

FILM

INTERNSHIP REGISTRATION PACKET



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 Nicholson School of Communication & Media 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 is one course prerequisite and a minimum GPA in the major to be eligible to enroll in Film internships.

PRE-REQUISITES:

1. **COMPLETE FIL 2424 INTRODUCTION TO FILM PRODUCTION WITH A “B” GRADE OR HIGHER BEFORE ENROLLING IN AN INTERNSHIP**
2. **ATTAIN A MINIMUM 3.0 FILM MAJOR GPA BEFORE ENROLLING IN AN INTERNSHIP.**

The internship position must be related to film and approved by a full time Film faculty member. All students who plan to enroll their internship for credit must enroll their internship with a full time Film faculty member.

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 a long full-time Film faculty member along with a completed internship form for approval.
2. You may also find internships through UCF Experiential Learning office and [handshake](#).



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. Receiving credit for repeat internships at the same employer are not permitted.

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.*

Grading procedure

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

Registering for an Internship

Film internships must be registered using the contract sent from NSCM@ucf.edu. The student *and* employer must first complete the internship contract which is subsequently presented to the faculty supervisor for approval. It is the student’s responsibility to meet all paperwork deadlines, and the right of the faculty to deny an internship where deadlines are not met. Students cannot register themselves, there are multiple steps to register an internship.

Step 1: Fill in every section and refer to your degree audit to fill in what you don’t know. In the section that says “List Major Specific Courses” list two major specific courses that you have completed. Enter your grade across from the classes. Your grade is on your audit.

- **Next:** Go to #4: Enrollment of Internship Course. Select the term and the year from the drop-down menu.
- **Next:** Using the drop-down box select the course title.
- **Next:** Using the drop-down box select the Course Prefix and #. FIL 4941
- **Next:** Using the drop-down box select the credit hours you wish to enroll the internship. **THIS IS VERY IMPORTANT. IF THIS IS LEFT BLANK THE FORM WILL BE RETURNED TO YOU AND YOU WILL NOT BE ENROLLED IN THE COURSE.**
- **Next:** Go to the bottom of the page to sign and date the form using Adobe Acrobat Reader DC.

Step 2: In this section, use the drop-down menu to select the number of hours you will work throughout the semester (SPRING internships are typically a minimum of 9-hours per week, however, you should consult with your faculty regarding the minimum number of hours required by your major.) What you and your employer decide is between the two of you; meaning you may opt to work more than the minimum number of hours. Email the PDF you have completed to your internship employer supervisor. Please ask the employer supervisor to fill out the duties on the writable PDF. This is preferable over emailing a separate job description. But if the employer doesn’t write it in and sends an attachment, we will accept it. The employer must sign the form using Adobe Acrobat Reader DC. **We will not accept any form without a job description either on the form or sent as an attachment or without the employer’s electronic signature.**

Step 3: Using your UCF email account, email the completed and electronically signed Internship Registration form as a PDF file to a full time Film faculty member to obtain approval of your internship.

Step 4: Once the form is completed and signed by the student, employer, and faculty supervisor; **the student must email the form to NSCM Administration at NSCM@ucf.edu for final processing.**

Late Registration Fee: UCF policy states that students who register for the first time during Late Registration 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. No late adds or drops will be permitted. This may not apply to you if you are enrolled in courses before Add/Drop week.



Grading Requirements

1. FIL 4941 will show up on your Webcourse Dashboard. Login at the very beginning of the semester and make a note of your required assignments. Stay in touch with the faculty member who signed off on your internship throughout the term.
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 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 instructor an email letting them know that they have been submitted. The internship instructor will send you your feedback after grades have been released.



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

STUDENT 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.

☐ SUN _____	☐ THUR _____
☐ MON _____	☐ FRI _____
☐ TUES _____	☐ SAT _____
☐ 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.

UCFID: _____ INTERN SIGNATURE: _____

Company Name: _____

Supervisor Signature: _____

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.

The following procedures apply to all internships in the NSCM:

1. Obtain the internship registration packet in your program from NSCM@ucf.edu
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 Film & Mass Media assistant director's signatures.**
5. Obtain the faculty member's signatures and submit completed forms to NSCM@ucf.edu. Once enrolled by NSCM Admin, you will receive a confirmation email. It is your responsibility to ensure you are eligible for an internship and to check that you are enrolled correctly.
6. **Deadline:** Completed forms should be submitted before the first week of classes. They must be turned in to NSCM Admin 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.

INTERNSHIP AGREEMENT AND REGISTRATION FORM

Student Information

Last Name: _____ First Name: _____ UCFID: _____
Major: _____ E-mail: _____@ucf.edu Phone: _____
FILM Major GPA: _____ FIL 2424 GRADE: _____ UCF 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 your ASC for information about major specific pre-requisite courses.

- FILM STUDENTS MUST COMPLETE FIL 2424 (INTRODUCTION TO FILM PRODUCTION) WITH A MINIMUM GRADE OF A "B" OR HIGHER BEFORE ENROLLING IN AN INTERNSHIP COURSE.
- FILM STUDENTS MUST HAVE A MINIMUM 3.0 FILM MAJOR GPA BEFORE ENROLLING AN INTERNSHIP COURSE

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: _____
Supervisor Signature: _____ Date: _____

Faculty Approval of Internship

Faculty Member Name (Print): _____ Faculty Member Signature: _____

Enrollment of Internship Course

Term: _____ Year: _____

Title	Class #	Course Prefix and #	Credit Hours	Grade S/U 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: _____