

# Nicholson School of Communication



## Human Communication Internship Packet



**Nicholson School  
of Communication**

## Internships

Internships provide students valuable applied experience and may lead to post-graduation employment opportunities. Please remember you are representing UCF, the Nicholson School of Communication, and the human communication program during your internship. As a consequence, you are expected to perform your duties in a capable and professional manner. Sub-par internship performance can result in a denial of credit for your internship. Each intern is an ambassador for the Nicholson School of Communication. Please gauge your behavior accordingly.

**Withdrawing from an Internship:** If unforeseen circumstances require the termination of an internship, the faculty supervisor should be immediately informed and the university process for a class withdrawal should be used. Should any problems arise during the internship, either the employer or the intern should notify the faculty supervisor immediately.

## Eligibility

- Only human communication majors are eligible for human communication internships (COM 4941)
- To qualify for internship credit, students must have taken at least 3 courses from core requirements or restricted electives. All 3 courses must have "COM" or "SPC" prefixes and be 3000 or 4000-level courses. Some courses such as STA 2014, SPC 1608, and ENC 3250 do not establish internship eligibility.
- Students must have a minimum 2.0 UCF GPA to be eligible to register for an internship.
- Internships must be communication-related. While communication may be defined in a broad and general way, all internships must employ some form of effective oral and/or written communication and help the student achieve career goals.

**Eligible Faculty Sponsors:** Only full-time human communication faculty can sponsor internships.



## **Credit Hours**

**Credits Allowed:** Internships are generally for 3-credit hours and students may receive up to 6 total hours of internship credit.

**Credit Hour to Hours on the Job Formula.** Students are required to work a minimum of 3 hours per week (average) for each hour of internship credit. Therefore, a 3-credit internship requires a minimum of 9 hours work per week. Students who register for internships during the summer "C" term must average 4 hours per week of work for each hour of credit because of the abbreviated length of the summer term.

## **Grading procedure**

**Internships are graded as S/U**—Satisfactory or Unsatisfactory—and not by letter grade.

**Internship Final Program:** Final reports typically consist of (1) a brief letter of evaluation from your employer and (2) a brief report describing duties, activities and knowledge acquired during the internship. Students may also include relevant materials they used or designed. At their discretion, faculty sponsors may require additional materials such as journals, etc.

Internship final reports for your faculty advisor are due no later than the last day of regular classes. Please note that final reports cannot be turned in during the final exam week. It is the prerogative of your advisor to award a grade of "U" for late reports.



## Registering for an internship.

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

**Step 1:** Complete the internship registration form, which can be found at the end of this document. Complete the student portion.

**Step 2:** Take the form to your internship employer, have them complete the employer part, you both sign it. Then bring it to your faculty adviser who will supervise your internship. Unless other specific arrangements are made with your faculty adviser, registration forms must be signed in person by the faculty adviser. Do not leave forms for advisors to sign. Advisors are not required to sign forms that have been left for them to sign (faculty advisors often need to make corrections, additions or clarifications on forms. You can't do that if you aren't present).

**Step 3:** 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 4:** After that paperwork is complete, you need to take it all to COSAS (College of Sciences building, room 250) where they will register your internship credit.

**Step 5:** 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.

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.



## 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)	_____
_____	_____	_____	_____ (Signature)	_____
_____	_____	_____	_____ (Signature)	_____

### 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
		<b>Office Use Only</b>			
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: \_\_\_\_\_