

**MEDIA PRODUCTION & MANAGEMENT**

**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. The majority of internships are taken for academic credit and the academic department provides guidance in the pursuit of internships, approves the internship, and supervises the intern.

Internships must be approved by media production & management (MPM) faculty, and are not granted until the student completes the course work appropriate to the internship experience (see below). This usually takes place during a student's late junior or senior year of enrollment. Internships are available at a variety of media companies in the Orlando/Central Florida area. Students residing outside the Orlando area during a particular academic semester may apply for internships in the city, county or state where they will be located during that semester.

### Media Production & Management Internship Philosophy

Internships are great experience, but they are considered an opportunity, not an expectation. More and more internships expect students to come in with a substantial skill set, so the best way to prepare is to perform well in your MPM classes. If you don't do well in your classes, you're not likely to do well on the internship.

Eligibility for MPM internship credit may be denied if a student has received a grade of "U" (for Unsatisfactory) on a prior internship or has demonstrated to the MPM Program a lack of personal commitment to the demands of an internship. (See **Remedies** below.)

## Requirements

Media Production & Management internships are limited to MPM majors, and must be approved by MPM faculty. Moreover, the internship experience **must be consistent with the student's track of study**. For example, if you're a Production track student you won't get MPM credit for participating in a news reporting internship. Internships may be conducted at broadcast and non-broadcast entities (e.g., production companies). The MPM program distributes notices of internships through the MPM Listserv. Students may propose internships with entities not advertised by MPM, but all internships are subject to approval.

It is strongly recommended that you **meet with your MPM faculty advisor prior** to interviewing with the prospective intern provider. You will also need to carefully follow the steps to submit the internship paper work (see the form at the end of this packet). As a general rule, we don't grant internship credit for a student's regular employment. However, paid internships are acceptable.

## Preparatory Courses

As mentioned above, you need a good set of skills before doing an internship for MPM credit. This is why you want to consult with your faculty adviser: to make sure you've met the pre-requisites. The following is a list of traditional pairings of course work and internship work expectations:

INTERNSHIP EXPERIENCE	PREREQUISITE COURSE
Field Video Production	RTV 3531 - Principles of Videography
Video Post-Production	RTV 3576C– Principles of Post-Production
Studio Video Production	RTV 3543 - Studio Television Production
Mixed Studio / Field Video Production	RTV 3543 & 3531
Non-news Broadcast Radio	RTV 4561C - Radio Production & Programming
Audio Production	RTV 3556C - Audio Production I
Video Post-production	RTV 3531 - Principles of Videography and/or RTV 3576C – Principles of Post-Production
Media Promotions/Sales or Programming, etc.	RTV 4800 - Broadcast Management or ADV 4103 - Radio/TV Advertising or ADV 3008 – Prin. of Advertising or PUR 4000 – Pub. Relations or RTV4505 – Program Issues for TV...
Media Advertising	ADV 3008-Principles of Advertising or ADV 4103 Radio/TV Advertising

## Credit Hours

The media production & management internship is *optional* elective credit for majors-only.

**Credits Allowed:** Students may earn a maximum of six internship credit hours in the 120 hours needed to graduate. No more than three credit hours are expected to be taken per term. Students may also elect to take fewer than three internship credit hours per term.

**Credit Hour to Hours-on-the-Job formula.** The minimum number of internship credit hours is based on the number of weekly work hours planned at the internship. Follow these formulas:

***Fall/Spring terms: minimum 3 hours worked/week = 1 semester credit hour  
Summer term: minimum 4 hours worked/week = 1 semester credit hour***

For example, for a 3-credit internship in fall or spring term, a student must work at least 9 hours per week at the internship. For summer, it's 12 hours per week. These are minimums.

**Note:** 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 unless the faculty adviser believes additional learning experiences are involved.

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

Media Production & Management interns will receive an "S" (Satisfactory), "U" (Unsatisfactory), or an "I" (Incomplete) final grade for the internship. A "U" Unsatisfactory grade will result in a denial of credit for the internship. Your MPM faculty supervisor will assign a grade based on performance on a variety of internship activities through Webcourses, the MPM Internship Evaluation form, additional information received from the intern provider, and other reliable sources of information and feedback. Students should familiarize themselves with the grading expectations of their particular MPM faculty supervisor and doing the necessary coursework. The on-site internship supervisors will complete an online MPM Internship Evaluation form (students are not to be involved in its completion). Failure of the internship supervisor to complete the final evaluation may result in an Incomplete on the student's record.

## Remedies

Students who receive a "U" grade (for Unsatisfactory) on an MPM credited internship are ineligible for future MPM internship credit. However, a student may appeal to a committee of MPM faculty who will hear the student's arguments and/or evidence in favor of being granted an internship for MPM credit, and decide if that student should be afforded a subsequent internship opportunity. Only the student in question may be present at this meeting with the MPM faculty committee. The MPM Internship Appeals Committee will meet on an as-needed basis. Students seeking such an appeal must submit a formal, written petition to the MPM program coordinator by the following deadlines:

Fall Term: September 15 (or the Friday preceding should that date fall on a weekend), no later than 4:30 p.m.

Spring Term: February 15 (or the Friday preceding should that date fall on a weekend), no later than 4:30 p.m.

The earliest a student may appeal will be the term following the original denial of credit. Thus, if a student were denied credit at the end of the summer term, the student may appeal by the fall term deadline (above), but will not be eligible for an internship until the following spring at the earliest. There will be no appeals entertained during summer terms unless enough faculty are on contract to serve on the appeals committee.

The petition must be addressed to the media production & management program coordinator, submitted to the Nicholson School of Communication & Media main office, and include the following items:

- Telephone numbers
- Knights Email address
- Cover letter explaining the nature of the petition and the student's argument for eligibility
- Current audit sheet

## Registering for an internship.

First, you cannot register yourself: you must use the contract available from the Nicholson School of Communication & Media Academic Advising Services office (NSC 130). You can find the steps to fill out the form electronically below.

By and large, there are *three groups* of steps:

- 1) Get good advice: You *and* your faculty adviser should talk before you fill out any paperwork or agree to any internship. You may also want to get advice from friends and classmates who are in your same track. And do this early; it's very hard to set up something at the last minute, and very unlikely you'll get it approved. Make sure it's the right internship at the right place at the right time.
- 2) Fill out the paperwork: Most of the paperwork is electronic, so you want to make sure to follow the steps below VERY CAREFULLY, otherwise things can slow down. It is the student's responsibility to meet all paperwork deadlines, and the right of the faculty adviser to deny an internship where deadlines are not met.
- 3) Do the work, both on site and on Webcourses: remember, an internship is technically a class. Once you're registered, you'll want to make sure you're doing the work your adviser has assigned you.

To repeat: You cannot register yourself.

### IMPORTANT!!

**Deadline for registering an internship:** All internship paperwork must be completed and turned in to the Nicholson Academic Student Services Center 48 hours prior to the end of Regular Registration. Do not wait until the first week of classes to begin the internship registration process.

**Internship Denial:** Internships are a privilege. Eligibility for MPM internship credit may be denied if a student has previously received a grade of "U" (for Unsatisfactory) on a previous internship or has demonstrated to the MPM faculty a lack of personal commitment to the demands of an internship.

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