

Digital Media Program Internship Enrollment Process

The Florida State College at Jacksonville Digital Media Program Internships are designed as a practical complement to a student's theoretical education in the classroom. The chief goal of this program is to prepare students in all aspects of their educational pursuits to obtain good entry-level positions upon graduation. The current economic climate coupled with a competitive job market are factors which demand that students spend time learning the actual structure of a real business through practical experience prior to graduation. This program focuses on providing quality internship opportunities that potentially will lead to permanent employment for our Digital Media students. In order to ensure that students interested in earning academic credit for their internship experience are able to do so at the appropriate time in their program, the following steps must be followed. (This process should begin during the semester prior to a desired internship.)

Steps to Enrollment in a Digital Media Internship (GRA 2946 or DIG 3940):

1. Discuss with program faculty, program advisor, and/or program manager if you are ready for your internship course? Considerations include your acquired skills, professional portfolio, total credits completed/remaining in your degree program, and desired employment and/or continued education upon program completion.
2. Conduct a search for potential internship placements using your network of peers/professionals, reviewing the Digital Media Facebook page, and resources such as online searches (internships.com, indeed.com, etc.).
3. Apply to desired internship placements and wait for approval/acceptance. Ensure that you have shared the *Internship Guide to Employers* document during the application process or along with the *Agreement to Accept an Intern* form as supervisors must confirm receipt of these documents with their signature. (Forms can be found at https://blogs.fscj.edu/digital_media/internships/process/)
4. Once you have been approved/accepted, request the company/organization complete the *Agreement to Accept and Intern* form and either turn this document in yourself or request them to submit it on your behalf.
5. Submit an *Enrollment Request Form* to basdigitalmedia@fscj.edu (BAS students) or digitalmedia@fscj.edu (AS students) no later than 7 days prior to the last day to register for the term.
6. The Program Manager will confirm receipt of required forms within 72 business hours and review your academic records to ensure eligibility to enroll into the internship course. Please note that the following documents must be received and completed in full prior to enrollment consideration.
 - *Agreement to Accept and Intern*
 - *Enrollment Request Form*
7. The Program Manager will contact the Supervisor indicated on the *Agreement to Accept and Intern* form to confirm placement. As a reminder, the supervisor should have received the *Internship Guide to Employers* from the student prior to this contact.
8. The Program Manager will enroll the student into the appropriate internship course and email confirmation to the student when they are enrolled using the email on the *Enrollment Request Form*. Students must ensure that all financial payment obligations are satisfied in accordance with the timelines for that term.
<https://www.fscj.edu/admissions-aid/registration/how-to-pay-and-payment-due-dates>

NOTE: Students should allow a minimum of 7-10 business days from the time forms are submitted to the time they are enrolled in an internship course. Being proactive in this process is crucial for enrolled in the desired term.

FAQs

This information is also posted at https://blogs.fscj.edu/digital_media/internships/process/.

How do I enroll in the internship course? Review the Internship Enrollment Process document and provide sufficient time to complete this process. Students must have an internship arranged before they can enroll in the course. Once arrangements have been made the person who would act as supervisor at the internship site should complete the *Agreement to Accept and Intern*. Students will also need to complete the *Enrollment Assistance Form*. These two forms should be completed and return to the Digital Media Program Manager to request enrollment in the course.

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How do I get an internship? Students are responsible for securing their own internship placements. They should consult with their faculty, professional network, and search for potential placements on professional job/experience websites.

How many hours do I have to work in my internship? Both AS and BAS internships are 180 clock-hours for the term. Over the course of the twelve-week class, this equates to about 15 hours per week.

When can I do my internship? Students can enroll during the fall, spring or summer terms. Please keep in mind enrollment deadlines as your internship should match up as much as possible with the course term calendar. Students will not be able to enroll after the registration period for that term has ended.
<https://www.fscj.edu/i'm-looking-for/academic-calendar>

Can I accrue hours before the semester I am enrolled begins? No. Students can only accrue hours towards their internship during the current term in which they are enrolled in the internship course except under extenuating circumstances and with approval of supervising faculty.

Who is the instructor for the internship courses?

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