

## RTV 2941

AS Digital TV/Digital Media

### Student Internship Checklist

RTV 2941 – Internship, College Credits: 2

Prerequisite: 30 AS degree hours

Students will gain experience working at a radio or TV facility

#### Prior to Registering in the Internship Course

- Meet with your advisor
  - Declared Degree/Major on Record
  - Good academic standing
- Met the recommended requirements and pre-requisites for the internship
- Visit our website at [easternflorida.edu/go/intern](http://easternflorida.edu/go/intern) and submit “Student Internship Inquiry” under Student Information

#### Next Step

- Register into RTV 2941. If you need assistance with this, please contact Misty Hodges at [hodgesm@easternflorida.edu](mailto:hodgesm@easternflorida.edu) or call 321-433-7639
- Complete Internship Orientation course on Canvas and submit Quiz & Application

#### After Registering into the Internship Course

- Submit to the Internship Representative
  - Resume/Cover Letter
  - Student Internship/Practicum Responsibility Agreement
  - Internship / Practicum Confirmation Site Confirmation form
  - Memorandum of Understanding

#### Additional Information

- Hours at internship site: Recommended minimum 96 hours within the semester.
- Hours by topic will vary depending on placement, work opportunities and contact between student and employer.
- Many sites do require a Level 2 Background Check and a Drug Screening. The cost may be incurred at the student’s expense, approximately \$150.
- In addition to college processes and applications, your host site may require additional steps including: separate application, interview, and orientation.

#### Completion of Internship

- Students will be evaluated via a written performance evaluation by their workplace supervisor. Students will also turn in a report on their internship to the instructor.
- Submit final documents to the Internship Representative
  - Hour Verification Log
  - Internship Site HOST Performance Evaluation
  - Student Worksite Review Evaluation