



Media Production and Management

2022-2023 Freshman Orientation Packet

**Nicholson School of
Communication and Media**

Welcome to the Nicholson School of Communication and Media!



You're a communicator. A creator of worlds. Whether it's developing a game, filming a scene, or writing a newscast, you've got a point of view.

The Nicholson School of Communication and Media has a dozen degrees and almost 100 faculty in areas like advertising, journalism, communication and conflict, interactive media, and film. Award-winning faculty who have shot Super Bowl commercials and studied the language of astronauts. Practical and profitable degrees.

So go ahead and create. Collaborate. Change the world even. At NSCM we've got you covered.

NSCM has three academic areas including Communication, Film and Mass Media, and Games and Interactive Media.

Communication

- Advertising/Public Relations BA
- Communication and Conflict BA
- Human Communication BA
- Communication MA
- Strategic Communication PhD

Film and Mass Media

- Film BA/BFA
- Journalism BA
- Media Production & Management BA
- Film MFA

Games and Interactive Media

- Digital Media BA
- Digital Media MA
- Interactive Entertainment MS, Florida Interactive Entertainment Academy

Nicholson Academic Student Services Center—Your Major Advisor

The Nicholson Academic Student Services Center (NASSC) provides major specific advising for all Nicholson School of Communication and Media students.

Major specific advising services include:

- *Major specific questions*
- *Limited access admissions processing*
- *Class scheduling assistance*
- *Course equivalency review for major specific courses*
- *Course override review and processing for major specific courses*
- *Major specific course substitutions and exceptions*
- *Course content questions*
- *Internship and career information*
- *Major specific clubs and organizations*
- *Study abroad opportunities and major specific course equivalency reviews*
- *Undergraduate research and Honors Undergraduate Thesis guidance*

NASSC is located on the UCF Main Campus, Nicholson School of Communication and Media (NSCM) Building, NSCM room 130. The NSCM Building is located next to Lake Claire Apartments and is across the street from the Visual Arts Building.

- **Website:** www.communication.ucf.edu/advising *Links to an external site.*
- **E-mail:** nassc@ucf.edu
- **Phone:** (407) 823-2681
- **Advising hours:**
 - Monday, Tuesday, Wednesday, Thursday: 9:00-12:00 & 2:00-4:00 and Friday 9:00-12:00 (call to schedule appointment)
 - Advising is offered in person, via phone, and via Zoom

Academic advising is not mandatory at UCF, but it is strongly encouraged. Students should seek advising at least once a semester. Requesting an advising appointment is simple. Just call (407) 823-2681 to schedule an appointment.

You should seek advising before you enroll in courses to ensure that you are taking the correct courses for your major.

- You enroll in **Spring courses in late October**, so you should schedule an advising appointment in **September**.
- You enroll in **Fall and Summer courses in late March**, so you should schedule an advising appointment in **February**.
- Even if you don't plan to enroll in Summer courses, you still must advise and enroll in Fall courses in March. If you miss your enrollment appointment, courses could fill up and you may delay progress in your major.

Students are assigned a registration appointment date and time. You cannot enroll in courses until your appointment time is open. You can, however, seek out advising and plan for enrollment so when your appointment time opens, you can simply move the courses from your shopping cart to fully enrolled courses. Enrollment appointments are available on myUCF in fall and spring. It's a good idea to review the academic calendar each semester and write down important academic dates and deadlines like when enrollment appointments are viewable on myUCF. The academic calendar can be found in your myUCF portal or at the link below.

UCF Academic Calendar

<https://calendar.ucf.edu/2022/summer>

<https://calendar.ucf.edu/2022/fall>

Here's how you can find your enrollment appointment in your myUCF student center.

Click into your "Enrollment Appointment" box to view the semesters that you can enroll in and the days and times you can begin enrollment.

▼ **Enrollment Dates**

Shopping Cart Appointment
Your Shopping Cart for the Spring 2022 Regular Academic Session session is available for use beginning March 8, 2021.

Enrollment Appointment
Click 'details' for your enrollment appointments

[Details ▶](#)

Fall 2022 | Undergraduate | University of Central Florida

[Change Term](#)

Shopping Cart Appointments		
Session	Appointment Begins	Appointment Ends
Regular Academic Session	March 7, 2022 8:00AM	October 28, 2022 11:59PM

Enrollment Appointments	
Appointment Number	Appointment Begins
0005	March 24, 2022 11:00AM

Term Enrollment Limits	
Max Total Units	
	17.00

It's important to note that adding courses to your shopping cart does not enroll you in the courses. You must completely enroll the courses from your shopping cart to the enrollment page. Until you see the green check mark that shows that you have successfully enrolled, you are not enrolled in a course.

You can continue to adjust your schedule online until the **end of the first week of classes** for each term. **Please note that the last day to add/drop/swap a course is the Friday of the first week of the semester.** Don't forget to consult your major advisor when making changes to your schedule. Additionally, you should periodically check your class schedule to ensure that you are still registered for the classes you originally enrolled in.

Media Production & Management BA

This describes the skills, attributes, and aptitude of students looking to launch a career in the widely diverse field of broadcast media. After reviewing this article below by Alison Doyle you'll know what's expected of students in the classroom and the skill set required to enter the profession. Careers in the field are expansive and are best researched doing a simple web search.

Television and film producers are the unsung heroes of any TV program, film, commercial, etc. Some of the tasks producers may handle include managing schedules, coordinating locations, overseeing script rewrites, and arranging for financing. If there's a problem to solve or a question to answer, producers take the lead. As you can see, there are many different potential responsibilities that can be part of the producer role. Here is a list of the five primary skill sets producers need to have, as well as attached lists of related skills used by successful producers.

Communication

Producers need to have strong written and verbal communication skills.

- Assertiveness
- Coaching
- Collaboration
- Editing
- Explaining
- Interpersonal Skills
- Interviewing
- Listening
- Motivating Others
- Negotiating
- Networking
- Pitching Concepts to Prospects
- Presenting
- Social Media
- Verbal Communications
- Writing

Organization / Scheduling

Consider the number of people involved in a project. From script doctors to storyboard artists to actors to craft services to editors - the staff required is huge. Producers are often responsible for hiring. Subsequently, producers need to keep both staffers and the project on track. They create schedules and share information, so everyone knows where they need to be and what they need to do. Organization is vital to this role.

- Analytical Skills
- Assigning Tasks
- Delegating
- Flexibility
- Planning
- Prioritizing
- Time Management
- Working in Fast-Paced Environment

Problem Solving

Unexpected problems are common during filming (as well as during the planning stages and post-production). Maybe an actor gets injured, or a location turns out not to work. The script may need unexpected rewrites, or there could even be a transportation strike in the city during filming.

Producers are responsible for removing roadblocks and coming up with new plans that get around problems. When people have questions or concerns, producers have answers.

- Aesthetic Judgement
- Creativity
- Leadership
- Mentoring
- Research
- Reviewing Modifications to Screenplays
- Working Under Pressure

Multitasking

Because producers wear so many hats and are responsible for many varied aspects of a production is an essential skill. A producer may be working on the budget in the morning, then scheduling auditions in the afternoon. Being able to easily juggle many responsibilities, and switch from one task to another, is essential.

- Appraising Talent
- Closing Deals
- Evaluating Screenplays or Scripts
- Generating Story Ideas
- Managing Teams
- Project Management
- Recruiting Talent
- Securing Rights to Intellectual Property
- Selecting Stories
- Supervisory Skills
- Teamwork

Budgeting

Once financing is arranged, producers need to ensure that the TV show or movie stays within its budget. Producers help set a budget for every department and then track spending as well.

- Critical Thinking
- Decision Making
- Detail Orientation
- Estimating Costs
- Maintaining Relationships with Vendors
- Securing Financing

Media Production & Management is a Limited Access Major

Media Production & Management is a limited access major. This means that you are declared a **Media Production & Management Pending major** until you apply and are accepted to the program. Students must submit an admissions application for faculty review. Applications to the program are accepted two times a year in Fall and Spring semesters. The faculty review applications and accept approximately 40 students (20 students in the Production track and 20 students in the Media Management & Operations track) each semester. **The limited access application can be completed online here <https://communication.ucf.edu/advising/#admissions>.** As a Media Production & Management Pending student you will receive emails to your Knights email account reminding you to apply to the major.

- **Fall 2022 application deadline - July 1, 2022**
- **Spring 2023 application deadline - October 1, 2022**
- **Fall 2023 application deadline - February 1, 2023**

The Media Production & Management program has two tracks. Students can only be admitted to one track but may rank their choices on their application. This means you can select Production as your first choice and Media Management & Operations as your second choice. If you meet the competitive GPA criteria for both tracks, you will be admitted to the track you rank the highest.

- **Production track** - designed for students who wish to employ electronic or digital media equipment to communicate messages. Either audio or video production may be emphasized. Students should pick this major if they want to be producers/directors, videographers, editors, or other audio/video recording specializations. This track directly involves training and competency in the use of broadcast studio and field production equipment.
- **Media Management & Operations track** - designed for students who want to work in some aspect of media production and management other than news or production. Students may seek opportunities in broadcast or cable management, streaming services, casting, sales, promotion, or programming. Media Management & Operations is the track that students should choose if they want to pursue a career in radio or podcasting. **It is also best suited for students who want to be an on-air personality, but do not want to study journalism.**

Students must meet minimum admissions requirements before submitting an application.

Minimum admission requirements (must meet all four conditions below):

1. Complete a minimum of **30 college credit hours** prior to the admissions deadline.
2. Complete **RTV 3007 (Development and Structure of Electronic Media)** with a "C" grade or better
 - **Students may be enrolled in the course in the semester that they apply. Example: applying for Spring 2021 admission, enrolled in course in Fall 2020**
3. **Meet the grammar proficiency requirement (must meet one condition below)**
 - Complete ENC 1101 (English Composition I) and ENC 1102 (English Composition II) with "B" grades or better **OR**
 - Show proof of qualifying Advanced Placement, IB or CLEP test credit equivalent to ENC 1101 and ENC 1102 **OR**

- Take and pass the Accuplacer Grammar Proficiency Exam in the UCF Testing Center. Contact <https://academicsuccess.ucf.edu/utc/accuplacer-remote/> for more information. **OR**
- Take and pass with a "B" grade or better an approved ENC Gordon Rule Writing course

For students who opt to take and pass an approved ENC Gordon Rule Writing course to meet grammar proficiency, please note that you cannot apply to the major until the course is complete and the minimum grade passing grade of a "B" or better is noted on your transcript. This could delay your application to the MPM program.

The following are approved ENC Gordon Rule Writing courses: ENC 3250 (Professional Writing), ENC 3241 (Technical Writing), ENC 3310 (Magazine Writing), ENC 3311 (Essay as Cultural Commentary), ENC 3315 (Argumentative Writing), ENC 4212 (Professional Editing). Please contact NSCM Advising at nassc@ucf.edu for additional information about the grammar proficiency requirement

Students who meet minimum admissions requirements will be advanced to the competitive review process. The competitive review process consists of a review of college cumulative GPA.

Students with the top 20 college cumulative GPAs (by track) will be invited for admission to the major. The cut-off GPA will vary by semester, but usually falls between a 2.5 and a 3.4.

Production track - top 20 students accepted by college cumulative GPA

Media Management & Operations track - top 20 students accepted by college cumulative GPA

Once admitted to the Media Production & Management program, students will attend a mandatory new major orientation and receive a detailed plan of study through graduation. Media Production & Management students will also be assigned a faculty advisor, who will provide academic and professional guidance through graduation.

What do you do if you don't get accepted to the Media Production & Management Major

Applying to a limited access major can be very stressful. While admission is competitive and there is no guarantee that you will be offered a seat, there are things you can do to make yourself a more competitive candidate.

- Apply to the major as soon as you've completed a minimum of 30 college credit hours.
- Enroll in RTV 3007 (Development and Structure of Electronic Media). This course is required to apply to the major. Enroll in RTV 3511 (Production Fundamentals) in your first semester at UCF. The content that you learn in these courses will not only reinforce your desire to work in media but will provide a strong foundation of knowledge and skills needed to progress in the major.
- Maintain a strong GPA. Students who have a minimum 3.0 cumulative GPA have a better chance of being admitted to the major. If your GPA is close to a 3.0, then don't wait to apply; throw your hat in the ring. You never know what the cut-off GPA might be in the semester you apply.
- Begin volunteering on productions right away. Connect with student productions like OSI Productions, Hitting the Field, ToKnights the Night, Knightly News, Knightly Latino, and UCF Athletics Video Services and start building your portfolio.
- Submit a reconsideration application to the MPM faculty. If you are denied admission to the MPM program, you may appeal decision. The reconsideration process will be outlined in your denial email, but you also request a copy by emailing nassc@ucf.edu.

Advisor tip: If you don't get accepted to the Media Production & Management major your first time around, schedule an appointment with your major advisor by calling (407) 823-2681. Your major advisor will evaluate your academic records and let you know if you are a good candidate to apply to the major a second time.

It is not recommended that transfer students apply to the Media Production & Management major more than twice. The list of courses you can take while you are a Media Production & Management Pending student is short. Students will eventually run out of courses to take, and wind up putting their education on hold. This will delay your graduation. Instead, consult with a NASSC advisor and consider the following.

- *What do you want to do after you graduate?*
- *What other majors in the Nicholson School of Communication and Media or UCF will help you meet your career goals?*
- *What specific skills do you need to develop for you to meet your career goals?*
- *What types of internships should you consider to help you meet your career goals?*

Media Production & Management Degree Requirements

The Media Production & Management BA program has two tracks. Students can only be admitted to one track but may rank their choices on their application. This means you can select Production as your first choice and Media Management & Operations as your second choice. If you meet the competitive GPA criteria for both tracks, you will be offered admission to the track you rank the highest.

- **Production track** - designed for students who wish to employ electronic or digital media equipment to communicate messages. Either audio or video production may be emphasized. Students should pick this major if they want to be producers/directors, videographers, editors, or other audio/video recording specializations. This track directly involves training and competency in the use of broadcast studio and field production equipment.
- **Media Management & Operations track** - designed for students who want to work in some aspect of media production and management other than news or production. Students may seek opportunities in broadcast or cable management, streaming services, casting, sales, promotion, or programming. Media Management & Operations is the track that students should choose if they want to pursue a career in radio or podcasting. **It is also best suited for students who want to be an on-air personality, but do not want to study journalism.**

While you are a Media Production & Management Pending major, you may enroll in the following lower level and upper-level core courses.

Lower Level Required Core Courses (may be completed while Pending in the major):

This course is required for both Production and Media Management & Ops track students.

- SPC 1608 - Speech (Fundamentals of Oral Communication)

NOTE: *You may have completed this course at your previous institution. If you did and the course numbers are different, please submit the courses for review through the COS Course Evaluation system. <https://sciences.ucf.edu/cosas/new-returning-students/cos-course-evaluation/>*

NOTE: *If you completed these courses at your previous institution, but they are not showing on your degree audit, DO NOT register for these courses. Instead, contact the UCF Registrar's Office (registrar.ucf.edu) to ensure that they've received your final official transcript.*

Upper Level Required Core Courses (may be completed while Pending in the major):

These courses are required for both Production and Media Management & Ops track students.

- RTV 3007 - Development and Structure of Electronic Media (required to apply to the major)
- RTV 3511 - Production Fundamentals
- RTV 4403 - Electronic Media, Technology & Society
- MMC 3200 - Mass Communication Law

Students will not be permitted to enroll in any of the following limited access courses until they apply and are accepted to the Media Production & Management major.

Production Track - Required Core Courses (can only be completed after admitted to the MPM program):

- RTV 2100 - Writing for Media
- RTV 3531 - Principles of Videography
- RTV 3576C - Principles of Post-Production
- RTV 3543 - Principles of Studio Production
- RTV 4544 - Media Production Senior Capstone
- MMC 3420 - Mass Media Research Methods

Upper-Level Restricted Electives (14 credit hours required, choose 5 courses, can only be complete after admitted to the MPM program):

- RTV 3556 - Audio Production I
- RTV 3571 - Advanced Video Post-Production
- RTV 3581C - Lighting and Advanced Videography
- RTV 3590C - Production of Interactive Media
- RTV 4561C - Radio Production and Programming
- RTV 4591C - Webcasting
- RTV 4941 - Internship
- RTV 3942L - Practicum
- MMC 3204 - Media Ethics

Media Management & Operations Track - Required Core Courses (can only be completed after admitted to the MPM program):

- RTV 2100 - Writing for Media
- RTV 3531 - Principles of Videography
- RTV 3576C - Principles of Post-Production
- MMC 3420 - Mass Media Research Methods

Students will not be permitted to enroll in any of the following limited access courses until they apply and are accepted to the MPM major.

Upper-Level Group A Restricted Electives (16 credit hours required, choose 5-6 courses, can only be complete after admitted to the MPM program):

- ADV 4103 - Radio-Television Advertising
- JOU 3015 - Principles of Journalism
- RTV 3590 - Production of Interactive Media
- RTV 3601 - Broadcast Announcing and Performance
- RTV 4401 - Mass Media Effects
- RTV 4406 - Electronic Media Audience Measurement
- RTV 4503 - Sports Programming in Electronic Media
- RTV 4505 - Programming Issues for TV & Motion Pictures

- RTV 4561C - Radio Production and Programming
- RTV 4591C -Webcasting I
- RTV 4700 - Regulations of Broadcasting
- RTV 4800 - Broadcast Management
- RTV 3942L - Practicum
- RTV 4941 - Internship
- MMC 3204 - Media Ethics

Upper-Level Group B Restricted Electives (6 credit hours required, choose 2 courses, may be completed while Pending in the major):

- ADV 3008 - Principles of Advertising
- COM 4110 - Business and Professional Communication
- MMC 3630 - Social Media as Mass Communication
- PUR 4000 - Public Relations

Minor & External Elective Requirement

Media Production & Management majors are required to complete a minimum 72 credit hours of external electives outside of the disciplines of Ad/PR, Communication, Journalism, and Media Production and Management.

Transfer course work, including courses that were completed as part of an AA degree will count toward the 72 credit hours of external electives. However, most students will have a deficiency in hours and will need to complete the requirement at UCF. The number of external elective credit hours required is unique to each student and should be evaluated by your major advisor. Please email nassc@ucf.edu with questions about external electives.

The Media Production & Management BA requires that students declare and complete a minor outside of the disciplines of Ad/PR, Communication, Journalism, and Media Production and Management. Again, Film and Digital Media minors are acceptable. *The rule of thumb is to choose a minor that will help develop skills to meet your career goals.*

The following is a list of complementary and popular minors.

- Digital Media
- Political Science
- History
- Psychology
- Cultural Anthropology
- Sociology
- Global Sociology
- Latin American Studies
- Africana Studies
- Asian Studies
- International and Global Studies
- Women's and Gender Studies
- Spanish
- Business
- Sports Business Management
- Criminal Justice
- Public Administration
- Legal Studies
- Environmental Studies
- Foreign Language

To declare a minor on myUCF follow the instructions below. You should also reach out to the academic department that oversees the minor to seek advising specifically for your minor. You can find a complete list of minors in the UCF Undergraduate Catalog (<https://www.ucf.edu/catalog/undergraduate/#/programs>).

Step 1: Log into <https://my.ucf.edu> and navigate to the “Student Self Service”.

Step 2: Select the drop-down menu “other academic” in the upper left-hand corner of your student center. Choose: “Change Major: Request.” (Note, this should be the very first choice in the drop-down menu so you may have to scroll to the top of the drop-down menu).

Step 3: Read the instructions and click on “Next”.

Step 4: Click on “Add” in the minor box.

Step 5: Click on the magnifying glass to select the college of your minor.

Step 6: Click on the magnifying glass to select a specific minor. Click on “Look Up” and choose your minor from the list.

Step 7: Click on “Next” and then press “Submit.”

Foreign Language Proficiency Requirement

As a Bachelor of Arts degree student, the University of Central Florida requires that you complete college-level foreign language to graduate.

You may have completed foreign language in high school. Your high school foreign language qualifies you for admission to UCF, but completion of college-level foreign language qualifies you to graduate from UCF with a Bachelor of Arts degree.

There are several ways to complete the Foreign Language Proficiency requirement:

- Pass up to Elementary II of a foreign language taught within the Department of Modern Languages or the Department of Judaic Studies.
 - **Example: Complete BOTH SPN 1120C (Elementary Spanish I) AND SPN 1121C (Elementary Spanish II).**
- Pass the second semester of a foreign language. If you have some proficiency in a foreign language, but not quite one year worth, you may need to take fewer than two semesters of foreign language to satisfy the foreign language requirement. If you did 2-3 years of foreign language in high school, you may want to skip Elementary I and enroll in Elementary II.
 - **Example: The normal Spanish sequence is SPN 1120C --> SPN 1121C. SPN 1121C is what completes the language requirement.**
- Pass either the CLEP or FLATS test <https://academicsuccess.ucf.edu/utc/>. If you speak a language other than English, this may be a good option for you to complete the requirement.
- Pass up to two semesters (ASL 2140C and ASL 2150C) of college instruction in American Sign Language (ASL). ASL proficiency is met by successful completion of ASL 2150C.

Foreign Language and American Sign Language courses are considered external electives.

Planning a Balanced First Year

Media Production & Management Schedule

As a first year Media Production & Management Pending major, you should focus on completing General Education Program (GEP) course work. The two most important GEP courses to complete in your first year are ENC 1101 (English Composition I) and ENC 1102 (English Composition II). Remember, you must earn "B" grades or better in these two courses to meet the grammar proficiency requirement to apply to the MPM program. You should also plan to complete 30 credit hours in your first year at UCF so you can apply to the MPM program in your second year.

Here's a sample plan of study for a first year MPM Pending major. If you have AP/IB test credit or dual enrollment credit, you may not have to complete certain GEP courses. Please consult with your College of Sciences advisor for assistance in selecting GEP courses.

Year 1, Semester 1 - Complete 15 credit hours

- GEP 1: ENC 1101 - English Composition I (Required for MPM majors, must earn a B or better)
- GEP 3: SPC 1608 - Fundamentals of Oral Communication (Required for MPM majors)
- GEP 7: Math (Must earn a C- or better)
- GEP 4: Historical/Cultural Foundation - choose Gordon Rule Writing & State Core
- GEP 9: Social Science - choose State Core

Year 1, Semester 2 - Complete 15 credit hours

- GEP 2: ENC 1102 - English Composition II (Required for MPM majors, must earn a B or better)
- GEP 8: Math (Must earn a C- or better)
- GEP 5: Historical/Cultural Foundation - choose Gordon Rule Writing & State Core
- GEP 10: Social Science - choose State Core
- GEP 12: Science - choose State Core

If you completed a significant amount of GEP course work through test credit or dual enrollment, you may enroll in the following upper-level core courses.

Required Core Courses (may be completed while Pending in the major):

- RTV 3007 - Development and Structure of Electronic Media (required to apply to the major)
- RTV 3511 - Production Fundamentals
- RTV 4403 - Electronic Media, Technology & Society
- MMC 3200 - Mass Communication Law

NOTE: You may have completed these courses at your previous institution. If you did and the course numbers are different, please submit the courses for review through the COS Course Evaluation system. <https://sciences.ucf.edu/cosas/new-returning-students/cos-course-evaluation/>

Student Media Productions

Working on student media productions provides MPM students the opportunity to hone their skills and develop their portfolios while working on their degree. The Nicholson School of Communication and Media offers several productions for students. They provide students with real-world experiences, opportunities to try different roles, and the ability to connect what is learned in the classroom with hands-on experience.



Knightly News is a division of the Journalism program in the Nicholson School of Communication and Media. It is a weekly campus television newscast. Daily newsgathering and production decisions are conducted by students in the Journalism program. MPM students serve as the production crew as videographers, directors, and lighting and audio directors.



Hitting the Field is an entirely student-run sports television program broadcast live. Students write, direct, and shoot the entire production. The show streams live weekly on Facebook and YouTube.



ToKnights the Night is a 30-minute, late night talk show that covers a variety of lively topics and features musical guests. Students write, direct, and shoot the entire production. The show features a live audience and is streamed on Facebook and YouTube.



OSI Productions is a student-run video production group funded by UCF Student Government Association. They provide high-quality video, photo, and livestream content to various departments and agencies across campus. To learn more about OSI Productions, email osiprodirector@ucf.edu.

Studio, Production Facilities & Equipment



Learn Real-World Skills in a Real-World Environment

NSCM's studio and production facilities opened in 1999 as a centerpiece of the new \$14 million communication and media building. The facility was equipped with state-of-the-art analog and digital technology through a combination of public and private funding. A unique partnership with Panasonic Broadcast Systems along with a major donation from the Harris Corporation facilitated the outfitting of the facility. Financial contributions from Darden Restaurants, WOFL-TV, WFTV-TV, Cox Radio and WESH-TV were also critical. The primary mission of the production facility is to support instruction and access to the facility is normally restricted to Journalism and Media Production & Management majors and faculty.

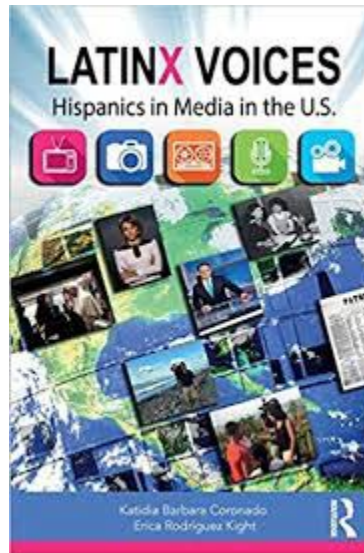
In the summer of 2012, major upgrades happened in the NSCM studio and newsroom. UCF awarded technology enhancement grants for two major projects at the Nicholson School of Communication and Media: Phase 1 of the multimedia newsroom and High Definition (HD) upgrades to the NSC studio.

The multimedia project created a new learning laboratory for students. Phase 1 of the project focused on adding new computer equipment and editing facilities.

The HD upgrades to the NSCM studio included HD cameras and a new digital switcher in the production control facility. With this equipment, Media Production & Management students can produce programs in widescreen HD as part of their coursework and projects.

Media Production & Management students who are enrolled in production focused courses can check-out equipment and reserve time in video and sound editing labs.

Hispanic/Latino Media Certificate



The Media Production & Management program features a certificate in Hispanic/Latino Media.

The certificate is a total of 15 credit hours (5 courses) and has a dual focus:

1. It is designed to provide students in media-related fields training on how to serve diverse audiences; and
2. It allows students to demonstrate that they have conceptual and applied knowledge about the role of Hispanic/Latino media and how it impacts a growing multicultural environment.

The certificate is open to Media Production & Management majors and offers excellent training for students who desire to work in Spanish speaking media.

The certificate, however, does not replace the required Minor. Journalism majors are permitted to use up to 6 credit hours of course work from their major in the certificate.

Students can choose between two areas of specialization.

Specialty 1: Latin American and U.S. Hispanic Culture & Media

- Complete MMC 4303 - Hispanics in the Media in the U.S.
- Complete MMC 4300 - International Media
- Complete MMC 4602 - Contemporary Media Issues
- Complete 2 courses:
 - LAS 3002 - Topics in Latin American Studies
 - LAS 3101 - Latin American Popular Culture
 - Study abroad course in Spain or Latin America

Specialty 2: Spanish Language Media

- Complete MMC 4303 - Hispanics in the Media in the U.S.
- Complete JOU 3951 - Knightly Latino
- Complete SPN 4410 - Advanced Spanish Conversation
- Complete SPT 3805 - Spanish Translation and Interpretation for Mass Communication
- Complete 1 course:
 - LAS 3002 - Topics in Latin American Studies
 - LAS 3101 - Latin American Popular Culture
 - Study abroad course in Spain or Latin America

Media Production & Management Internships

Media Production & Management students are strongly encouraged to complete at least one 3 credit hour internship for major elective credit. Students must be accepted to the MPM program and complete appropriate production courses before enrolling in an internship course.

Internships are designed to provide students with opportunities to gain relevant work experience in a particular career field of their interest. These experiences can be used to help you explore a career field more and determine if it is a good fit for you. Time spent completing an internship is also a great way for students to create or expand their professional network and further develop their knowledge and skills, while getting hands-on learning experience. Internships come in many forms, can be paid or unpaid, and many times lead to permanent employment opportunities post-graduation.

To earn internship credit in the MPM major, you must enroll in an internship course through the Nicholson School of Communication and Media. This requires completing a form with your employer and faculty internship coordinator. Please contact your major advisor at nassc@ucf.edu or (407) 823-2681 to learn how to enroll your internship.



Each Fall, MPM students have the opportunity to apply to the prestigious Shark Tank internship through the generous support of Clay Newbill, Executive Producer of ABC's "Shark Tank" and distinguished graduate of the UCF Media Production & Management BA program. Interns work in all three sectors of the show: casting, production and post-production over a six-month period. The Shark Tank internship program has launched the careers of dozens of MPM students. Many students remain in Los Angeles after graduation and work in the industry as associate producers and producers of successful TV shows.



InternPursuit

**YOU'LL WANT
TO BE THERE.**

Every year the **Radio Television Digital News Association at UCF**, hosts **Intern Pursuit**, the largest biannual internship fair at UCF. Intern Pursuit is usually hosted in October for Spring internship seekers and March for Summer and Fall internship seekers. The event brings more than 150 companies to campus, giving students the opportunity to have one-on-one conversations with potential employers.

Undergraduate Research

Participating in undergraduate research prepares you for life after graduation by expanding your academic experience and giving you the opportunity to work with a Media Production & Management faculty member while exploring an academic topic more fully.

There are many benefits to becoming a researcher, including:

1. **Graduate and Professional School:** Undergraduate researchers are more likely to move into graduate programs.
2. **Academic Achievement:** Undergraduate researchers demonstrate higher achievement and are more likely to stay in school.
3. **Career Goals:** Undergraduate research can help you clarify your choice of degree program, career interests, and post-graduation plans.
4. **Transferable Skills:** Undergraduate research strengthens written and oral communication, critical thinking, technical skills, and information literacy.
5. **Community:** Undergraduate research provides opportunities to build a learning community with faculty.
6. **Confidence:** Undergraduate research builds confidence in your abilities within the discipline and improves your overall perception of the discipline.

2 ways that you can get involved with research within the Nicholson School of Communication and Media is through an Independent Research Course and through the Honors Undergraduate Thesis Program through the UCF Burnett Honors College.

Independent Research

Independent Research courses are designed to provide an opportunity for students to complete academic research independently, under the general guidance and direction of a Media Production & Management faculty member. These courses present a way for highly motivated students to research a topic of interest that isn't fully explored or does not necessarily fit into the traditional academic curriculum of the declared degree program.

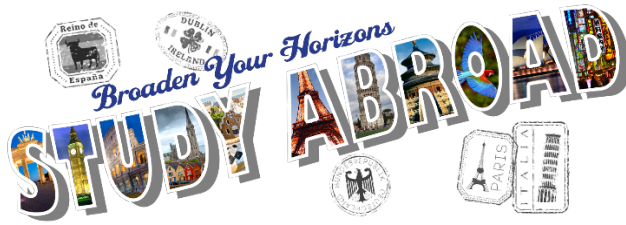
Interested? Contact your major advising office, NASSC, at nassc@ucf.edu or (407) 823-2681.

Honors Undergraduate Thesis Program

The Honors Undergraduate Thesis program is the oldest and most prestigious undergraduate research program at UCF. Through this program students research, write, defend and publish an original undergraduate Honors thesis. The thesis is published through the university library and becomes available to researchers worldwide through electronic databases.

Interested? Contact the Burnett Honors College at <https://honors.ucf.edu/hut/about/>

You can earn credit in your major for completing undergraduate research. Undergraduate research courses count as restricted electives. To receive credit for research, you must enroll the experience as a course. For more information, contact your major advisor at nassc@ucf.edu or (407) 823-2681.



Do you want to travel the world and earn credit your major? Then consider studying abroad.

You can earn up to 12 credit hours of study abroad credit that can be applied to internal, external, and general elective credit in your major and/or minor.

REASONS TO STUDY ABROAD

- Explore different countries
- Increase intercultural competency
- Earn credit in your major or minor
- Learn or enrich language skills
- It looks great on your resume
- Make life-long friendships
- Become more independent and self-reliant
- Embark on an adventure of a lifetime
- Try new food
- Gain a new appreciation for home and family

5 SIMPLE STEPS TO STUDYING ABROAD

1. **Conduct a self-evaluation**
 - Meet with your academic advisor to determine course needs and graduation term
 - Evaluate what funding sources are available to you
2. **Select and apply for a program**
 - Determine what type of program you're looking for
 - Consider location, duration, academics, program type, budget
 - Complete your online application <https://studyabroad.ucf.edu/>
3. **Arrange your finances**
 - Create a budget for your study abroad program and experience
 - Schedule an appointment with the Office of Student Financial Assistance
4. **Get course approvals**
 - Meet with your academic advisor and get your course approval forms completed
 - Submit your completed course approval forms to the Study Abroad Office
5. **Complete pre-departure preparations**
 - Apply for housing
 - Arrange travel logistics (airfare and airport pick-up)
 - Apply for visa (if required)
 - Complete **UCF** Abroad pre-departure orientation

TYPES OF STUDY ABROAD PROGRAMS

Short-Term

These programs offer group travel and are led by **UCF** faculty. Typically ranging in duration from one to eight weeks, these programs are a great option for students who cannot dedicate an entire semester to studying abroad. Because they are shorter in length, they are more cost effective and offer 3 to 6 hours of **UCF** enrolled course credit.

Exchange

Lasting in duration from one to two semesters, exchange programs give students the opportunity to have a longer, more culturally immersive experience while paying **UCF** tuition and using existing financial aid and funding sources. Exchange programs are sponsored by academic departments and colleges, and because of this, courses are **UCF** enrolled and pre-evaluated for use within the major.

The Nicholson School of Communication and Media has exchange partnerships with the following international schools.

- ***University of Canberra - Australia***
- ***Salzburg College - Austria***
- ***Hong Kong Baptist University - China***
- ***Saxion University - Netherlands***
- ***IE University - Spain***
- ***San Jorge University - Spain***
- ***Jonkoping University - Sweden***
- ***Bournemouth University - UK (England)***

Partner Programs

These programs are offered through organizations outside of **UCF** to broaden the spectrum of opportunities for students. Programs are available in every major and discipline and in many countries around the world. Since costs and opportunities vary greatly, partner programs allow students to customize their experience to get the “best fit” for them.

Internships

Gain valuable experience and become more culturally aware by completing an international internship. There are many internship programs that specialize in placing students in a company or organization that best matches their major, career interests and experience. Many internships may be completed for credit in the major.

HOW TO FINANCE STUDY ABROAD

Studying abroad requires *careful financial planning*. You are advised to select a program that best meets your anticipated available funding. Factors such as program duration, location and the number of courses taken can increase or decrease the cost of your experience. Remember that financial aid may be applicable to your study abroad experience. Additionally, scholarships that are study abroad specific and general use are available and can be used toward the cost of participation. The Nicholson School of Communication and Media awards up to six study abroad scholarships each year.

Media Production & Management Clubs & Organizations

Radio Television Digital News Association

Advisor: Mr. Rick Brunson

Facebook: RTDNA @ UCF

The Radio Television Digital News Association is a national, professional association of electronic journalists. As a campus chapter, RTDNA focuses on helping students better prepare for the broadcast news industry. RTDNA is open to all students, but is focused on electronic journalism majors.

National Broadcasting Society

Facebook: National Broadcasting Society at UCF

Instagram: @ucfnbs

The National Broadcasting Society is a national organization comprised of people working in the television industry, specifically production. The purpose of the student chapter is to give students a chance to network and gain additional experience working with other students interested in production.

National Communication Association

Advisor: Dr. Michelle Dusseau

Email: michelle.dusseau@ucf.edu

The National Communication Association advances communication as the discipline that studies all forms, modes, media and consequences of communication through humanistic, social scientific and aesthetic inquiry.

Zeta Phi Eta

Advisor: Ms. Lindsay Hudock

Facebook: Zeta Phi Eta at UCF

Instagram: @zetaphietaucf

Zeta Phi Eta is a coed, professional communication fraternity open to all undergraduate students studying communication. The fraternity is designed to not only assist communication students in their pursuit of success, but to unite them under the principles of brotherhood, scholarship and professionalism.

Kappa Tau Alpha Honor Society

Web: <https://www.kappataualpha.net> (Links to an external site.)

Kappa Tau Alpha is a college honor society that recognizes academic excellence and promotes scholarship in journalism and mass communication. Membership must be earned by excellence in

academic work at one of the colleges and universities that have chapters. Selection for membership is a mark of highest distinction and honor.

Lambda Pi Eta - Communication Honor Society

Advisor: Ms. Shari Hodgson

Facebook: Lambda Pi Eta at UCF

Lambda Pi Eta is the honor society of the National Communication Association. The purposes of Lambda Pi Eta are to recognize, foster and reward outstanding scholastic achievement in communication studies, to stimulate interest in the field of communication, to promote and encourage professional development among communication majors, and to provide an opportunity to discuss and exchange ideas in the field of communication.

UCF Debate

Advisor: Mr. Jonathan Conway

Facebook: UCF Debate

Intercollegiate debate program, open to any undergraduate student enrolled in the university. UCF Debate is a nationally competitive team policy debate program that competes on the annual national topic.

UCF Speech

Advisor: Mr. Jonathan Conway

Facebook: UCF Speech Team

Intercollegiate speech (forensics) and parliamentary debate program, open to any undergraduate student enrolled in the university. Students are eligible to qualify for the major intercollegiate national tournaments for competitive speaking.

Course Modalities and Attributes at UCF

There are several types of courses offered at UCF, referred to as course “instructional modes” or “course modality.” The course description includes a modality field which will identify the type of course. In addition, “course attributes” indicate whether or not students will be expected to participate in regularly scheduled online meetings.

Course Modalities include:

- **P** – Face-to-Face
- **W** – Web-based
- **V** – Video
- **M** – Mixed Mode, FLEX and LIVE
 - **Mixed Mode FLEX** - on-campus meeting with online instruction delivered through flexible, asynchronous elements in Webcourses
 - **Mixed Mode LIVE** - on-campus meeting with online instruction that is delivered through live, regularly scheduled video class meetings. With this attribute you will still meet on campus as a regular mixed mode course however on the days you do not to meet on campus you will meet online through synchronous online instruction (Zoom in Webcourses).
- **RS** – Limited Attendance

Course Attributes:

Course attributes add additional information to help students make the most informed decision when selecting classes. They describe how the course is delivered and how students will be expected to participate. Attributes are included in the course details returned by the search tool in my.ucf.edu.

Search for Classes

Class Detail

ENC 3330 - 0M01 Rhetorical Traditions
University of Central Florida | Spring 2021 | Lecture

Class Details	
Status	Open
Class Number	11470
Session	Regular Academic Session
Units	3 units
Instruction Mode	Mixed Mode/ReducedSeatTime (M)
Class Components	Lecture Required
Course ID	045030
Career	Undergraduate
Dates	1/11/2021 - 5/4/2021
Grading	ABCD
Location	Main Campus (Orlando)
Campus	Main Campus

Meeting Information			
Days & Times	Room	Instructor	Meeting Dates
MoWe 1:30PM - 2:20PM	NSC O 110		01/11/2021 - 05/04/2021

Enrollment Information	
Enrollment Requirements	PR for ENC3330 is a grade of 'C' or better in ENC1102.
Class Attributes	Gordon Rule Writing Live, online class meetings

Class Availability			
Class Capacity	25	Wait List Capacity	500
Enrollment Total	18	Wait List Total	0
Available Seats	7		

Notes

Class Notes Substitutes WWW for some class time; requires Internet access, browser, and E-mail skills.

Description

*ENC 3330 CAH-WRITE 3(3,0)
Rhetorical Traditions: PR: Grade of "C" (2.0) or better required in ENC 1102. Examines the roots of rhetoric and the evolution of its theoretical, pedagogical and civic tradition. Even Spring.*

View Search Results

To learn more about course modalities and attributes, visit <https://cdl.ucf.edu/support/student/modalities/>.

How to Remove Holds Before Your Orientation Day

Holds may be placed on your record for various reasons including failure to turn in the appropriate Undergraduate Admissions paperwork, Orientation verification required, Health Immunizations required, parking fines, advising required, Financial Aid documents required, International Student documents required, as well as failure to pay a university debt.

If you have a Hold on your record, it will prevent you from registering for UCF courses.

To check if you have Holds and to resolve them follow these instructions in myUCF.

1. Visit the **myUCF Portal** (my.ucf.edu) and select **Student Self Service**.
2. Select **Holds** from the right column to visit your list of current holds.
3. Select **Holds** from the right column to visit your list of current holds.
4. Select the hold you wish to view. **Click on the highlighted name** of the hold to display the hold details.
5. Follow the instructions to resolve your hold.

The screenshot displays the myUCF Student Self Service portal interface. On the left is a vertical navigation menu with categories like Academic Resources, Staff Applications, Student Self Service, and Employee Self Service. The main content area is divided into sections: Academic Information (with a message: "You are not enrolled in classes."), Finances (with a message: "You have no outstanding charges at this time."), and a sidebar on the right containing "Search for Classes", "Holds" (showing "No Holds.."), "To Do List" (showing "No To Do's."), "Enrollment Dates" (with a "Details" link), and "Advisor" (showing "Program Advisor" and "None Assigned").

Your Holds

Item List							
Hold Item	Amount	Institution	Start Term	End Term	Start Date	End Date	Department
HOLD-Graduate Studies		USD University of Central Florida	Begin Term - Svc Indicatr Use		01/27/2009		GRADUATE STUDIES

go to ...

HOLD-Graduate Studies

Reason and Contact

Description: University of Central Florida
Start Term: Begin Term - Svc Indicatr Use
Start Date: 01/27/2009
Reason: HOLD for 9 Hour (Non-Degree)
Department: GRADUATE STUDIES
Contact:

Instructions

HOLD on Non-degree students: only nine graduate hours may be transferred into a graduate degree program. Students should contact the College of Graduate Studies at 407/823-2766 for more information.

Here is a list of common Holds and what department you need to contact to address the issue.

- **Orientation** - UCF First Year Experience <https://orientation.ucf.edu/>
- **Health Immunizations** - UCF Student Health Services <https://studenthealth.ucf.edu/immunizations>
- **Admissions** - UCF Undergraduate Admissions <https://www.ucf.edu/admissions/undergraduate/>
- **International Students** - UCF Global <https://global.ucf.edu/international-students-scholars-and-professionals/prospective/>
- **Conduct** - Office of Student Conduct <https://scai.sdes.ucf.edu/>

Final Tips from your Nicholson School of Communication and Media Advisor

Your time at UCF is finite, so make the most of it. You are in control of your destiny, so make good decisions. Be proactive. Remember, you are your best advocate. UCF is a big place, but your major is highly selective, professionally focused, and thrives on the network that you cultivate. Manage your brand carefully.

Here's a few tips...

- Be your best advocate.
- Get to know and contact your academic advisors early and often.
- Check your Knights email daily.
- Log in to myUCF weekly.
- Log in to Webcourses daily.
- Review your degree audit each semester.
- Make note of important deadlines in the UCF academic calendar.
- Be aware of your campus resources and use them.
- Learn how to use advising technologies like my.ucf.edu, myKnight audit, UCF academic calendar, UCF catalog, and mySchedule Builder.
- Create a clear plan to graduation and review the plan regularly with your advisor.
- Register for courses on time
 - **October – enroll in Spring courses**
 - **March – enroll in Summer and Fall courses**
- Plan to do more than one internship.
- Join professional clubs and associations.
- Apply for Nicholson scholarships via A2O in Fall and Spring.
- If you need help, don't bury your head in the sand. Contact your advisor immediately to discuss a plan to get back on track.