

RTV 4940 Telecommunication Internship  
1-3 credits/can be repeated up to 6 credits  
S/U grade

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The Department of Telecommunication does not require that students complete an Internship, since extensive opportunities for experience exist in the College's Multi-media Properties. We also do not require that students be enrolled for credit if they wish to pursue **and internship**. Because of insurance issues, wage and hour laws, and other requirements, most internship sites in electronic media organizations will require you to be registered for credit. A letter is available for intern organizations specifying that as a student in our department you are eligible to receive credit.

As with all academic credit, the University of Florida will assess tuition and fees if you register for internship credit. Failure to pay fees by the specified deadline will result in cancellation of your registration, and require us to notify the internship site that you are no longer registered for credit.

The requirements you must meet in order to get internship credit protect our reputation and therefore the worth of your degree. It helps insure that interns are prepared for higher level tasks, and **gives you the background and training that will allow you to get the most from your internship**. To be eligible to register for internship credit, you must meet *all* of the following prerequisites:

1. Successfully completed RTV 2100 and RTV 3007 with grades of C or better in each
2. Earned a Grade Point Average of no less than 2.5.
3. Demonstrate through course work and/or experience that you are qualified to fulfill the responsibilities of the internship.

*Do not* make any arrangements for a for-credit Internship until you meet every one of these prerequisites; there are *no* exceptions for any reason whatsoever. Further, the Department will not grant RTV4940 credit retroactively, nor will it award Individual Project (RTV4905) credit so a student not qualified for internship credit can actually do an internship. (You may, however, *preregister* for [i.e., sign up to take "next term"] an internship while you are enrolled in the last required course in anticipation of successfully completing that course.)

#### ACCEPTABLE INTERNSHIPS

As an intern you must be supervised by a full-time employee of the sponsoring organization who has experience in some aspect of video, film, telecommunications or radio industry. You must physically work at the organization's office, at the same location as the supervisor. Your

acceptance to RTV 4940 will be evaluated based on the description of your responsibilities provided as part of your internship application.

### INTERNSHIP DATES/HOURS GUIDELINES

The hours you choose may depend on the term you are planning to take your internship and your class schedule. Normally, telecommunication students choose the summer term to intern full time. Confirm with your employer the number of work hours; you are not allowed to work more than 40 hours per week. The dates of the internship must be consistent with semester.

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

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)

### INTERNSHIP REPORTS

**Monthly reports** describing your internship experience are due by 5:00pm on the first business day of each month and each month thereafter. As part of the course requirement, you must turn in a total of three (3) monthly reports and one (1) final (evaluation) report throughout the internship program.

If you start your internship during the last workweek of the month, your report is expected on the first business day after a full month has passed. (For example: your start date was on January 25<sup>th</sup>, your first report is due March 1<sup>st</sup>).

Reports must be submitted by email as an attachment to [tel-asst@jou.ufl.edu](mailto:tel-asst@jou.ufl.edu). Sending multiple reports at one time is not allowed and may lead to a “U” grade.

At the end of your internship, you must submit a 3-5 pages **final report** summarizing and evaluating your entire internship experience, it 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. The deadline to submit your final report will be noted on the letter of acceptance. Failure to submit the monthly and final reports will result in a “U” grade being assigned.

Reports will be returned if the following specifications are not followed:

- Must be submitted by email as an attachment to [tel-asst@jou.ufl.edu](mailto:tel-asst@jou.ufl.edu)
- Must have your name, date, UFID at the top left side of the page
- Include your total hours worked during the month
- Each report must be numbered (e.g. Report #:1 or Report #: Final/Evaluation)
- Monthly reports must be at least one page, maximum two pages
- Final report must be 3-5 pages
- Must be a comprehensive narrative providing information on assignments and tasks given
- Must be typed, double-spaced
- Must be well written, using good grammar, no typographical errors

### Supervisor Evaluation

Two weeks before the end of the semester the department will send your supervisor an evaluation form. Please remind your supervisor it is important to send the completed evaluation form by the date specified on the letter. Failure to submit the evaluation will result in a “U” grade being assigned.

### Final grades

Final grades are Satisfactory (S) or Unsatisfactory (U). A “U” grade will be assigned if

- ü You fail to submit the (3) required monthly reports
- ü You submit more than one (1) late report
- ü You submit multiple reports at once
- ü Supervisor evaluation is not received
- ü Supervisor completes a poor evaluation
- ü Failure to complete the internship responsibility

"Students requesting classroom accommodation must first register with the Dean of Students Office. The Dean of Students Office will provide documentation to the student who must then provide this documentation to the Instructor when requesting accommodation."

Information on current UF grading policies for assigning grade points may be found at <https://catalog.ufl.edu/ugrad/current/regulations/info/grades.aspx>