

**Douglas Morrow** - Internship Coordinator Dept. of Radio/Television/Film Room 417 \*

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**REQUIREMENTS TO QUALIFY FOR RTVF 170: You must attend the RTVF internship workshop. \*\*\*Speak to your advisor .**

- 1) You must have a 2.5 GPA overall.
- 2) You must have 12 credits in major (including RTVF 1); 6 of the 12 cr. must be taken at Hofstra.
- 3) You must have taken an intermediate level course in RTVF related to the internship.

**TO APPLY FOR RTVF 170:**

- . 1) Go to the [website](#) (we are connected to the RTVF website) and read through the instructions located in the student section.
- . 2) Follow the links to download the [forms](#) from the website and fill them out. When ALL forms are complete, please sign up for an appointment during my internship office hours.

\*Please note – I can only proceed with your registration materials when you supply a Student Application, On-site Internship Agreement, Current copy of degree works and your resume. We will need to meet to review your materials and fill out registration forms.

\*You can take up to 6 credits of RTVF 170 in 1 / 2 or 3 credit increments (60 hours onsite for each credit). \*If you need additional information, please feel free to contact me.

\*Please realize that you are not doing an internship with the department of RTVF until you have officially registered and corresponded with your faculty sponsor.

\*\*\* Please note - Students may take a maximum of one (1) credit of virtual internship (not working on site) with the approval of the internship coordinator and department chair. Ideally, the internship should involve some face-to-face interaction with practitioners in a professional setting.

## **RTVF 170 - Internship Program & Registration Procedure Semester Hours: 1-3**

Fall, January, Spring, Summer An internship program provides an opportunity for students to apply their classroom experience to an appropriate professional work setting. Students work with an assigned faculty sponsor and an on- site supervisor. They work a requisite number of hours, keep a daily journal, and write midterm and final papers. **Prerequisite(s)/Course Notes:**

Junior class standing or permission of department; GPA of 2.5 or better overall, the successful completion of 12 s.h. in the major, of which 6 s.h. must be in-residence; and an intermediate level course in the major. Pass/D+/D/Fail grade only. Students must be approved for admission into the program before registering. Applications to the program, with information about deadlines, are available in the **Radio, Television, Film** Department. May be repeated for a total of 6 s.h. RTVF 170 and **RTVF 174** can be taken in combination for no more than 6 credits. If enrolled in **RTVF 144, 145, and/or 164**, this course can only be enrolled in for a maximum of one credit.

### **RTVF 170 Registration Process**

- . 1) Please make sure you meet all the pre-requisites.
- . 2) The RTVF Department requires students to attend the department internship workshops prior to interning.
- . 3) To register, students must supply a current copy of their degree works, their resume, a completed student application and a completed copy of the on-site agreement (the application items can be downloaded from the internship [website](#)).
- . 4) When students have the above items completed they will need to meet with Professor Morrow to review the site, hours and the description of the internship. You can email or sign up at room 417 NAB for office time.
- . 5) When students meet with Professor Morrow registration forms will be filled out.
- . 6) If all is approved by the department students will be registered and notified through email.