

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 and submit “Student Internship Inquiry” under Student Information

Next Step

- Register into RTV 2941. If you need assistance with this, please contact Lisa Schuler at schulerl@easternflorida.edu or call 321-433-5261
- 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