

Department of Telecommunication

PROCEDURE FOR INTERNSHIP CREDIT (RTV 4940)

1. CONGRATULATIONS! You are thinking about obtaining an internship, which could become an important part of your academic training in telecommunication. While the faculty in the Department of Telecommunication strongly urge students to work for the University stations, WRUF AM/FM, WUFT-FM/WJUF-FM and WUFT-TV/WLUF-LP, we also recommend off-campus, out-of-town internships.

Here are the procedures for applying for an internship:

To apply for internship credit, you must have (a) read, understood, agreed to, and signed the “Student Qualification Checklist and Statement Concerning For-Credit Internships,” (b) be a Telecommunication major, and have completed RTV 2100 and RTV 3007 with grades of C or better, (c) have completed course work or have other experience that qualify you to carry out the internship responsibilities and, (d) earned a grade point average of no less than 2.5

2. If you have not already found an internship, examine the internship book in the department office (2081 Weimer Hall) for positions that match your interests and skills. Contact the person listed as the organization contact, and arrange for an appointment or send a resume with a cover letter applying for the internship. Follow the directions listed on the individual pages in the internship booklet.
3. Complete and submit the Internship Approval Form. In filling out the “Responsibilities” section, be sure to include the number of hours per week you will work on the internship. The formula is as follows:

Fall and Spring Terms	Summer Term C
<p>1 credit hour: 100 or more work hours total (10 or more hours a week for 10 weeks)</p> <p>2 credit hours: 200 or more work hours total (20 ore more hours a week for 10 weeks)</p> <p>3 credit hours: 300 or more work hours total (30 or more hours a week for 10 weeks)</p>	<p>1 credit hour: 100 or more work hours total (10 or more hours a week for 10 weeks)</p> <p>2 credit hours: 200 or more work hours total (20 or more hours a week for 10 weeks)</p> <p>3 credit hours: 300 or more work hours total (30 or more hours a week for 10 weeks)</p>

Summer Term A or B
Same totals apply. Double the Summer Term C hours for a bi-weekly requirement (e.g., 20 or more hours a week = 1 credit hour.)

4. To obtain academic credit, you must have (a) met all requirements set forth in paragraph 1 above, (b) completed the Internship Approval Form, (c) have the form signed by the department chair , (d) be registered by the department chair or office assistant, and (e) **agree to pay all fees associated with this course.**
5. You must submit **monthly reports** (one page, typed, double-spaced), logging what you do on your internship. At the end of your internship, you must submit a **final report** summarizing your entire internship experience (3-5 pages, typed, double-spaced). The final report should include a summary of what you did, how the internship was organized, how it was or was not beneficial, suggestions on how the internship could have been better, etc. **Failure to submit the monthly and final reports will result in a “U” grade being assigned.**

All reports must have the date, your name, and your UFID at the top of the page.
Reports may be submitted by mail, e-mail tel-asst@jou.ufl.edu or fax (352-846-2899).

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ATTN: Internship Coordinator