

**DIGITAL MEDIA**

**INTERNSHIP**

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**REGISTRATION**

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**PACKET**

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**Nicholson School of  
Communication and Media**

## Internships

Internships are often the beginning of successful careers for students. Most internships are taken for academic credit and the academic department provides guidance in the pursuit of internships, approves the internship, and supervises the intern.

## Requirements

Digital Media students are eligible to receive credit for internships. **Digital Media minors are not eligible.** Internships must run from the first week of classes through the last day of exams. Exceptions on the time frames of internships can be made at the discretion of the supervising Digital Media faculty member. There are no exceptions on the hours required per credit.

You must register for internships through a Digital Media professor at least 48 hours prior to the last day of regular registration for the semester for which you want credit. You are required to pay for the internship credits just as you would for regular course credit. There are no course prerequisites or minimum GPA requirements for Digital Media internships. However, a Digital Media professor will determine if appropriate coursework has been completed.

The internship position must be related to Digital Media and approved by a Digital Media professor. All students who plan to enroll their internship for credit must enroll their internship with a Digital Media professor.

## Finding an Internship

Internships can be found in several ways.

1. Find one on your own and can take place at any location. Bring a job description to a Digital Media professor along with a completed internship form for approval.
2. You may also find internships through UCF Experiential Learning office and [Handshake](#). They often have Digital Media internships. If an internship is located through Experiential Learning, please complete the NSCM requirement to ensure the internship counts toward major requirements.
3. You may also check the NCSM student newsletter sent to your knight's email monthly for different opportunities.

## Credit Hours

**\*\* Please check with an NCSM academic advisor to determine how a Digital Media internship will count toward major requirements. \*\***

Fall and spring internships begin the first day of classes in the term and conclude on the last day of classes for that term. Summer C internships are generally recommended in order to meet the minimum hours listed below, however with Digital Media faculty approval, a student may complete a Summer A or Summer B internship.

**Credits Allowed:** During Fall and Spring semesters, each credit hour will need three hours a week on the internship. Therefore, a three-credit hour internship will require nine hours a week on the internship for a minimum of 144 hours over the course of the semester. During Summer semesters, students will need to accumulate that same minimum 144 hour over the course of the shorter semester. Students will need to work with the supervising Digital Media faculty to determine if internship hours are satisfactory.

## Grading procedure

**All Digital Media Internships are graded as S/U**—Satisfactory or Unsatisfactory—and not by letter grade. It does not affect your GPA, but it does count toward your 120 hours required for graduation.

Your Digital Media faculty supervisor will assign a grade of satisfactory or unsatisfactory based upon assessment from your internship employer. Your internship supervisor will assign an online UCF Digital Media internship course. It is the student's responsibility to complete all assignments from the Webcourse.

**Unsatisfactory performance:** If an internship is graded as a "U" or unsatisfactory, the student will be prohibited from further participation in the process until his or her case is reviewed by the Digital Media faculty.

**The Internship Class:** Depending on your Digital Media faculty supervisor, there might be a Webcourses component to internships.

## Registering for an Internship

Digital Media internships must be registered using the contract available in this packet. Packets can be picked up from the reception desk in the Student Success and Engagement area on the second floor of the UnionWest at Creative Village building on the Downtown Campus (UWCV 200), from the Nicholson Academic Student Services Center (NSC 130) on the main campus or found online at <https://communication.ucf.edu/advising/resources-undergrad/>. The candidate *and* employer must complete the registration packet together before bringing it to the supervising Digital Media faculty and the reception desk in the Student Success and Engagement area on the second floor of the UnionWest at Creative Village building on the Downtown Campus (UWCV 200), or the Nicholson Academic Student Services Center (NSC 130) on the main campus. It is the student's responsibility to meet all paperwork deadlines, and the right of the Digital Media faculty supervisor to deny an internship where deadlines are not met.

You cannot register yourself into the Digital Media course. You must follow the instructions in this packet to enroll your Digital Media internship for credit.

## 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 MPM**) 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: \_\_\_\_\_