



Internship Registration Form Q&A

1. **Can I do an onsite, face-to-face internship?**
 - a. Yes. UCF allows remote and onsite internships. For students who opt to do an internship in an onsite, face-to-face mode, please follow safety guidelines and protect your health.
2. **How can I register for internship credits?**
 - a. All internship registration forms must be processed by the NSCM Advising office. Students are required to follow all steps to make processing forms as smooth as possible for the faculty and staff registering the paperwork.
 - b. The deadline to send your completed and electronically signed forms to the NSCM advising is a week before the add deadline of the semester you would like to have your internship enrolled for.
 - c. **NOTE:** AD/PR, Media Production and Management, and Journalism majors will want to consult with their faculty advisers to make sure the internship relates to the major.
3. **Where can I find the Internship Registration Form?**
 - a. Your major Internship packet can be found on our website at <https://communication.ucf.edu/advising/resources-undergrad/>. Other forms will not be accepted and failure to turn in this form will delay your registration. The form is a writeable PDF and must be signed electronically with adobe acrobat reader.
MACBOOK/APPLE USERS: Do not use Apple's Previewer software to complete the form; You **MUST** complete the form in Adobe Acrobat Reader. It is free and can be downloaded at <https://get.adobe.com/reader/>.
4. **What are the steps to fill out the form?**
 - a. When completing your internship registration form you **MUST** write from the original PDF form. **DO NOT SAVE THE FORM AS AN IMAGE.** You will need to download and save the file to your computer before filling it out.
 - b. **STEP 1:** Student Information:
 - i. Fill in every section and refer to your degree audit.
 - ii. Complete section four on the form and electronically sign and date the form using Adobe Acrobat Reader.
 - iii. Save the form to your computer and label it with your name. Use the example below:
 1. Smith, Joe Spring 2023 Internship.pdf
 - c. **STEP 2:** Employer Approval of Internship
 - i. Email the PDF you have completed to your internship employer supervisor, they will need to either attach a job description or write the intern's work duties on the writeable PDF, the description should specify whether your internship is on-site or remote work opportunity. The employer must electronically sign the form. **NOTE: Your employer will need to complete the form using adobe acrobat reader.**
 - ii. In your description of duties, you will need to address how the intern would be able to complete their work if the COVID-19 situation changes and prevents the intern from coming to work on-site. If it is not possible, feel free to point that



out as well (this is important information for the faculty to know so they can develop additional content if needed).

- d. **STEP 3:** Faculty Approval of Internship
 - i. Using your Knights email, email the completed and electronically signed Internship Registration form as a PDF file to your faculty supervisor. A faculty supervisor is a faculty member in your major who has agreed to supervise your internship.
 - ii. **NOTE:** Read over your internship registration packet to see if you have a specific internship coordinator.
 - di. **STEP 4:** Turn in the completed and signed internship registration form to Advising at COSAS@ucf.edu. Keep your internship registration form in an original PDF form. **DO NOT** save the form as an image.
5. **Who should I contact in each program if I have specific questions?**
If you have additional questions, schedule an appointment with your Academic Success Coach through myKnight Star or email COSAS@ucf.edu. They can refer you to the best resource for your specific question.

Things to keep in mind.

1. Student **HOLDS** can prevent our office from enrolling in your internship.
2. You cannot exceed the maximum number of credit hours enrolled in a semester. The maximum number of credit hours for **Fall and Spring is 17, and for Summer it is 14.**
3. Internship credits will need to be paid for as a regular academic credit would.