

JOURNALISM

# INTERNSHIP REGISTRATION PACKET

LIGHTHOUSE

FELLOWSHIP

YOUTH GROUP



UCF

Nicholson School of  
Communication and Media

UNIVERSITY OF CENTRAL FLORIDA

## Journalism 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.

To be registered for the Journalism Internship course, you will first need to be selected as an intern by an employer. You may either find an internship on your own and request approval through your faculty adviser or work with your adviser and be referred to appropriate internships. Once you find an internship, it is your responsibility to let your faculty adviser know about it, and your adviser and the Journalism area coordinator must approve the internship before you register for it. The internship must be:

1. **Journalistic.** The duties of the internship must be primarily editorial in nature (reporting and writing, editing, research, page/graphic design, photography or online production).
2. **With a journalistic organization.** The internship must be sponsored by an established, professional, commercial or non-profit organization whose primary enterprise is journalism. The Journalism program will not approve or give credit for internships where the duties and the function of the organization are primarily promotional in nature, such as advertising, public relations, marketing, etc. This includes doing promotional work for UCF departments such as Athletics, Sciences or News and Information. Internships at television or radio stations must be approved by the faculty adviser and Journalism program coordinator. Internships at broadcast outlets will only be approved if the majority of the intern's assigned duties involve writing, editing and production on the station's Web site.

## Requirements

Only students with a 2.5 grade point average in their required reporting and editing classes are eligible to receive credit for an internship. Journalism internships must be taken at companies or professional organizations whose primary function is journalism, not marketing, promotions or advertising. All internships must be approved in advance by the Journalism faculty.

The Journalism faculty does not award credit for internships in other fields, such as public relations.

The internship must be a new experience and a learning experience. The Journalism faculty does not award students credit for continuing their regular jobs (jobs they have held for some time).

## Prerequisites for internships

Students must complete their basic reporting, editing or photo classes before signing up for an internship. Then, they must find an internship with a newspaper, magazine or website. Therefore, before enrolling in their first Journalism internship, students should have completed and earned a minimum grade of “B” in the following courses:

- JOU 2100C News Reporting for reporting and writing internships
- JOU 3201 Editing I for editing internships
- PGY 3610C Photojournalism I for photojournalism internships
- JOU 4213C Page Design for design/graphic internships
- JOU 2100C News Reporting and JOU 3201 Editing I for online production internships.

The faculty also strongly suggests that students taking online production internships have some experience in photo, video and audio editing

## Credit Hours

Students may obtain internships in the Fall, Spring and Summer C semesters. No internship credit will be given in Summer A or B terms. Students can earn up to 3 hours of academic credit based on the following formula:

- 3 hours of academic credit for working 16 hours per week on the internship.
- 2 hours of academic credit for working 12 hours per week on the internship.
- 1 hour of academic credit for working 8 hours per week on the internship.

Students may earn up to 6 hours of internship credit as part of the total 120 hours required to complete the program. A maximum of 3 hours can be applied as Journalism restricted elective.

## Grading procedure

The Journalism Internship course is graded on a Satisfactory (“S”)/Unsatisfactory (“U”) basis. To earn an S, all of the following must occur:

- All assignments are completed on time and to your faculty adviser’s satisfaction
- Your employer deems your performance on the job as satisfactory on the Internship Assessment Form, which will be provided to them by the Journalism program coordinator as a Qualtrics survey by the last week of the semester.
- You complete and submit all required documentation

Should any problems arise on the job (communication with supervisors or co-workers, conflicts, etc.), you should immediately notify your faculty adviser to help resolve the issue in a timely and professional manner. Further, if you think you must prematurely terminate your work assignment, you must consult with your faculty coordinator prior to resigning your position. Failure to do so may result in a grade of “U.”

## **Finding an internship.**

Students are expected to find their own internships. They can intern at newspapers, magazines and websites anywhere in the United States. Most, however, intern at publications in Central Florida.

Students who find internships, especially the best internships, are generally the most experienced and aggressive. Moreover, they get an early start. Generally, daily newspapers offer the best internships. Dailies are more likely to develop formal internship programs, to pay their interns and to hire their best interns when they graduate.

Some large dailies employ several interns every summer and their deadlines for applications begin as early as November or December. Smaller newspapers (and those without formal internship programs) are likely to have later deadlines.

**What's the best approach?** Mail the editor or managing editor a cover letter, resume, and half a dozen of your best clips. A week or so later, call and offer to drive to the paper for an interview. Then be patient. You may have to wait several weeks (or months) for an answer. In case you are turned down at one paper, apply to several. There is no need to limit your applications to local publications. If you want to apply for an internship in another part of the state or country, consult "Editor & Publisher Yearbook" or "Ayers Directory" at the UCF library. Both publications list all the major publications in every city and state. They also list the publications' editors.

Internship opportunities are also posted on the Journalism bulletin board and announced through the Society of Professional Journalists' UCF Chapter.

**Salaries:** Some interns are paid; others are not. That is an individual matter, to be settled between students and their employers.

## Registering for an internship.

You cannot register yourself. There are multiple steps to register an internship. So do not wait until the last minute to do so.

**Step 1:** Complete the internship registration form, which can be found at the end of this document. You are responsible for filling out the complete the student portion.

**Step 2:** Take the form to your internship employer, have him or her complete the employer part, and you both sign it. Then bring the completed form to your faculty adviser, who will supervise your internship, to fill out the rest and sign.

**Step 3:** Take the form to the Journalism Program Coordinator to approve the internship before it will be turned over to NASSC for processing.

**Step 4:** You then have to take the signed form to NASSC, NSC 130, where the staff will generate paperwork and register your internship for credit.

**Step 5:** Once the internship is 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.

**Deadline for registering an internship:** All internship paperwork must be signed by the Journalism program coordinator 48 hours prior to the end of regular registration. Do not wait until the first week of classes to begin the internship registration process, or you will find long lines, no faculty around to sign your form and increased frustration.

**Internship Paperwork:** The internship agreement and registration forms are the only forms the Journalism program coordinator will sign. Some out-of-area internships ask for verification of students receiving credit for the internship and ask for faculty to write letters certifying this. Our response is for students to show the employers their fee invoice. Because of the size and scope of our internship program, faculty members do not have the time to manage multiple individualized letters and paperwork, which many times are about things faculty have no authority to approve or certify. If internship employers are insistent on their own paperwork being completed, you need to do your internship through the Office of Experiential Learning.



# UCF Journalism Program

## Student Agreement

By initialing below, I agree that I will do the following:

- \_\_\_ 1. Gain pre-approval from my UCF Journalism internship faculty adviser before agreeing to complete any internship for academic credit.
- \_\_\_ 2. Read the JOURNAL 4941 Course Syllabus, meet when required and submit all assignments on time.
- \_\_\_ 3. Satisfy all academic and professional standards of the university, the UCF Journalism program and the employer. This includes returning all phone calls and e-mails, attending all scheduled interviews and appointments, arriving at work on time each day, dressing appropriately, working all scheduled hours and following all company policies, as well as UCF academic codes and creeds.
- \_\_\_ 4. Notify my UCF Journalism internship faculty adviser immediately if I begin to experience problems with my internship.
- \_\_\_ 5. Remain a candidate in good standing for the baccalaureate degree and comply with appropriate university registration requirements. This means possibly forgoing any offer of permanent employment by the internship employer that becomes operative prior to the actual receipt of the baccalaureate degree.
- \_\_\_ 6. Maintain correct contact information with the UCF Journalism program and comply with other conditions as may be required for successful program administration.
- \_\_\_ 7. Grant the UCF Journalism program access to my student records and permission to make my resume, class schedule and transcripts available to prospective and current employers. I consent to participate in research conducted by the Journalism program and the Experiential Learning Program and allow my records to be used for this purpose. I also consent to the use of individual and group photographs and motion pictures or video for advertising and publicity purposes by UCF and/or associated employers. I waive all claims of compensation for any such use. I recognize that I accept internship work assignments at my own risk and that the University is not liable for any damages incurred at or in any way arising or related to those work sites.
- \_\_\_ 8. When I participate in a non-credit internship during a semester in which I am not enrolled in UCF classes, I agree to pay the Zero Hour Registration fee. This fee is equal to one credit hour at the Florida Resident Tuition rate at the course level for which I am registered. If I do not pay this fee or neglect to obtain a fee deferment by the payment deadline, I will also be assessed a \$100 late payment fee.

**I understand the terms above and acknowledge that failure to adhere to any of these standards may result in an Unsatisfactory grade and/or termination of my participation in the UCF Journalism internship program.**

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Print Name

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Signature

Date



# UCF JOURNALISM PROGRAM

## EMPLOYER AGREEMENT

NAME OF UCF INTERN: \_\_\_\_\_

Inherent in the successful administration of internships is the assumption of certain obligations and responsibilities by each of the participants involved: the UCF Journalism program, the employer and the student. Accordingly, in order to establish a basis of understanding and to ensure that these processes are carried out to the mutual satisfaction of each participant, we seek the employer's cooperation in the following areas:

The employer agrees to:

1. Designate an individual to serve as liaison with the UCF Journalism program coordinator
2. Notify the JPC when an UCF student is hired and keep the JPC informed of internship opportunities.
3. Respond promptly to referrals of students by the JPC.
4. Select appointees from among students referred by the Journalism program without discrimination regarding race, color, religion, sex, national origin or age.
5. Place internship students under proper supervision and provide an orientation both to the work environment and conditions of employment.
6. Offer interns meaningful and responsible work assignments related to their major field of study. Work assignments must be journalistic in nature: reporting, writing, research, editing, photography, videography or online production. We do not offer credit for work that is promotional in nature (marketing, advertising, etc.)
7. Follow ethical standards and practices congruent with the Society of Professional Journalists Code of Ethics, the code the student has been taught to follow.
8. Support the student's commitment to fulfill the academic requirements of the internship (i.e. written learning objectives, semester reports, visits with the JIC).
9. Furnish the JPC with a supervisory evaluation of the intern at the end of the internship.
10. Complete an evaluation of UCF's Journalism internship program to assess benefits to participating employers.
11. Notify the JPC of any problems or personnel actions which affect the status or tenure of the intern, including the intent to release the intern.
12. Refrain from offering permanent employment to the intern that becomes operative in a way that would inhibit their completing their current degree requirements.

\_\_\_\_\_  
Print Name and Title (Employer Representative)

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Signature (Employer Representative)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature (Journalism Internship Coordinator)

\_\_\_\_\_  
Date

## 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)
_____	_____
_____	_____

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### 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: \_\_\_\_\_