

**HUMAN COMMUNICATION
COMMUNICATION & CONFLICT**

INTERNSHIP

REGISTRATION

PACKET



**Nicholson School of
Communication and Media**

UNIVERSITY OF CENTRAL FLORIDA

Internship

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 Media, and the human communication program during your internship. Therefore, 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 and Media. 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.

How to find an Internship

The Nicholson School of Communication and Media (NSCM) offers a wide variety of resources to help you look for an internship. These resources include but are not limited to:

- UCF Handshake <https://csel.ucf.edu/>
- Intern Pursuit (Fall/Spring)
- NSCM Student Newsletter (sent to your Knights email each month)
- UCF Internship & Co-op Fair <https://explarning.ucf.edu/>

Should you decide to find an employer on your own, confirm with the internship coordinator that the internship can be registered for credit through the Nicholson School of Communication and Media.

Eligibility

- Only human communication majors are eligible for human communication internships (COM 4941)
- To qualify for internship credit, students must have completed at least 3 previous communication and media studies courses 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 and Major GPA's 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.

All students who plan to enroll their internship for credit must enroll their internship with the current internship coordinator:

Prof. Steve Neel steven.neel@ucf.edu.

Credit Hours

Credits Allowed: Internships are enrolled for a maximum of 3-credit hours in one semester. A second internship for 3-credit hours may be enrolled for general elective 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 Procedures

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. The internship coordinator 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.

Registration

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

Step 1: Complete the internship registration form (on back of packet). Complete the student portion.

Step 2: Take the form to your internship employer, have them complete the employer approval of internship section. Then bring it to the internship coordinator, who will supervise your internship. Unless specific arrangements are made with the internship coordinator, registration forms must be signed in person by the faculty supervisor. NASSC will not sign off on your internship registration form without all the required signatures.

Step 3: After you have the entire form completed take the signed form to NASSC, NSCM 130, they will process the paperwork and register your internship for credit.

Step 4: Once registered by NASSC 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.

Internship Agreement and Registration Form

Each of the eight programs in the Nicholson School of Communication and Media (**Ad-PR, Comm & Conflict, Digital Media, Film BA, Film BFA, Human Comm, JOU, and RTV**) 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 registration packet available at the Nicholson Academic Student Services Center (NASSC), NSC 130 or UWCV 200. If you have any questions, you may contact the center at (407) 823-2681.

The following procedures apply to all internships in the NSCM:

1. Obtain the internship registration packet in your program from your faculty member or in NASSC, located in NSCM 130 or UWCV 200.
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 meet with faculty 2 months prior to the registration deadline.**
 - a. **NOTE: All students must meet eligibility to register their internship for credit. This is specified in the Internship registration packet.**
3. Complete the **Student Information** on the Registration Form.
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 130 or UWCV 200. Once approved by NASSC, registration will be completed in person by the advising team.
6. **Deadline:** Completed forms should be submitted before the first week of classes. They 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 visit the UCF academic calendar 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.

INTERNSHIP AGREEMENT AND REGISTRATION FORM

1. Student Information

Last Name: _____ First Name: _____ PID: _____
 Major/Minor: _____ E-mail: _____@knights.ucf.edu Phone: _____
 UCF GPA: _____ Major GPA: _____ Credit Hours (Completed): _____ Previous Intern Hours: _____

Students must complete pre-requisite courses in their major prior to enrolling an internship for credit. Please review your major's internship guide or consult with an advisor for information about major specific pre-requisite courses.

List Major Specific Courses Completed or In Progress (in the current term) below:

Course Prefix and # _____ Grade (enter IP for In Progress Enrollment) _____

2. Employer Approval of Internship

I have been informed of the requirements of the Nicholson School of Communication & Media internship program by the student and I understand my responsibilities regarding the requested internship. I have interviewed the student and we have agreed to have the student work an average of _____ hours per week for the entire semester. The internship will run concurrently with the university's academic semester and finish on the last day of classes for the term. The final report/evaluation is due to the faculty member by the last day of classes of the semester enrolled.

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

Company Name: _____ Supervisor Name: _____
 Supervisor E-mail: _____ Supervisor Phone: _____
 Company Address: _____ City: _____ State: _____ Zip Code: _____
 On-Site or Remote Internship : _____ Supervisor Signature: _____ Date: _____

3. Faculty Approval of Internship

Faculty Member Name (Print): _____ Faculty Member Signature: _____
 Program Coordinator or Designee Approval: _____ Date: _____

4. Enrollment of Internship Course

Term: _____ Year: _____

Title	Class #	Course Prefix and #	Credit Hours	Grade 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 in the UCF Academic Calendar. 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: _____

NSCM Advisor Signature: _____ Date: _____