

# Information for Students about RTF 384N: RTF Graduate Internship

**Graduate Standing Required**

**Offered on a Credit / No Credit Basis Only**

**Approval of the RTF Graduate Advisor and RTF Department Chair required**

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## APPLICATION PROCEDURE

Prior to the 12<sup>th</sup> class day (Fall and Spring semesters) or 4<sup>th</sup> class day (Whole Summer Session), you must:

1. Secure an internship. See the guidelines below.
  2. Complete the Application Form and obtain the signatures of the RTF Graduate Advisor and RTF Department Chair.
  3. Complete the Agreement Form and obtain the signature of your Internship Supervisor.
  4. Submit the completed Application Form and Agreement Form to the RTF Graduate Office.
  5. Register for RTF 384N.
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## MINIMUM NUMBER OF WORK HOURS

To receive academic credit for your RTF internship, you must complete 160-180 work hours with the host organization. During the Fall and Spring semesters this generally means at least between 10-15 hours per week for 10-15 weeks. During the Summer this generally means at least between 15-25 hours per week for 6-10 weeks.

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## ACCEPTABLE INTERNSHIPS

The internship host organization or supervisor must be a professional company or individual currently active in and with considerable experience in some aspect of the film, video, television, audio, digital media, telecommunications, or radio industries. As an intern, you must be engaged in activities that provide meaningful professional experiences within one of these media industries.

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## END OF THE SEMESTER REPORTING REQUIREMENTS

The following materials are due to the RTF Department Chair on the last class day of the semester:

**Your Internship Evaluation:** Your evaluation of the internship experience using the appropriate form.

**Your Supervisor's Confidential Final Evaluation** of your performance, signed, and in a sealed envelope.

**A three – five page paper**, double-spaced, typed, which summarizes and assesses your internship experience. This should be an *evaluative* document, not simply a report of your activities. Begin by discussing your internship responsibilities and include an analysis of your role within the organization in which you interned, insights you gained about the industry, and any other pertinent information.

**Work Samples:** It is preferable, but not required, that you submit a portfolio including samples of work performed during your internship

# RTF 384N: RTF Internship APPLICATION FORM

Semester/Year enrolled in course:      Fall \_\_\_\_\_      Spring \_\_\_\_\_      Summer \_\_\_\_\_

Enrolling in RTF 384N, Unique # \_\_\_\_\_

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## STUDENT INFORMATION

Name: \_\_\_\_\_      UT EID: \_\_\_\_\_

Local Address: \_\_\_\_\_

Phone: \_\_\_\_\_      Email: \_\_\_\_\_

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## INTERNSHIP DESCRIPTION

*On a separate sheet of paper, provide a double-spaced, typed, thorough description of the internship, including type of work and your responsibilities, hours you will be working, type of supervision you will be receiving and how this internship provides a legitimate opportunity for you to explore and gain professional experience in an RTF related field.*

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## INTERNSHIP HOST ORGANIZATION INFORMATION

Name of Firm/Company: \_\_\_\_\_

Name & Title of Supervisor: \_\_\_\_\_

Supervisor Phone: \_\_\_\_\_      Supervisor Email: \_\_\_\_\_

Description of Work

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## APPROVALS

RTF Graduate Advisor: \_\_\_\_\_ Date: \_\_\_\_\_

RTF Department Chair \_\_\_\_\_ Date: \_\_\_\_\_

# RTF 384N: RTF Internship AGREEMENT FORM

Student Name: \_\_\_\_\_

Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Agency/Company: \_\_\_\_\_

Address: \_\_\_\_\_

Supervisor Name & Title: \_\_\_\_\_

Supervisor's Phone: \_\_\_\_\_ Email: \_\_\_\_\_

## WORK SCHEDULE

Scheduled Start Date: \_\_\_\_\_

Scheduled End Date: \_\_\_\_\_

Day	Work Hours	Hours Scheduled Per Day	
Monday			
Tuesday			
Wednesday			<b>TOTAL WEEKS</b>
Thursday			
Friday			<b>TOTAL HOURS PER WEEK</b>
Weekends			

**Students** – Please read thoroughly before signing. In signing below, I, the student, agree to spend at least the required number of hours per week in the internship, provide evidence of completed tasks/projects, and complete all specified internship requirements by the established deadlines.

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

In signing this agreement, I the **supervisor**, verify the following: a) my organization is an established for-profit or non-profit entity recognized as such within my professional community; b) my organization is bonded and/or holds sufficient business and liability insurance to cover students interning with my organization and on my business premises; c) I will provide my interns with appropriate supervision and guidance and will be accessible to my interns on a regular basis; d) I will assign meaningful learning tasks/projects that are consistent with the internship description; and e) my interns will be working in a professional, established working environment.

\_\_\_\_\_  
Intern Supervisor's Signature

\_\_\_\_\_  
Date

Thank you very much in advance for hosting an RTF graduate student intern and for providing an honest and candid evaluation of the intern's performance at the end of the semester. We hope that the experience for you, your intern and your company will be a positive and rewarding one.

If you have any questions, please feel free to contact the Chair's office at the Department of Radio-Television-Film at (512) 471-4071.