Internship Frequent Q&A [Fall 2020]

1. **Can I do an onsite, face-to-face internship in the Fall 2020 semester?**

   Yes, UCF allows both remote and onsite, face-to-face internships in Fall of 2020. But the safety of our students is always our top priority. For those who opt to do an internship in an onsite, face-to-face mode, please follow the safety guidelines listed below and protect your health.

2. **What are the recommended safety guidelines for doing internship during COVID-19?**

   UCF is requiring faculty and students to wear face coverings while in physical classroom situations; because your internship is technically an academic course, those same rules should apply to your internship. Please remember to wear a face covering when in close proximity to others and remain physically distant when possible. CDC Safety Guideline can be found here.

3. **How can I register for internship credits?**

   Given the COVID-19 crisis, all internship registration forms for FALL 2020 will be processed BY EMAIL (NASSC@UCF.EDU), and that means you will want to pay careful attention to these details (see #4 and #5) to make this as smooth as possible for the faculty and staff who are taking on the burden of manually processing this paperwork. The deadline to send your completed and electronically signed forms to be registered for FALL 2020 is WEDNESDAY, AUGUST 26, 2020.

   NOTE: AD/PR, Ratio-TV, Journalism majors will want to consult with their faculty advisers to make sure their prospective internships fit into their program of study (see #6 for the specific contact info).

4. **Where to find the correct form?**

   The only form you may use to enroll your internship is the on the NSCM website and can be found here. https://communication.ucf.edu/wp-content/uploads/sites/222/2020/06/Internship-Agreement-and-Registration-Form.pdf

   Any other form will be returned to you and delay your registration. It is a writeable PDF and must be signed electronically. Please make sure to download the PDF to your computer. The form functions will not work properly in your browser.

   To use the writeable PDF, you need Adobe Acrobat Reader DC. ATTENTION MAC USERS: Do not use Apple's Preview program; you must open the file in Adobe Acrobat Reader DC. This is available free and can be downloaded here https://helpx.adobe.com/reader/faq.html#. Here is other helpful information about using writeable forms in Acrobat. https://acrobat.adobe.com/us/en/acrobat/how-to/fill-sign-pdf-forms-electronically.html.

5. **What are the steps to fill out the form?**

TIP: When you click on the form on the NSCM website you will notice that it is a writable PDF. Please don't start filling it out. Rather, download it and open it in Adobe Acrobat DC, and then fill it out.

STEP #1: Student Information

Fill in every section and refer to your degree audit to fill in what you don't know. In the section that says "List Major Specific Courses" use the drop downs to enter two major specific courses that you have completed and are using pre-requisites for your internship. Enter your grade across from the classes. Your grade is on your audit.

Next: Go to section#4 on the form: Enrollment of Internship Course. Select the term (Fall) and the year (2020) from the drop-down menu.

Next: Go to the bottom of the form and do the following:

a) select the number of credit hours you're signing up for (1-6). Typically you and your faculty adviser determine this.
b) DO NOT worry about choosing "Title" or "Course Prefix and Number." The staff in the NASSC can do this.
c) Electronically sign and date the form using Adobe Acrobat Reader DC.

d) Save the form to your computer and label it "lastnameNSCMIntershipV1" (using your last name, obviously).

STEP #2: Employer Approval of Internship

In this section, use the drop-down menu to select the number of hours per week you will work throughout the semester (Fall and Spring internships are typically a minimum of 9-hours per week; however, you should consult with your faculty advisor regarding the minimum number of hours required by your major). What you and your employer decide is between the two of you, which means you may opt to work more than the minimum number of hours if your employer allows.

Email the PDF you have completed to your internship employer supervisor. Please ask the employer supervisor to fill out the duties on the writeable PDF. THE FORM AND THE JOB DESCRIPTION MUST INDICATE IF THE INTERNSHIP IS ON-SITE OR IF IT CAN BE PARTIALLY OR FULLY COMPLETED REMOTELY (see below). This is preferable over emailing a separate job description. But if the employer doesn't write it in and sends an attachment, we will accept it as long as it is either on company letter head or is for the email address of your on-site supervisor. The employer must electronically sign the form. We will not accept any form without a job description either on the form or sent as an attachment or without the employer's electronic signature.

Because of COVID-19, your internship employer should include the following items for **"Description of Duties"**:

a. In your description of duties, please provide details as to what the safety rules are in your place of work (e.g., "all employees will wear face coverings when in close proximity", etc.) and how the student will be able to remain physically distant (at least 6 ft away) from other workers.

b. In your description of duties, please outline what work the intern can complete remotely, and how much. It's entirely possible that NONE of the work at your internship can be completed remotely; if that's the case, please point that out, as it will help everyone involved to know that. Keep in mind – UCF is likely to end all face to face instruction by Thanksgiving, with a week of remote instruction before final exams start. Please keep those dates in mind as you develop the work schedule for your intern.

c. In your description of duties, would you please address how the intern would be able to complete their work if the COVID-19 situation changes and prevents the intern from coming to work on-site? And, if that's not possible, feel free to point that out as well – that would be important information for the faculty to know so they can develop additional content for those students who need the internship.

STEP #3: Faculty Approval of Internship

Using your Knights email, email the completed and electronically signed Internship Registration form as a PDF file to your faculty supervisor. A faculty supervisor is a faculty member in your major who has agreed to supervise your internship.

If you are an Ad/PR, Journalism, or Radio-TV major, you must also forward the completed form to your program coordinator for approval. The program coordinators are as follows:

Advertising/Public Relations – Prof. Joan McCain joan.mccain@ucf.edu
Journalism – Prof. Lance Speere lance.speere@ucf.edu
Radio/TV – Dr. Tim Brown timbrown@ucf.edu

For film students, all internship forms should be emailed to Dr. Lisa Peterson lisa.peterson@ucf.edu

Once the form is completed and signed by the student, employer, faculty supervisor; and program coordinator (if applicable above); forward the completed and electronically signed form to NSCM Advising at nassc@ucf.edu for enrollment.

IMPORTANT INFORMATION: WHEN FILLING OUT THE FORM, YOU MUST WORK FROM THE ORIGINAL, WRITEABLE PDF FORM. DO NOT SAVE THE FORM AS AN IMAGE. IT MUST REMAIN A PDF FORM.

6. **Who should I contact in each program if I have specific questions?**

Ad/PR –Prof. Joan McCain joan.mccain@ucf.edu

Communication and Conflict - Prof. Steve Neel steven.neel@ucf.edu

Human Communication – Prof. Steve Neel steven.neel@ucf.edu

Digital Media - nassc@ucf.edu

Film – Prof. Lisa Peterson lisa.peterson@ucf.edu

Journalism – Prof. Lance Speere lance.speere@ucf.edu

Radio-TV – Dr. Tim Brown timbrown@ucf.edu

7. **What are some useful resources?**

   Please see https://communication.ucf.edu/advising/resources-undergrad/ for specific details for each program.

8. **What is some important information to keep in mind?**

   You cannot have any holds that prevent your registration in order to enroll an internship course. You also cannot exceed the maximum number of credit hours enrolled in a semester. The maximum number of credit hours for Fall 2020 is 17.
   Internship credits are regular academic credits that need to be paid for.