

Department of Telecommunication

Policies and Procedures for Internship Credit (RTV 4940)

Application is available at www.jou.ufl.edu/academic/telecom/internships/

CONGRATULATIONS! You are thinking about obtaining an internship, which could become an important part of your academic training in telecommunication. The faculty at the Department of Telecommunication strongly urges students to work for the University stations, WRUF AM/FM, WUFT-FM/WJUF-FM and WUFT-TV/WRUF-TV. It is also recommend to find off-campus and out-of-town internships. They can be part-time, full-time, paid and unpaid – most internship are unpaid but keep in mind that having the opportunity to gain experience in your field is as valuable.

The Department of Telecommunication does not require you to do an internship for graduation, nor does it require you to register for credit to do an internship. Credit is not awarded retroactively. We offer internship credit as a courtesy to students who want such credit on their transcripts or for those sponsoring organizations that require credit. The University of Florida **will assess tuition and fees** if you register for internship credit. To obtain academic credit, you must meet all requirements listed below and enroll in RTV 4940. Once you enroll you will not be able to increase or decrease credits unless you complete a drop/add form.

The agency which accredits the College of Journalism and Communications requires the department to limit the number of internship credits that can be applied to meet graduation requirements to a total of no more than six (6); regardless of from what unit within or outside the University of Florida they are awarded.

COURSE REQUIREMENTS

To apply for internship credit, you must

- Be a Telecommunication major, and have completed RTV 2100, MMC 2100 or JOU 3109C and RTV 3007 with C or better
- Have completed course work or have other experience that qualify you to carry out the internship responsibilities
- Earned a grade point average of no less than 2.5
- Student records must be **clear of any holds**

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.

FINDING AN INTERNSHIP

You are responsible for finding and getting an internship position. First you need to define your goals: what type of experience and skills are you looking for? What location is more convenient – in town, out of town, across the country?

You may go to the Knight Division located in 1080 Weimer or visit the Telecommunication Department office at 2081 Weimer to examine the internship binder for positions that match your interests and skills. Follow the directions listed on the individual pages in the internship binder. As another resource, you may access organizations' websites, contact the organization directly or send a resume with a cover letter applying for the internship and arrange for an interview. Information about possible internships is also sent out regularly on the student email list-serve.

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)
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ENROLLING IN RTV 4940

Type and complete the ALL sections of the Internship Registration Form available at www.jou.ufl.edu/academic/telecom/internships/. The form is in PDF format, it can be completed electronically.

On the *Internship Information* section you must provide complete and accurate information. Submit the name and job title of your **supervisor**, not the company's personnel coordinator or HR representative. Your application will not be accepted if it is missing information or incomplete.

After completing ALL sections print and sign the form.

The application packet consists of

- ✓ A completed Internship Registration form
- ✓ A business letter from the organization describing your proposed job responsibilities and tasks. The letter must be an original version signed by the intended supervisor of your internship, printed on the organization letterhead, and addressed as follows:

Dr. David H. Ostroff
Chair, Department of Telecommunication
University of Florida
College of Journalism and Communications
PO Box 118400
Gainesville, FL 32611-8400

APPLICATION DEADLINES

Application packet must be submitted at the Telecommunication office by 5:00pm on the **last day of advance registration**. We encourage you submit your application as early as possible so that you have time to address inaccuracies that may cause a delay.

If your application is approved the department will enroll you in RTV 4940 and you will be notified by email. The department will also send by regular mail an official letter of acceptance to you and your supervisor.

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 25th, your first report is due March 1st).

Reports must be submitted by email as an attachment to 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
- 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

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