



**Communications Internship  
Policies & Procedures**

*Fall 2021*

## **Table of Contents**

General Office Procedures	3
Professionalism & Safety	5
Attire	8
Technology and Equipment	10
Copyright	12
Academic Credit	14

All UF College of the Arts Communications Interns must agree to the following policies and procedures and digitally confirm receipt and agreement to this document at <https://arts.ufl.edu/forms/cota-communications-internship-agreement/>. Failure to comply could result in termination of the internship.

### **General Office Procedures**

- Interns will work 5-10 hours per week. Interns will arrange their desired number of hours with the supervisor prior to the start of the semester.
- Interns may work remotely, in-office, or any hybrid combination of work locations as agreed upon with the supervisor. Interns interested in working in the Dean's Office must comply with all office policies regarding scheduling of office hours, use of desk spaces, and public health and safety guidelines.
- Interns will set a regular schedule for hours, at least 5 of which must be during regular business hours (Monday – Friday 8 a.m. – 5 p.m.). Interns are welcome to complete additional hours at their convenience.
- Interns are expected to attend (virtually or in-person) a weekly individual meeting with the supervisor and a weekly team meeting. Interns are responsible for rescheduling the individual weekly meeting if they cannot attend.
- Interns are not expected to work when UF classes are not in sessions (e.g., Thanksgiving, Martin Luther King Day, spring break, 4<sup>th</sup> of July, Memorial Day).
- Interns will record their hours worked per the supervisor's instructions.
- Interns must attend any events or meetings that they agree upon. If an emergency or change arises, the supervisor must be notified immediately by phone call.
- Interns will use UF's Zoom platform to conduct virtual meetings.
- Interns should NOT come into the office if feeling ill. Please respect your colleagues' health (and yours!) and stay home if you are contagious and/or

- ill. Interns are also encouraged to take days off from remote work if feeling ill.
- Internships are awarded on a single semester basis. Interns are eligible to return in future semesters but must reapply through the online application and choose “returning intern.” Returning interns are not guaranteed re-acceptance for the following semester. Interns’ performance, interest level, skill sets, and growth will be evaluated against the needs and space available for the semester.

## **Professionalism & Safety**

- Interns are responsible for helping to maintain a clean, safe work environment. This includes, but is not limited to:
  - Cleaning up after oneself at the intern table and work stations
  - Washing any dishes used from the kitchen
  - Properly disposing of trash (food should be disposed in the kitchen)
  - Returning work station to its proper, organized state
  - Following all office safety, cleaning, and health procedures
- Interns must execute a high level of professionalism when engaging with all colleagues and stakeholders.
  - Interns should not discuss their personal relationships with or express frustrations about faculty/staff members while at work.
  - Interns should understand that the Dean's Office is an open-space office where many constituents and colleagues are present. It is generally not appropriate to ask guests what their business is in being in the office. (e.g. Interns who are students in COTA are discouraged from prying into their faculty members' business visits to the Dean's Office. They may be meeting with a dean / administration on private business.)
  - Interns are advised not to speak ill of other students, employees, alumni or donors to outside constituents, even if they personally know the person they speak about.
  - Interns must use email respectfully and professionally. Emails should be clean, easy to read, and relatively free of errors. Recipients must be addressed appropriately. Generally, first names are appropriate. Faculty may be addressed by their title (i.e. Professor / Dr.) and their last name. Interns should ask the supervisor if they are unsure.
  - Interns will be mindful when scheduling meetings and collaborating with others that most people work approximately 8 a.m. to 5 p.m. Monday through Friday.

- Interns are expected to express respect for any work done in the role prior to their internship. Interns should understand that this internship is a learning opportunity and the work of former interns should be respected, regardless of the apparent quality level.
- Interns are welcome to ask for recommendation letters and references from staff members/supervisors. Interns must ask first before putting someone as a reference. Supervisors should be noticed at least two weeks in advance to receive a recommendation letter.
- Interns must treat all constituents and colleagues with respect. Conversely, interns should also be and feel respected by the other students, employees, alumni and donors they interact with. If an issue arises and an intern no longer feels safe or respected, notify the supervisor immediately or contact the College of the Arts Human Resources Office. Interns should not attempt to handle the problem alone.
  - Director of College of the Arts Human Resources:  
Barbara Mitola, [bmitola@arts.ufl.edu](mailto:bmitola@arts.ufl.edu), 352-273-3054
- The following is from the UF Human Resources Title IX policy (for more information, visit <https://hr.ufl.edu/forms-policies/policies-managers/sexual-harassment/>):
  - It is the University of Florida’s policy to protect all community members from any form of sexual misconduct including harassment. Therefore, it is the responsibility of all members of the community to report incidents of policy violations. Any employee, student, or visitor who has knowledge of an occurrence of sexual misconduct or questions regarding the policy is strongly encouraged to promptly reach out to the following party who is responsible for overseeing the implementation of and assuring compliance with the University of Florida’s Sexual Harassment and Misconduct Policy:

Dr. Russell Froman, Title IX Coordinator

903 West University Ave.

(352) 273-1094

[rfroman@ufl.edu](mailto:rfroman@ufl.edu)

<https://titleix.ufl.edu>

[informtitleIX@ufl.edu](mailto:informtitleIX@ufl.edu)

## **Attire**

- Our goal is to provide a workplace environment that is comfortable and inclusive for all interns. We expect that interns' working attire, although casual, will exhibit professionalism. Simultaneously, we understand that interns are busy students doing a variety of activities and many are artists with classes that require particular clothing.
- Acceptable attire for office hours or remote assignments (e.g., interviews out of office, Zoom meetings, etc.) includes:
  - Button downs, blouses, collared shirts, and T-shirts that are not overly revealing
  - Tank tops, as long as they are not loose fitting or overly cut
  - Hoodies, sweaters, and jackets (hoods should not be worn inside)
  - Hats, beanies, and other headwear are permitted indoors
  - Shorts, pants, jeans, yoga/dance pants
  - Additionally, the following rules should be observed:
    - In general, undergarments should not be visible
    - Sleepwear is not generally permitted
    - Students are welcome to express themselves in their clothing. However, clothing with offensive or statements that promote hate is not permitted. This includes clothing with profane language statements or clothing that promotes intolerance of others.
    - Clothing should be clean and well kept. Clothing with paint/ink/clay/artistic material stains as a result of arts classes are acceptable.
    - In general, exceptions are allowed for interns involved in activities and classes that require a certain attire (This includes but is not necessarily limited to clothing with paint/ink/clay/artistic material stains, dance rehearsal clothes,



and athletic attire prior to marching band rehearsal or athletic event.)

- Attire for most public events (i.e. photographing concerts and exhibitions) should be business casual unless otherwise informed by the supervisor or event coordinator.
- Formal development/fundraising events are often formal or cocktail attire. Intern must check with the supervisor or event coordinator on most appropriate wear.
- In general, interns should remember they will interact and connect with important people during their work. Interns should keep in mind how they present themselves to College of the Arts stakeholders, with an understanding that most stakeholders know they are a student.

## **Technology and Equipment**

- When video conferencing, interns are expected to make an effort to have an adequate setup so that meetings may proceed with little difficulties.
  - As much as possible, interns should try to find a stable place to sit and work before a meeting starts. For a video meeting, having a stable camera is best.
  - Creative Zoom backgrounds are welcomed. They may not include any offensive content or content that might make coworkers uncomfortable. This includes backgrounds with profane language statements or that promotes intolerance of others.
  - Interns should try to test audio connection before starting a meeting.
- Interns must verbally ask others before recording a Zoom meeting or phone call. It is illegal in Florida to record someone without their knowledge.
- Interns should plan to use personal computers to complete assignments while remote. If interns have difficulty obtaining a computer or experience difficulty during the internship, speak with the supervisor.
- Per UF IT policies, interns are not allowed access to network drives (i.e. the O: or Q: drives). Files from these drives may be shared to complete projects but should not be modified, deleted, or shared without permission.
- Interns may interact with shared cloud services, such as Dropbox, Google GSuite, OneDrive, Sharepoint, and others. Files should not be modified, deleted, or shared without permission.
- Interns are not permitted to share College of the Arts files with anyone outside of the College of the Arts communications team without permission from a communications staff member. This includes sharing photos, videos, documents, and other files with members of the media, other students, faculty members, alumni, and donors.
- Licensed fonts and other UF branding assets obtained through the internship are strictly for work related to the internship. Use of licensed

fonts and other UF property outside of assigned College of the Arts projects is a violation of licensing and copyright agreements and is probably illegal.

- Interns may use office-provided camera equipment. Camera lens caps must be in place when lenses are not in use. The cameras and microphones should be turned off when not in use. The camera bags must be kept neat and clean. Failure to comply with usage rules could result in a restriction to use equipment or termination of internship.
- Individual Adobe Creative Cloud licenses are provided to interns for the duration of their internship. They are welcome to use this license for personal projects as well.
- Interns may use their own camera equipment if desired. All photos and videos taken on internship assignment must be uploaded onto the office drive (see more in Copyright below).

## **Copyright**

- The College of the Arts retains copyright of any work completed by an intern on assignment.
- All photographs and videos taken by an intern on assignment are property of the UF College of the Arts. This document serves as a work-for-hire agreement, meaning photographs and videography taken by an intern with office or personal camera equipment are property of the College of the Arts and may be used or edited in any manner for print or online distribution.
  - Photo credit will be given to the intern whenever feasible and appropriate. When photography/videography is shared with outside publications, the publication is asked to include a credit line with the photographer's name (i.e. "Photo by Coral Dixon / UF College of the Arts").
  - Intern photographers/videographers are permitted (and encouraged) to use the photos and videos taken on assignment in a printed or digital portfolio, website, and personal social media provided the photos/videos are NOT under an embargo (details below) and the use does not defame or misrepresent the College, its employees, students, donors, and/or alumni.
  - Occasionally, photos/videos will be placed on embargo (restricted or withheld). Embargos may be for a period of time (i.e. not releasing photos before a story comes out) or permanently for reasons related to—but not limited to—student confidentiality or donor preference.
  - Copyright notice is NOT needed for an intern's personal use of photography/videography that the intern is permitted to share. (i.e. If an intern uses a photo they took at the College of the Arts in a personal online photography profile, the intern is NOT required to include "© UF College of the Arts" or "Photo by UF College of the Arts" on the website.)

- Use of photography/videography for other organizations or for monetary gain is generally prohibited without permission.

**Academic Credit**

- Interns may receive academic credit for this internship. The intern must inform the supervisor at the beginning of the semester that they are seeking credit.
- The intern is responsible for informing the supervisor two weeks in advance of any needed documentation for receiving academic credit. Interns are required to provide exact details of documentation, including letter templates, acceptance/evaluation documentation, instructions, who to address letters to, and where/how to send documents.