

INTERNSHIP RTV4940

To Whom It May Concern:

This will confirm the fact that students in the Department of Telecommunication at the University of Florida may be approved by this department for internship credit in RTV 4940 Telecommunication Internship. The student must complete the course internship application and submit it to the department to determine whether all requirements have been met. Once qualified for the internship course, the student will be registered, and both the student and internship coordinator will receive letters of confirmation of this process. However, the student must have a commitment for an internship from the sponsoring organization before any such letters are sent.

Students must be majors in the Department of Telecommunication and must have completed at least three professional courses in the sequence before we allow them to apply for an internship. They must also have at least a 2.5 GPA overall and a sponsoring organization commitment.

We require students to complete monthly reports on their activities and at the end of the internship to submit a 3-5 page summary of their experience. We also request that the employer complete a one-page evaluation of the intern's performance and discuss this with the student. We would hope that the intern's employer would also monitor the student's work and performance regularly. We will send an evaluation for to you for this purpose toward the end of the term.

We appreciate your willingness to supervise our student. Please contact us if you have any questions.

David H. Ostroff, Ph.D.
Chair