

FILM

INTERNSHIP REGISTRATION PACKET



UCF

Nicholson School of
Communication and Media

UNIVERSITY OF CENTRAL FLORIDA

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

Film major BA and BFA students are eligible to receive credit for internships. Film 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 internship coordinator. There are no exceptions on the hours required per credit. Internships at the same place of employment cannot be requested for additional credits.

You must register for internships through the internship coordinator 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 film internships.

The internship position must be related to film and approved by the internship coordinator. All students who plan to enroll their internship for credit must enroll their internship with the current internship coordinator:

Associate Instructor Lisa Peterson lisa.peterson@ucf.edu.

Finding an Internship

Internships can be found in several ways.

1. Find one on your own. Want to go home for the summer, or to another city, and work in the film industry? You can do that. Just bring a job description to the internship coordinator along with a completed internship form for approval.
2. You may also find internships through UCF Experiential Learning office and [handshake](#). They often have film and entertainment related internships that only they can access.
3. You may also find one with NSCM Film Internship Opportunities handout, attached to the registration packet.

Credit Hours

The Film internship is *optional* elective credit for majors-only. 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 internships must be registered for the “C” session and begin the first day of classes and end the last day of classes. “A” or “B” term internships are not permitted. An internship repeated at a specific location is generally not approved, but exceptions will be considered by the internship coordinator.

Credits Allowed: Internships can earn 1,2, or 3 credits at a minimum of 45 hours per credit (e.g., 135 hours TOTAL for 3 credits over one semester). For example, qualifying for 3 credits means working at your internship roughly 10 hours per week during the regular semester or Summer C. There is flexibility in the hours per week if you earn 45 hours per credit. *Employers may require more hours than you need for credit to meet their criteria. That must be negotiated between you and the employer.*

NOTE: All internship forms must be completed and turned in to the Nicholson Academic Student Services Center (NASSC) at least 48 hours prior to the last day of regular registration for the semester in which you want credit.

Grading procedure

The film internship course is graded on an A-F scale. The employer of the intern is the one providing the grade for the course. Expectations for success in the internship is discussed and agreed upon between the student and employer with the Employer Intern Agreement. Should a problem arise during the internship, you should immediately notify the internship Coordinator to help resolve the issue in a timely and professional manner. Early termination by either employer or student must be discussed in advanced with the internship Coordinator to avoid an F for the course.

Registering for an Internship

Film internships must be registered using the contract available from the Nicholson Academic Student Services Center (NSC 130). The candidate *and* employer must first complete the internship contract which is subsequently presented to the internship coordinator for approval. It is the student's responsibility to meet all paperwork deadlines, and the right of internship coordinator to deny an internship where deadlines are not met. Students cannot register themselves, there are multiple steps to register an internship.

Step 1: Print a copy of UCF Nicholson School of Communication and Media Film employer/student agreement and the internship agreement and registration form. Complete your part of both forms and take them to the interview.

Step 2: If offered the internship, have your employer complete the internship agreement and the second part of the internship form. You and the employer should then sign both documents. Bring BOTH the completed forms to the film internship coordinator.

Step 3: Take the signed form to NASSC, NSC 130, where the staff will generate paperwork and register you in the internship course. Once registered you need to pay for the credit hours or UCF will drop you from the course.

Step 4: Once your registration is complete, go to the Internship Canvas course page and fill out the Information Form online within one week after meeting the internship coordinator and registration.

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.

End of Semester Requirements

1. Complete the Student End of Semester Report online via the Internship Canvas course page during the last week of your internship.
2. Ask your employer to fill out the Employer Evaluation of Student survey during the last week of your internship. The link to the survey is on the Internship Canvas course page. If Employer Evaluation of Student survey is not submitted by the due date on the Internship Canvas assignment page, you will receive an Incomplete for the course, which will automatically become an F after one year.
3. Once you and your employer have completed the end of semester surveys, send the internship coordinator an email letting them know that they have been submitted. The internship coordinator will send you your feedback after grades have been released.

NOTE: All internship forms must be completed and turned in to the Nicholson Academic Student Services Center (NASSC) at least 48 hours prior to the last day of regular registration for the semester in which you want credit.

NSCM Film Internship Opportunities

This is a list of some of the places that UCF Film BA and BFA students have interned over the years. Do not limit yourself to this list! Google “Orlando Production Companies” to get the most current list of companies to which you can apply.

Write up your resume and cover and start applying!

For tips visit: <https://lisacookfilm.files.wordpress.com/2010/06/sample-cover-email.pdf> and <https://lisacookfilm.files.wordpress.com/2010/06/sample-resume-2013.pdf>

	IN CENTRAL FLORIDA	OUT OF STATE
1.	Adrenaline Films	ScottFree, Los Angeles
2.	Central Florida Community Arts	National Geographic, Wash., DC
3.	Convention News Television (CNTV)	MTV VH1, NYC
4.	Crawford TV	NFL Films, New Jersey
5.	DNP Studios	Fox Greenberg Public Relations, NYC and LA
6.	Dr. Phillips Center	Oscilloscope, NYC
7.	Enzian Theater/FLA1 Film Festival	Turner Broadcasting, Atlanta
8.	Filmscape Productions	Diamond View Studios, Tampa
9.	Fry Hammond Barr	
10.	Imagination Unlimited	
11.	Messina Productions	
12.	Odyssey Creative	
13.	Orange TV	
14.	Orlando City Soccer Club	
15.	Post FX Digital Studios	
16.	SkyStorm	
17.	The Golf Channel	
18.	The Nerdy Show	
19.	UCF Sports	
20.	UCF TV	
21.	Universal Creative	

NOTE: All internship forms must be completed and turned in to the Nicholson Academic Student Services Center (NASSC) at least 48 hours prior to the last day of regular registration for the semester in which you want credit.

UCF Nicholson School of Communication and Media
FILM Employer/Student Agreement

INTERNS NAME: _____ DATE: _____

TERMS OF INTERNSHIP

1. Start date: _____ End date: _____
2. The intern will spend _____ hrs./week at the Company as per the following schedule. List the hours per day.

<input type="checkbox"/> SUN	_____	<input type="checkbox"/> THUR	_____
<input type="checkbox"/> MON	_____	<input type="checkbox"/> FRI	_____
<input type="checkbox"/> TUES	_____	<input type="checkbox"/> SAT	_____
<input type="checkbox"/> WED	_____		

3. This internship is: PAID UNPAID
 - a. IF PAID, The Company shall pay Intern a salary of \$_____ per _____, for the services of the Intern, payable at regular payroll periods.

4. The Company: SHALL SHALL NOT reimburse Intern for all business expenses that have been approved in writing and in advance after the Intern presents an itemized account of expenditures.

Expenses that shall be reimbursed:

Expense: _____	Rate: _____
Expense: _____	Rate: _____
Expense: _____	Rate: _____

5. The Intern agrees to satisfy all academic and professional standards of the university, the Internship Program, and the employer. This includes returning all phone calls/emails, attending all scheduled interviews/appointments, arriving at work on time each day, dressing appropriately, working all scheduled hours, and following all company policies.
6. The Intern agrees to remain a candidate in good standing for the baccalaureate or graduate degree and comply with appropriate university registration requirements.
7. The Intern accepts Internship work assignments at their own risk, and that the University is not liable for any damages incurred at or in any way arising from or related to those work sites.
8. The Intern agrees to complete a minimum of 45 hours per credit. This is roughly 10 hours per week during the Fall and Spring semesters and Summer C. Alternate hourly arrangement can be requested upon approval of the internship coordinator.
9. The student will be receiving _____ credit(s) for this internship. Student accepts that credits are calculated at 35 hours performed at the internship per credit. Student and employer will determine the start date and end date of the internship and the student understands that they may require more time at the internship than hours needed for credit.

PID: _____ INTERN SIGNATURE: _____

Company Name: _____

Supervisor Signature: _____

Internship Coordinator approval: _____

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 on the Nicholson School website (<https://communication.ucf.edu/advising/resources-undergrad/>). 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 <https://communication.ucf.edu/advising/resources-undergrad/>.
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 signatures.**
5. Obtain the faculty member's signature. **You will only need the program coordinators signature if you are a Advertising/Public Relations, Journalism or Radio-Television student.** After obtaining all the required signatures, you must bring completed forms must be emailed to nassc@ucf.edu. 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

IMPORTANT! YOU MUST DOWNLOAD AND SAVE THIS FORM BEFORE YOU BEGIN TYPING.

1. Student Information

Last Name: _____ First Name: _____ PID: _____
 Major: _____ 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 (Ad/PR, JOU & RTV majors only): _____ Date: _____

4. Enrollment of Internship Course

Term: _____	Year: _____	Title	Class #	Course Prefix and #	Credit Hours	Grade Letter Grade 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: _____