completed and turned in to the Nicholson Academic Student Services Center (NASSC) at least 48 hours prior to the last day of regular registration for the semester in which you want credit.



Preparatory Courses

Preparatory course work in the R-TV major is required for eligibility for R-TV internship credit. In general, the following courses may be viewed as preparatory to the associated internship experience. It's up to the R-TV faculty advisor and area coordinator to determine whether appropriate course work has been completed by the internship candidate:

INTERNSHIP EXPERIENCE	PREREQUISITE COURSE
Television or Radio News	R-TV 3301 - Electronic Journalism I
Field Video Production	R-TV 3260 - Single Camera Field Production
Studio Video Production	R-TV 3228 - Studio Television Production
Mixed Studio / Field Video Production	R-TV 3228 & 3260
Non-news Broadcast Radio	R-TV 4271 - Radio Production & Programming
Audio Production	R-TV 3210 - Audio Production I
Video Post-production	R-TV 3260 - Single Camera Video Production and/or R-TV 3263 Advanced Video Post-Production or ADV 3008
Broadcast or Production Management/Promotions/Sales/etc.	R-TV 4800 - Broadcast Management or ADV 4103 - Radio/TV Advertising or ADV 3008
Broadcast or Production Advertising	ADV 3008-Principles of Advertising or ADV 4103 Radio/TV Advertising

Credit Hours

The radio-television internship is an *optional* majors-only course that may be taken for elective credit.

Credits Allowed: Students may earn a maximum of six semester internship credit hours in the 120 hours needed to graduate. No more than three credit hours of the six may be taken per term. Students may also elect to take fewer than the three eligible semester internship credit hours per term.

Credit Hour to Hours on the Job formula. Internship credit hours are determined by number of hours worked per week at the place of internship. Thus the following formulae apply:

Fall/Spring terms: minimum 3 hours worked/week = 1 semester credit hour

Summer term: minimum 4 hours worked/week = 1 semester credit hour

In other words, to obtain the maximum 3 semester credit hours in fall or spring term, the student must work at least 9 hours per week at the internship. For summer, it's 12 hours per week.

Note: Fall and spring internships must last from the date classes for that term begin until the date classes for that term end. Summer internships must be registered for the "C" session and must last from the date classes for term begin until the date that classes for that term end. "A" or "B" term internships will not be allowed. An internship repeated at a specific location is generally not approved, though if the faculty advisor believes additional learning experiences are involved credit may possibly be granted.

NOTE: All internship forms must be completed and turned in to the Nicholson Academic Student Services Center (NASSC) at least 48 hours prior to the last day of regular registration for the semester in which you want credit.

Grading procedure

Radio & Television interns will receive an "S" (Satisfactory), "U" (Unsatisfactory), or an "I" (Incomplete) final grade for the internship. A "U" Unsatisfactory grade will result in a denial of credit for the internship. Grading will be determined by the faculty advisor via the RTV Internship Evaluation form, additional information received from the intern provider, and other reliable sources of information and feedback. Students take the responsibility to familiarize themselves with the grading expectations of their particular RTV advisor. (For example, some advisors require submission of a mid-term and a final evaluation form.) Interning students must pick up the evaluation form from the faculty advisor, which must then be delivered directly to the internship supervisor at the place of employment for completion. The evaluation form must then be either mailed or faxed by the intern supervisor directly to the faculty advisor. Students are not to deliver the evaluation form, nor be involved in its completion, though they are encouraged to review the form with the advisor after it has been formally submitted. Failure to follow this procedure may result in an Incomplete on the student's record.

Remedies

Students who receive a "U" grade (for Unsatisfactory) on an R-TV credited internship are ineligible for future R-TV internship credit. However, a student may appeal that policy of ineligibility to a committee of R-TV faculty who will hear the student's arguments and/or evidence in favor of being granted an internship for R-TV credit, and decide if that student should be afforded a subsequent internship opportunity. Only the student in question may be present at this meeting with the R-TV faculty committee. The R-TV Internship Appeals Committee will meet on an as-needed basis. Students seeking such an appeal must submit a formal, written petition to the R-TV area coordinator no later than the deadlines posted below:

Fall Term: September 15 (or the Friday preceding should that date fall on a weekend), no later than 4:30 p.m.

Spring Term: February 15 (or the Friday preceding should that date fall on a weekend), no later than 4:30 p.m.

The earliest a student may appeal will be the term following the original denial of credit. Thus, if a student were denied credit at the end of the summer term, the student may appeal by the fall term deadline (above), but will not be eligible for an internship until the following spring at the earliest. There will be no appeals entertained during summer terms.

The petition must be addressed to the Radio-television area coordinator, submitted to the Nicholson School of Communication main office, and must include the following items:

- Telephone numbers
- Current mailing address
- Knights Email address
- Cover letter explaining the nature of the petition and the student's argument for eligibility
- Current audit sheet

NOTE: All internship forms must be completed and turned in to the Nicholson Academic Student Services Center (NASSC) at least 48 hours prior to the last day of regular registration for the semester in which you want credit.

Registering for an internship.

Radio-Television internships must be registered using the contract available from the Nicholson School of Communication Academic Advising Services office (NSC 143). The candidate *and* internship employer must first complete the internship contract which is subsequently presented to a faculty advisor for approval. New deadlines to complete this paperwork apply each term. It is the student's responsibility to meet all paperwork deadlines, and the right of the faculty advisor to deny an internship where deadlines are not met.

You cannot register yourself. There are multiple steps to register an internship.

Step 1: It is strongly recommended that the internship candidate meet with a Radio-Television faculty advisor prior to interviewing with the prospective intern provider

Step 2: Complete the internship registration form, which can be found at the end of this document. Fill out your part.

Step 3: Take the form to your internship employer, have them complete the employer part, you both sign it. Then bring it to your faculty advisor who will supervise your internship.

Step 4: Take the form to the R-TV Area Coordinator to approve the internship before it will be turned over to NASSC for processing.

Step 5: You then have to take the signed form to NASSC, NSC 143, where the staff will generate paperwork. In peak registration times, you may have to come back 24 hours later.

Step 6: After that paperwork is complete, you need to take it all to COSAS where they will register your internship credit.

Step 7: Once the internship is registered by COSAS in MyUCF, you need to pay for the credit hours or UCF will drop you from the course. *Late Registration Fee:* UCF policy states that students who register for the first time during Late Registration and Add/Drop period will be assessed a Late Registration Fee of \$100. All registration activity must be completed by 11:59 p.m. on the last day of Late Registration and Add deadline.

Deadline for registering an internship: All internship paperwork must be signed by faculty 48 hours prior to the end of Regular Registration. Do not wait until the first week of classes to begin the internship registration process.

Internship Denial: Internships are a privilege. Eligibility for R-TV internship credit may be denied if a student has previously received a grade of "U" (for Unsatisfactory) on a previous internship, or has demonstrated to the R-TV Division a lack of personal commitment to the demands of an internship.



Internship Agreement and Registration Form

Each of the five programs in the Nicholson School of Communication (HUMAN COM ■ COM & CONFLICT ■ RTV ■ Ad-PR ■ JOU) permits students to perform internships for credit. Each program has its own policies and procedures that govern how many hours of credit may be earned and counted toward graduation and what is required of the student performing the internship. You are required to obtain, read and follow the instructions in your program's internship fact sheet available in the Nicholson Academic Student Services Center (NASSC), NSC 143. If you have any questions, you may contact the center at (407) 823-2681.

The following procedures apply to all internships in the NSC:

1. Obtain the fact sheet for internships in your program from your faculty member or in NASSC, located in NSC 143.
2. See a faculty member in your major to ensure that you are qualified to take an internship for credit. The faculty member can also assist you with internship selection or the qualification of the internship site. **We recommend that you begin meeting with faculty 1 to 2 months prior to the registration deadline.**
 - a. **NOTE: Ad-PR majors are not required to meet with a faculty member prior to completing the internship form. However, they must complete either PUR 4000 or ADV 3008 prior to completing internship credit.**
3. Complete attached internship form. The form must indicate:
 - a. Complete contact information, including UCF PID and Knights E-mail address
 - b. UCF and Major GPAs
 - c. Total credit hours completed
 - d. Previous internship hours completed
 - e. Term you plan to complete the internship (summer internships are for session "C" only)
 - f. Area of internship (COM ■ RTV ■ ADV ■ PUR ■ JOU)
 - g. The number of credits you wish to enroll
 - h. Pre-requisite courses you have completed with grades earned
 - i. How many hours per week you will work for the employer
 - j. Place where you plan to intern
4. Contact your internship employer. Have them complete the **Employer Approval for Internship section**. If the employer has a job description for the internship, it may be attached to the form and the designated duties description may be left blank. **Your internship employer must sign the form prior to obtaining the faculty member's and program coordinator's signatures.**
5. Obtain the faculty member's **and** program coordinator's signatures and bring completed forms to NASSC in NSC 143. Once approved by NASSC, registration must be completed in person by the College of Sciences Academic Services (COSAS) office in CSB, Room 250.
6. **Deadline:** Completed forms must be turned in to NASSC before the registration deadline. Regular Registration is typically defined by the university as the business day prior to the start of the Add/Drop period. Please consult the current UCF academic calendar at <http://www.registrar.sdes.ucf.edu/calendar/academic> for specific dates.
7. **Late Registration Fee:** UCF policy states that students who **are not enrolled** in any courses and who register **for the first time** (meaning that you did not enroll in any courses prior to add/drop week) during Late Registration and Add/Drop period will be assessed a Late Registration Fee of \$100. Internship registration should be completed prior to the start of Add/Drop to avoid the late fee. All registration activity must be completed by 11:59 p.m. on the last day of Late Registration and Add deadline. No late adds or drops will be permitted. This may not apply to you if you are enrolled in courses before add/drop begins.

You may contact NASSC with any questions at (407) 823-2681.



Nicholson School of Communication

INTERNSHIP AGREEMENT AND REGISTRATION FORM

Name: _____ PID: _____

(Print-Last) (First)

Major: _____ E-mail: _____ @knights.ucf.edu Phone: _____

UCF GPA: _____ Major GPA: _____ Total Credit Hours Completed: _____ Previous Intern Hours Completed: _____

1. EMPLOYER APPROVAL OF INTERNSHIP

I have been informed of the requirements of the Nicholson School of Communication internship program and understand my responsibility regarding the requested internship. I have interviewed the student. We have agreed to an internship for _____ credit hours. The student plans to work a minimum of _____ hours per week for the semester. The internship will run concurrently with the university's academic semester and end on the last day of classes for the term. The final internship report and/or evaluation are/is due to the faculty member on or before _____ or by the last day of class. It may be mailed directly or faxed (attention to the specific faculty member) to (407) 823-6360.

Designated duties of the intern are: (Please be specific or attach a job description to the agreement).

Company Name: _____ Supervisor Name: _____
Supervisor E-mail: _____ Supervisor Phone: _____
Supervisor Address: _____ City: _____ State: _____ Zip: _____
Supervisor Signature: _____ Date: _____

2. FACULTY APPROVAL OF INTERNSHIP

Course Goal: To provide students with a context for interpreting the theories and tools presented in their program course work, and to provide them with an opportunity to apply them in a practical setting

Course Description: Provides student with supervised, industry-related work experience in a sponsoring organization

Course Requirements: Per degree program, see UCF Undergraduate Catalog

Method of Evaluation: Per internship instructor; pass/fail (S/U only)

I have completed the following courses to qualify me for internship credit (see your advisor to determine this requirement):

Course Prefix and #	Grade	Faculty Member	
_____	_____	_____	(Print) _____ Date _____
_____	_____	_____	(Signature) _____
_____	_____	Program Coordinator Approval	(Signature) _____
_____	_____	Date	_____

3. ENROLLMENT IN INTERNSHIP COURSE

Term: _____ Year: _____ File form at least 48 hours prior to regular registration deadline (BEFORE Add/Drop period)
(Note: Late Registration Fee policy)

Title	Class #	Prefix	Course #	Credits (circle one)	To be graded as
		Office Use Only			
ADV Internship	_____	ADV	4941	1 2 3 4 5 6	S/U Only
COM Internship	_____	COM	4941	1 2 3 4 5 6	S/U Only
JOU Internship	_____	JOU	4941	1 2 3 4 5 6	S/U Only
PUR Internship	_____	PUR	4941	1 2 3 4 5 6	S/U Only
RTV Internship	_____	RTV	4941	1 2 3 4 5 6	S/U Only

STUDENTS MUST SIGN: I have read and agreed to the condition of the internship program and of this agreement. I accept responsibility for payment of my semester tuition and fees by the published deadline. I understand that if I fail to pay my tuition and fees by the deadline, I will be charged a \$100 late payment fee, my records will be put on hold, my account will be referred to a collection agency, and I may incur other financial consequences. **I understand that internship is graded as S/U only and has no impact on my cumulative, major or UCF GPAs. I understand if I am not enrolled in any courses prior to add/drop week, I will be assessed a late registration fee of \$100.**

Student Signature _____

Date: _____

NASSC Advisor Signature _____

Date: _____