Theatre UCF
Professional Internship Program

Guidelines, Application Forms, Assignments, and Grading

2019-2020

Updated: 1/30/18
**THEATRE UCF**
**PROFESSIONAL INTERNSHIP PROGRAM**

**TABLE OF CONTENTS**

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Welcome, Internship Criteria, Landing the Gig</td>
<td>3</td>
</tr>
<tr>
<td>When to Begin, The Approval Process, What to Bring to Your Registration Appointment</td>
<td>4</td>
</tr>
<tr>
<td>Making the Most of Your Internship (Advice From Former Interns), Documenting Your Search</td>
<td>5</td>
</tr>
<tr>
<td>List of Required Internship Registration Forms</td>
<td>6</td>
</tr>
<tr>
<td>UCF Internship Application</td>
<td>7</td>
</tr>
<tr>
<td>UCF Internship Agreement</td>
<td>8</td>
</tr>
<tr>
<td>UCF Advisor Consent Form</td>
<td>9</td>
</tr>
<tr>
<td>Week One Assignments</td>
<td>10</td>
</tr>
<tr>
<td>Learning Objectives</td>
<td></td>
</tr>
<tr>
<td>Headshot (or comparable photo)</td>
<td></td>
</tr>
<tr>
<td>Mid Assignments:</td>
<td>11-12</td>
</tr>
<tr>
<td>Mid Self-Reflection Paper</td>
<td></td>
</tr>
<tr>
<td>Mid Supervisor Evaluation</td>
<td></td>
</tr>
<tr>
<td>Final Assignments:</td>
<td>13</td>
</tr>
<tr>
<td>Final Self-Reflection Paper</td>
<td></td>
</tr>
<tr>
<td>Final Supervisor Evaluation</td>
<td></td>
</tr>
<tr>
<td>Multi-Media Showcase of Professional Internship</td>
<td></td>
</tr>
<tr>
<td>Supervisor Evaluation Form (Mid &amp; Final)</td>
<td>14</td>
</tr>
<tr>
<td>Grading, Theatre UCF Standards, Rubrics</td>
<td>15-16</td>
</tr>
<tr>
<td>Partial Internships</td>
<td>17-19</td>
</tr>
<tr>
<td></td>
<td>20-28</td>
</tr>
</tbody>
</table>
WELCOME TO YOUR INTERNSHIP EXPERIENCE!

Before you graduate you are required to complete a professional internship. This is an exciting part of the journey and I’m here to help you succeed.

The primary goal of an internship is to provide you with professional work experience that goes beyond the learning experiences you have had here at UCF; experience that will be additional preparation for your chosen specialty. It is meant to be the bridge from theatre training to the world of commercial theatre. It is expected that your internship will be supervised by professionals (in your field and area of specialty), from whom you will learn increased skills in order to give you additional experience and marketability.

CRITERIA
Your professional work opportunity must meet certain criteria before it can be approved as an internship.

A) You must work at least 270 hours on the job.
B) You must be paid at least minimum wage. (The current minimum wage in Florida is $8.46 an hour. If housing, travel, food, certifications are included they may also be factored in to achieve minimum wage.
C) At least 80% of your internship must be in your field of study. For example, actors must act, stage managers must stage manage at least 80% of the time.
D) You must have completed your Junior level work (or be within two semesters of graduating if a transfer student).
E) You must have a work supervisor willing to sign our paperwork and evaluate your work twice during the process.

Internships should...
A] Integrate academic theatre knowledge and theoretical concepts in a professional work setting.
B] Develop and expand your knowledge base, test your abilities, help to solidify your career goals.
C] Expand your awareness of the world beyond the campus through exposure to a variety of careers, disciplines, life styles, and environments.
D] Enable you to gain access to knowledge, equipment, and methodologies not available on the UCF campus.

LANDING THE GIG
There are many ways to find a job that meets our internship requirements but they all take preparation and planning. Many students find their gigs through SETC, NETC, UPTA, and Strawhat. Jobs that meet our internship requirements are also available through our partners - The Orlando Repertory Theatre, The Orlando Shakespeare Theatre, Disney World, Sea World, Universal, and Busch Gardens! REMEMBER, The job you get does not have to be termed an “Internship” by the organization for which you are working. It can be any job in your specialty area that meets our department’s internship requirements. START EARLY and maintain a positive attitude! The jobs are there. Summer Stock companies hire hundreds of people every year! However, you MUST plan well in advance and allow for travel to conferences, interviews, and auditions. Doing lots of research on companies or organizations you would like to work for is highly recommended. Ultimately, it is your responsibility to seek out and develop your internship.
WHEN TO BEGIN
You may undertake your internship during the summer after your Junior or Senior year. Transfer students must be within two semesters of graduating in order to be eligible. Internships during the school year are only permissible if you have completed ALL of your departmental coursework and have concluded all of your commitments to the department.

THE APPROVAL PROCESS: Your job opportunity needs to be FORMALLY APPROVED before it can be considered an internship. Each potential internship is carefully evaluated on its individual merits but not all opportunities are approvable.

Once you have a job offer, EMAIL your Internship Coordinator Sybil.StClaire@ucf.edu with the following information:

Company name
Job title and description
Start and end dates
Salary
Approximate number of hours you will work
Your year and your track.

Please be aware that no work may be credited towards an internship prior to formal approval. DO NOT wait until the last minute. Email the Internship Coordinator as soon as you have a job offer.

WHAT TO BRING TO YOUR REGISTRATION APPOINTMENT WITH THE INTERNSHIP COORDINATOR

A) Completed Internship Application Form. (Included in this manual).
B) UCF Internship Agreement signed by your work supervisor. (Included in this manual).
C) Your work contract and/or job description.
D) Your completed Advisor Consent Form signed by your Theatre UCF Academic Advisor. (Included in this manual).
F) Signed Photo and Video Release Form (Included in this manual).

Contact Information for your Internship Coordinator is: Sybil.StClaire@ucf.edu and 407/267-6815.
MAKING THE MOST OF YOUR INTERNSHIP

(Advice from former interns)

*Be positive and enthusiastic.
*Be a problem solver.
*Be realistic and be willing to take on less than glamorous tasks.
*If projects come along that interest you, ask to be involved.
*Practice time management and self-care.
*Ask questions but know when to listen and observe.
*Be willing to accept feedback and criticism.
*Keep your supervisors informed. No surprises should be your motto.
*Seek out mentors and learn from colleagues.
*Make a point to learn and practice business etiquette.
*Conduct personal business during personal time.
*Be honest, fair, considerate, reliable, efficient, and trustworthy.
*Adopt a professional work ethic and NETWORK!
*Improve your skills!
*Practice the Golden Rule - do to others as you would have them do to you.
*Remember to check your Knights email and Canvas. You are taking an online course.
*Communication and due dates matter and do impact your grade.
*Communicate with your Internship Coordinator before issues turn into problems.
*Have fun and explore!

DOCUMENTING YOUR SEARCH

Do document your job search. You may be asked to provide proof of your efforts to procure an internship. Samples of acceptable documentation include, proof of conference attendance, emails to and from theatres discussing job openings, hotel receipts, business cards of those you have spoken to about internship opportunities, proof of audition attendance, etc.
INTERNSHIP REGISTRATION FORMS

Once your internship has been approved please make an appointment to meet with your Internship Coordinator to process your official internship registration forms.

Bring the following completed and signed forms to your meeting:

- Internship Application
- Internship Agreement (leave due dates blank)
- Advisor Consent Form
Theatre UCF Internship Application

Term completing internship ________
Term registering for internship ________
Term graduating ________

This Internship Application shall serve to clarify the purpose of the internship and to ensure the understanding of the learning/working experience among all concerned parties. The application should be clear and concise.

PART I - STUDENT INFORMATION

Name: __________________________________________________________________________

Address: __________________________________________________________________________

Local Phone: ________________________

Permanent Phone: ____________________

Knights E-Mail: ________________________

Release: We want to celebrate you and your internship experience and we ask your permission to do so. By signing below, you grant Theatre UCF and the Professional Internship Program the ability to use your words, images, and other content generated during your internship for educational and informational purposes.

______________________________________________________________________________
Intern Signature                                                Date

A) Immediate and Long-term Career Goals. Please describe how this internship will help you realize your immediate and long-term career goals.
Theatre UCF Internship Agreement

Attach work contract and/or job description and duties.

COMPANY NAME: ________________________________________________________________

Name and Title of Supervisor/Contact Person: _______________________________________

Company Address: ________________________________________________________________

Supervisor E-mail: ________________________________________________________________

Supervisor Phone Number: ________________________________________________________

I ___________________________, AGREE TO THE FOLLOWING PROFESSIONAL INTERNSHIP

(Student’s Name)

PROGRAM OBLIGATIONS...

1. That I will register for 6 semester hours of theatre internship credits.

2. That the inclusive dates of my internship are _______ through _______ 20 _____.

3. That the nature and dates of my internship may be changed only with the express written
   approval of the UCF Theatre Internship Coordinator and Work Supervisor.

4. That I will be responsible for all costs involved in the internship including but not limited to:
   transportation, housing, phone, utilities, meals, health insurance, damage, personal expenses, and
   tuition.

5. That I will receive a payment of $ _______________ to be paid _______________ by
   (total amount) (weekly, bi-weekly, etc.)

   __________________________.

   (name of company)

6. That I am considered to be an employee of or independent contractor for the company and will
   be treated as such. I will complete all assignments from the company for which I am working,
   recognizing fully that I represent Theatre UCF as well as myself and that my work reflects upon
   the reputation and future of the Department and the Internship program.

7. That I will not accept other employment that interferes with my internship employment.

8. That I will be on the job for a minimum of 270 hours.
9. That I will submit to the Internship Coordinator via Canvas the following assignments:

A) LEARNING OBJECTIVES and HEADSHOT DUE ________________________.

B) MID SELF-REFLECTION PAPER AND MID WORK SUPERVISOR EVALUATION

DUE ________________________.

C) FINAL SELF-REFLECTION PAPER, FINAL WORK SUPERVISOR EVALUATION, AND MULTI-MEDIA SHOWCASE OF INTERNSHIP DUE ________________________.

10. That I understand that the above assignments (9A, 9B, 9C) constitute 100% of my grade.

11. That I have submitted a job description and/or contract provided to me by the employer.

12. That I agree to check my UCF Knights email address regularly during the course of the internship and submit my work via Canvas on or before the due dates stipulated in this agreement.

I understand that failure to turn in assignments on the dates stipulated in this agreement will result in a grade reduction of three points per day and that low word count on papers will result in a deduction of five points per word. Further, I understand that failure to complete all of the assignments will result in failure of the course.

I certify that I have read the above agreement obligations and will abide by the stated and established rules. Further, I understand that this agreement may be terminated by student, Internship Coordinator or Work Supervisor at any time upon written notice, which is received and agreed to by the other two parties.

___________________________  __________________________  ____________
Student Signature          Knights Email Address            Date

___________________________  ____________
Work Supervisor Signature                      Date

___________________________  ____________
UCF Internship Coordinator Signature                Date
Theatre UCF Advisor Consent Form

Dear Theatre UCF Advisor,

I __________________________ am applying to undertake my professional internship.

(your name)

In order to verify that I am eligible to do so, please refer to my academic audit, which I present to you with this form. By signing this form you are confirming for the Internship Coordinator that I have completed my Junior level coursework or, if a transfer student, that I am within two semesters of graduating.

Thank you.

______________________________ is eligible to undertake his/her internship.

Student’s Name

______________________________

Advisor’s Name              Advisor’s Signature                  Date

Sybil St. Claire, Internship Coordinator
407/267-6815               Sybil.StClaire@ucf.edu
ASSIGNMENTS

ALL ASSIGNMENTS MUST BE SUBMITTED ON-TIME AND ONLINE VIA CANVAS.

NOTE: Your writing will be evaluated based upon college level writing. The University of Central Florida’s definition of “College-Level Writing” is as follows:

1. The writing will have a clearly defined central idea or thesis.
2. It will provide adequate support for that idea.
3. It will be organized clearly and logically.
4. It will show awareness of the conventions of standard written English.
5. It will be formatted or presented in an appropriate way.

PLEASE NOTE:

*All assignments must be completed in order to pass the course.
*If, for any reason, you do not pass this course hours worked become null and void.
*Hours worked for a failed internship are non-transferable. You will need to begin all over again with an entirely new internship.
*Please regularly use and check webcourses and your knights email during your internship. You are taking an online class.

WEEK ONE ASSIGNMENTS

1) Learning Objectives (3 points)

Create four-five learning objectives for your internship experience. You will reflect back on your learning objectives at the conclusion of your internship to ascertain whether or not you met them and to see if you would like to create new learning objectives that reflect that which you did accomplish and learn. This assignment also serves as your student engagement for financial aid.
What is a Learning Objective?

Learning objectives are statements that clearly and precisely describe what you intend to accomplish during your internship. Effective learning objectives are SMART:

Specific, Measurable, Attainable, Result-Focused, Time-Limited

Learning objective should explore what you will do and what tasks you will perform. They should also begin with strong verbs.

For example:

APPLY knowledge of auto CAD to design lighting for a show.

CREATE a new character for a devised production this Summer.

DEVELOP new stage management protocols for an existing system.

Other strong learning objective verbs include:

- Analyze
- Understand
- Evaluate
- Explore
- Compose
- Construct
- Interpret
- Critique
- Translate
- Establish
- Organize
- Investigate
- Illustrate
- Inspect
- Practice
- Demonstrate
- Experiment
- Perform
- Complete
- Execute
- Dramatize
- Identify
- Codify
- Synthesize

Feel free to create your own!

*SUBMIT to Canvas as a WORD DOCX by the due date stipulated in your UCF Internship Agreement.

**2) Headshot (2 points)**

*SUBMIT your headshot (or a comparable photo) to Canvas as a JPG by the due date stipulated in your UCF Internship Agreement.*
**MID ASSIGNMENTS**

1. **Mid Self-Reflection Paper (20 points)**
   Reflect on the process, product, and experience in writing. Papers should provide thoughtful, thorough, articulate, in-depth, and insightful answers.

   1,500 words. Include word count. Include and **emphasize** writing prompts, label as follows:

   A) What positive experiences am I having?
   B) What challenges have I faced and how have I dealt with them?
   C) What am I learning and what strengths am I developing?
   D) How well is my academic experience coinciding with the realities of working professionally in the field?
   E) Final Thoughts

   *SUBMIT to Canvas as a WORD DOCX by the due date stipulated in your UCF Internship Agreement.

2. **Mid Supervisor Evaluation (20 points)** Form located in this Manual. See Table of Contents.
   Give this two-page evaluation form to your work supervisor at the mid-point of the internship (about a week before it is due). Once completed, scan and convert into a PDF for submission to Canvas. It is YOUR responsibility to ensure your supervisor evaluation arrives on time. Remember, you lose three points per day for late work. This includes your supervisor evaluations.

   *SUBMIT to Canvas as a PDF by the due date stipulated in your UCF Internship Agreement.
1) **Final Self-Reflection Paper (20 points)**
Reflect on the process, product, and experience in writing. Papers should provide thoughtful, thorough, articulate, in-depth, and insightful answers.

1,500 words. Include word count. Include and **embody** writing prompts, label as follows:

A) What have I learned about myself and my chosen field as a result of my internship?
B) What benefits and challenges have occurred as a result of my internship?
C) If I had it to do over again what would I do differently and why?
D) Refer back to the learning objectives created at the beginning of the semester in Webcourses. Include them here. Did you meet them? If no, create new ones here that you feel you did meet. Either way, please discuss.
E) Would you recommend this internship to future students? Why or why not? Please explain.
F) Regarding your internship, complete the sentence *I used to think_______ but now I think _______.*
G) Final Thoughts

*SUBMIT to Canvas as a WORD DOCX by the due date stipulated in your UCF Internship Agreement.

2) **Final Supervisor Evaluation (20 points)** Form located in this manual. See Table of Contents.
Give this two-page evaluation form to your work supervisor at the end point of the internship (about a week before it is due). Once completed, scan and convert into a PDF for submission.

It is **YOUR** responsibility to ensure your supervisor evaluation arrives on time. Remember, you lose three points per day for late work. This includes your supervisor evaluations.

*SUBMIT your Canvas as a PDF by the due date stipulated in your UCF Internship Agreement.

3) **Multi-Media Showcase of Professional Internship (15 points)**
Create a 3-4 minute multi-media showcase of your internship experience. Include the following elements:
- WIX, Prezi, or Power Point
- Voice Over
- Music/Sound
- Photos
- Video
- Text

Please combine all of the elements above in a way that walks the viewer through the beginning, middle, and end of your internship story.

*SUBMIT project (or link to project) to Canvas by the due date stipulated in your UCF Internship Agreement.
# Theatre UCF

**Evaluation of Intern by Supervisor**

(page 1 of 2)

Mid_____ Final_____ (please check one)

---

**Intern’s Name and Job Title: ________________________________**

**Supervisor’s Name and Job Title: ________________________________**

---

Please rate the student in the following areas and provide written comments. Thank you!

1. Preparedness for the duties that were assigned during the Internship:
   - Excellent
   - Good
   - Satisfactory
   - Poor
   - Unsatisfactory

2. Professional and flexible attitude:
   - Excellent
   - Good
   - Satisfactory
   - Poor
   - Unsatisfactory

3. Speed of learning new duties:
   - Excellent
   - Good
   - Satisfactory
   - Poor
   - Unsatisfactory

4. Efficiency and reliability in carrying out duties:
   - Excellent
   - Good
   - Satisfactory
   - Poor
   - Unsatisfactory

5. Ability to take direction well onstage, backstage, or assisting in other duties:
   - Excellent
   - Good
   - Satisfactory
   - Poor
   - Unsatisfactory

6. Collaboration:
   - Excellent
   - Good
   - Satisfactory
   - Poor
   - Unsatisfactory

7. Ability to work well with supervisor and coworkers:
   - Excellent
   - Good
   - Satisfactory
   - Poor
   - Unsatisfactory
8. Evaluations are a significant part of the intern’s overall grade. Please check the grade you feel this intern has earned.

<table>
<thead>
<tr>
<th>Grade</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Excellent</td>
<td></td>
</tr>
<tr>
<td>Good</td>
<td></td>
</tr>
<tr>
<td>Satisfactory</td>
<td></td>
</tr>
<tr>
<td>Poor</td>
<td></td>
</tr>
<tr>
<td>Unsatisfactory</td>
<td></td>
</tr>
</tbody>
</table>

(Grade of A)
(Grade of B)
(Grade of C)
(Grade of D)
(Grade of F)

9. Additional Comments:

Name of Organization: ______________________________________________________

Supervisor’s Signature: ___________________________________________________

Supervisor’s Email Address: _______________________________________________

Supervisor’s Phone Number: _______________________________________________
**Grade Breakdown:**

<table>
<thead>
<tr>
<th>Component</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Learning Objectives</td>
<td>3</td>
</tr>
<tr>
<td>Headshot</td>
<td>2</td>
</tr>
<tr>
<td>Mid Self-Reflection Paper</td>
<td>20</td>
</tr>
<tr>
<td>Mid Supervisor Evaluation</td>
<td>20</td>
</tr>
<tr>
<td>Final Self-Reflection Paper</td>
<td>20</td>
</tr>
<tr>
<td>Final Supervisor Evaluation</td>
<td>20</td>
</tr>
<tr>
<td>Visual Showcase of Internship</td>
<td>15</td>
</tr>
</tbody>
</table>

**Grading Scale**

<table>
<thead>
<tr>
<th>Letter Grade</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>93-100 points</td>
</tr>
<tr>
<td>A-</td>
<td>90-92 points</td>
</tr>
<tr>
<td>B+</td>
<td>87-89 points</td>
</tr>
<tr>
<td>B</td>
<td>83-86 points</td>
</tr>
<tr>
<td>B-</td>
<td>80-82 points</td>
</tr>
<tr>
<td>C+</td>
<td>77-79 points</td>
</tr>
<tr>
<td>C</td>
<td>76-72 points</td>
</tr>
<tr>
<td>C-</td>
<td>70-72 points</td>
</tr>
<tr>
<td>D+</td>
<td>67-69 points</td>
</tr>
<tr>
<td>D</td>
<td>63-66 points</td>
</tr>
<tr>
<td>D-</td>
<td>60-62 points</td>
</tr>
<tr>
<td>F</td>
<td>59 and below</td>
</tr>
</tbody>
</table>

Late Work submitted: Minus 3 points per day
Low Word Count: Minus 5 points per word
Language Use Issues: Minus .25 per incident
No submission: Failure of the class

**Theatre UCF Standards**

It is the intent of the Theatre department administration and faculty to provide a clear and simple set of policies that guide rehearsals and classrooms to ensure a safe and comfortable space for learning. These guidelines are based on the Chicago Theatre Standards and have been adapted for the University of Central Florida. These standards will be in effect for all learning environments under the auspices of the UCF Theatre program, to include classes and rehearsals. Providing a safe and welcoming environment is intrinsic to learning. “Arts environments require risk, courage, vulnerability, and investment of our physical, emotional and intellectual selves. We seek to nurture spaces with strong safety nets that support that ethos without compromising a visceral and authentic experience for artists and audiences in our learning environment.

## Rubrics

### 1) Learning Objectives (3 points)

<table>
<thead>
<tr>
<th></th>
<th>Met or Exceeded Expectations</th>
<th>Often Met Expectations</th>
<th>Strengthen</th>
</tr>
</thead>
<tbody>
<tr>
<td>Created 4 – 5 strong learning objectives, Utilized strong, active verbs</td>
<td>1</td>
<td>.85</td>
<td>.75</td>
</tr>
<tr>
<td>Followed Directions, Effective use of language</td>
<td>1</td>
<td>.85</td>
<td>.75</td>
</tr>
<tr>
<td>Evidence of substantive thinking</td>
<td>1</td>
<td>.85</td>
<td>.75</td>
</tr>
</tbody>
</table>

### 2) Headshot Submission (2 points)

Pass or fail.

### 3) Self-Reflection Papers (20 points each)

<table>
<thead>
<tr>
<th>Utilized discipline specific vocabulary effectively throughout writing</th>
<th>Met or Exceeded Expectations</th>
<th>Often Met Expectations</th>
<th>Strengthen</th>
</tr>
</thead>
<tbody>
<tr>
<td>Answered all writing prompts, labeled prompts as directed, followed directions</td>
<td>2</td>
<td>1.7</td>
<td>1.5</td>
</tr>
<tr>
<td>Presentation of content includes clarity of expression/writing style</td>
<td>4</td>
<td>3.4</td>
<td>3</td>
</tr>
<tr>
<td>Grammar, punctuation, spelling, and sentence structure (error free)</td>
<td>4</td>
<td>3.4</td>
<td>3</td>
</tr>
<tr>
<td>(1 – 3 errors)</td>
<td>3.4</td>
<td>(1 – 3 errors)</td>
<td>3</td>
</tr>
<tr>
<td>Substantive discussion of experience, views, learning, advice</td>
<td>8</td>
<td>6.8</td>
<td>6</td>
</tr>
</tbody>
</table>

*Additional points may be subtracted for excessive grammatical errors and failure to follow directions.*
4) **Supervisor Evaluations (20 points each)**

<table>
<thead>
<tr>
<th>Grade</th>
<th>Letter</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Excellent</td>
<td>A</td>
<td>20</td>
</tr>
<tr>
<td>Good</td>
<td>B</td>
<td>17</td>
</tr>
<tr>
<td>Satisfactory</td>
<td>C</td>
<td>15</td>
</tr>
<tr>
<td>Poor</td>
<td>D</td>
<td>13</td>
</tr>
<tr>
<td>Unsatisfactory</td>
<td>F</td>
<td>11 or lower</td>
</tr>
</tbody>
</table>

5) **Multi-Media Showcase of Professional Internship (15 points)**

<table>
<thead>
<tr>
<th>Subject</th>
<th>Met or Exceeded Expectations</th>
<th>Often Met Expectations</th>
<th>Strengthen</th>
</tr>
</thead>
<tbody>
<tr>
<td>Subject is engaging, educational and relevant. Provides insight into topic, which is thoroughly discussed. Followed directions.</td>
<td>5</td>
<td>4.25</td>
<td>3.75</td>
</tr>
<tr>
<td>Content</td>
<td>Presents information in a compelling and interesting manner, uses language properly and effectively. Images and graphics relate well to content, student provides thoughtful approach, presentation, and commentary. Story has a beginning, middle, and end.</td>
<td>5</td>
<td>4.25</td>
</tr>
<tr>
<td>Technical Aspects</td>
<td>Sound is clear and understandable, lighting is adequate, titles and transitions are used effectively, video editing flows well, story is evident, visuals are clear and inviting.</td>
<td>5</td>
<td>4.25</td>
</tr>
</tbody>
</table>

- Late Work submitted: Minus 3 points per day
- Low Word Count: Minus 5 points per word
- Language Use Issues: Minus .25 per incident
- No submission: Failure of the class
Partial Theatre Internships

Before you can graduate you must complete six-credits of a professional theatre internship. It is preferred that you complete all six credits at once for the same organization during the same time period (normally during the summer months).

However, if you can document hardship by submitting proof that you have rigorously attempted to procure a six-credit internship and failed (proof of auditions, emails and letters to organizations, rejection letters, proof of conference attendance, airplane tickets, etc.) then you may be eligible, at the discretion of the Internship Coordinator, to complete partial internship experiences.

Partial internships are two-credit (90 hours on the job), three-credit (135 hours on the job), or four-credit (180 hours on the job). There are no one credit or five credit internships. Partial Internships may be undertaken in one semester or in separate semesters to achieve the required six credits. All other internship requirements remain the same – you must earn at least minimum wage, at least 80% of your internship must be in your specialty area, and you must have completed your Junior level coursework (or, if a transfer student, you must be within two semesters of graduating). If you are still taking classes and/or have commitments to the department, internships during the school year are not approvable.

On the following pages are breakdowns of assignments for partial internships.
Two Credit Partial Internship (90 hours)

ASSIGNMENTS:

1) Learning Objectives (7 points)
Create four-five learning objectives for your internship experience. You will reflect back on your learning objectives at the conclusion of your internship to ascertain whether or not you met them and to see if you would like to create new learning objectives that reflect that which you did accomplish and learn. This assignment also serves as your student engagement for financial aid.

What is a Learning Objective?
Learning objectives are statements that clearly and precisely describe what you intend to accomplish during your internship. Effective learning objectives are SMART:

Specific, Measurable, Attainable, Result-Focused, Time-Limited

Learning objective should explore what you will do and what tasks you will perform. They should also begin with strong verbs.

For example:

APPLY knowledge of auto CAD to design lighting for a show.

CREATE a new character for a devised production this Summer.

DEVELOP new stage management protocols for an existing system.

Other strong learning objective verbs include:

<table>
<thead>
<tr>
<th>Analyze</th>
<th>Understand</th>
<th>Evaluate</th>
<th>Explore</th>
</tr>
</thead>
<tbody>
<tr>
<td>Compose</td>
<td>Construct</td>
<td>Interpret</td>
<td>Critique</td>
</tr>
<tr>
<td>Translate</td>
<td>Establish</td>
<td>Organize</td>
<td>Investigate</td>
</tr>
<tr>
<td>Illustrate</td>
<td>Inspect</td>
<td>Practice</td>
<td>Demonstrate</td>
</tr>
<tr>
<td>Experiment</td>
<td>Perform</td>
<td>Complete</td>
<td>Execute</td>
</tr>
<tr>
<td>Dramatize</td>
<td>Identify</td>
<td>Codify</td>
<td>Synthesize</td>
</tr>
</tbody>
</table>

Feel free to create your own!

*SUBMIT to Canvas as a WORD DOCX by due date stipulated in your UCF Internship Agreement.

2) Headshot Submission (3 points)
*SUBMIT your headshot (or a comparable photo) to Canvas as a JPG by the due date stipulated in your UCF Internship Agreement.
3) **Self-Reflection Paper (40 points)**

One 1,000-word self-reflection paper due on the date stipulated in your UCF Internship Agreement.

Include word count. Include and **emphasize** writing prompts as follows:

**Writing Prompts:**
A) What have I learned about myself and my chosen field as a result of my internship?
B) What benefits and challenges have occurred as a result of my internship?
C) If I had it to do over again what would I do differently and why?
D) Refer back to the learning objectives you created at the beginning of the semester in Webcourses. Include them here. Did you meet them? If no, create new ones here that you feel you did meet. Either way, please discuss.
E) Would you recommend this internship to future students? Why or why not? Please explain.
F) Regarding your internship, complete the sentence I used to think_________ but now I think __________.
G) Final Thoughts

*SUBMIT to Canvas as a WORD DOCX by the due date stipulated in your UCF Internship Agreement.

4) **Supervisor Evaluation (40 points)** Form located in this Manual. See Table of Contents. Submit completed and signed evaluation form.

*SUBMIT to Canvas as a PDF by the due date stipulated in your UCF Internship Agreement.

5) **Multi-Media Showcase of Professional Internship (10 points)**

Create a one-minute multi-media overview of your internship experience. Include the following elements:

WIX, Prezi, or Power Point
Voice Over
Music/Sound
Photos
Videos
Text

Please combine all of the elements above in a way that walks the viewer through the beginning, middle, and end of your internship story.

*SUBMIT project (or post link to project) in Canvas by the due date stipulated in your UCF Internship Agreement.
ASSIGNMENTS:

1) Learning Objectives (7 points)
Create four-five learning objectives for your internship experience. You will reflect back on your learning objectives at the conclusion of your internship to ascertain whether or not you met them and to see if you would like to create new learning objectives that reflect that which you did accomplish and learn. This assignment also serves as your student engagement for financial aid.

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For example:

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CREATE a new character for a devised production this Summer.

DEVELOP new stage management protocols for an existing system.

Other strong learning objective verbs include:

Analyze, Understand, Evaluate, Explore
Compose, Construct, Interpret, Critique
Translate, Establish, Organize, Investigate
Illustrate, Inspect, Practice, Demonstrate
Experiment, Perform, Complete, Execute
Dramatize, Identify, Codify, Synthesize

Feel free to create your own!

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2) Headshot Submission (3 points)
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3) **Self-Reflection Paper (40 points)**

One 1,500-word self-reflection paper due on the due date stipulated in your UCF Internship Agreement. Include word count. Include and **embolden** writing prompts as follows:

**Writing Prompts:**
A) What have I learned about myself and my chosen field as a result of my internship?
B) What benefits and challenges have occurred as a result of my internship?
C) If I had it to do over again what would I do differently and why?
D) Refer back to the learning objectives you created at the beginning of the semester in Webcourses (Week One, Assignment One). Include them here. Did you meet them? If no, create new ones here that you feel you did meet. Either way, please discuss.
E) Would you recommend this internship to future students? Why or why not? Please explain.
F) Regarding your internship, complete the sentence I used to think__________ but now I think __________.
G) Final Thoughts

*SUBMIT to Canvas as a WORD DOCX by the due date stipulated in your UCF Internship Agreement.

4) **Supervisor Evaluation (40 points)** Located in this Manual. See Table of Contents.

Submit one completed and signed supervisor evaluation form.

*SUBMIT to Canvas as a PDF by the due date stipulated in your UCF Internship Agreement.

5) **Multi-Media Showcase of Professional Internship (10 points)**

Create a two-minute multi-media overview of your internship experience. Include the following elements:

- WIX, Prezi or Power Point
- Voice Over
- Music/Sound
- Photos
- Videos
- Text

Please combine all of the elements above in a way that walks the viewer through the beginning, middle, and end of your internship story.

*SUBMIT project (or link to project) to Canvas by due the date stipulated in your UCF Internship Agreement.
ASSIGNMENTS:

1) Learning Objectives (7 points)
Create four-five learning objectives for your internship experience. You will reflect back on your learning objectives at the conclusion of your internship to ascertain whether or not you met them and to see if you would like to create new learning objectives that reflect that which you did accomplish and learn. This assignment also serves as your student engagement for financial aid.

What is a Learning Objective?
Learning objectives are statements that clearly and precisely describe what you intend to accomplish during your internship. Effective learning objectives are SMART:

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- Analyze
- Compose
- Translate
- Illustrate
- Experiment
- Dramatize
- Understand
- Construct
- Establish
- Inspect
- Perform
- Identify
- Evaluate
- Interpret
- Organize
- Practice
- Complete
- Codify
- Explore
- Critique
- Investigate
- Demonstrate
- Execute
- Synthesize

Feel free to choose your own!

*Submit to Canvas as a WORD DOCX by the due date stipulated in your UCF Internship Agreement.

2) Headshot Submission (3 points)
*Submit your headshot (or a comparable photo) to Canvas as a JPG by the due date stipulated in your UCF Internship Agreement.
3) Self-Reflection Paper (40 points)

One 2,000 word Self-Reflection Paper. Include word count. Include and **embody**en** writing prompts, label as follows:

**Writing Prompts:**
A) What have I learned about myself and my chosen field as a result of my internship?
B) What benefits and challenges have occurred as a result of my internship?
C) If I had it to do over again what would I do differently and why?
D) Refer back to the learning objectives you created at the beginning of the semester in Webcourses (Week One, Assignment One). Include them here. Did you meet them? If no, create new ones here that you feel you did meet. Either way, please discuss.
E) Would you recommend this internship to future students? Why or why not? Please explain.
F) Regarding your internship, complete the sentence I used to think_________ but now I think __________.
G) Final Thoughts

*SUBMIT to Canvas as a WORD DOCX by the due date stipulated in your UCF Internship Agreement.

4) Supervisor Evaluation (40 points)

One Supervisor Evaluation. (Form located in this manual. See Table of Contents).

*SUBMIT to Canvas as a PDF by the due date stipulated in your UCF Internship Agreement.

5) Multi-Media Overview of Professional Internship (10 points)

Create a three-minute multi-media overview of your internship experience. Include the following elements:

- WIX, Prezi or Power Point
- Voice Over
- Music/Sound
- Photos
- Videos
- Text

Please combine all of the elements above in a way that walks the viewer through the beginning, middle, and end of your internship story.

*SUBMIT project (or post link to project) to Canvas by the due date stipulated in your UCF Internship Agreement.
Partial Internship Rubrics

1) Learning Objectives (7 points)

<table>
<thead>
<tr>
<th>Created 4 – 5 learning objectives, utilized strong, active verbs</th>
<th>Met or Exceeded Expectations</th>
<th>Often Met Expectations</th>
<th>Strengthen</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>3</td>
<td>2.55</td>
<td>2.25</td>
</tr>
<tr>
<td>Followed Directions Effective use of language</td>
<td>1</td>
<td>.85</td>
<td>.75</td>
</tr>
<tr>
<td>Evidence of substantive thinking</td>
<td>3</td>
<td>2.55</td>
<td>2.25</td>
</tr>
</tbody>
</table>

2) Headshot Submission (3 points)

Upload your headshot (or a comparable photo) as a jpg before the end of the first week of class. Pass or Fail.

3) Self-Reflection Papers (40 points each)

<table>
<thead>
<tr>
<th>Utilized discipline specific vocabulary effectively throughout writing</th>
<th>Met or Exceeded Expectations</th>
<th>Often Met Expectations</th>
<th>Strengthen</th>
</tr>
</thead>
<tbody>
<tr>
<td>Answered all writing prompts, labeled prompts as directed, followed directions</td>
<td>5</td>
<td>4.25</td>
<td>3.75</td>
</tr>
<tr>
<td>Presentation of content includes clarity of expression/writing style</td>
<td>10</td>
<td>8.5</td>
<td>7.5</td>
</tr>
<tr>
<td>Grammar, punctuation, spelling, and sentence structure</td>
<td>5</td>
<td>4.25</td>
<td>3.75</td>
</tr>
<tr>
<td>Substantive discussion of experience, views, learning, advice</td>
<td>15</td>
<td>12.75</td>
<td>11.25</td>
</tr>
</tbody>
</table>

*Additional points may be subtracted for excessive grammatical errors and failure to follow directions.*
4) Supervisor Evaluations (40 points each)

Excellent  A  40 points
Good       B  34 points
Satisfactory C  30 points
Poor        D  26 points
Unsatisfactory F  22 or lower

5) Multi-Media Overview of Internship (10 points)

<table>
<thead>
<tr>
<th>Subject</th>
<th>Met or Exceeded Expectations</th>
<th>Often Met Expectations</th>
<th>Strengthen</th>
</tr>
</thead>
<tbody>
<tr>
<td>Subject is engaging, educational and relevant. Provides insight into topic and is thoroughly discussed. Followed directions.</td>
<td>3</td>
<td>2.55</td>
<td>2.25</td>
</tr>
<tr>
<td>Content</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Presents information in a compelling and interesting manner, uses language properly and effectively. Images and graphics relate well to content, student provides thoughtful approach, presentation, and commentary.</td>
<td>3.5</td>
<td>2.9</td>
<td>2.6</td>
</tr>
<tr>
<td>Technical Aspects</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sound is clear and understandable, lighting is adequate, titles and transitions are used effectively, video editing flows well, story is evident, visuals are clear and inviting.</td>
<td>3.5</td>
<td>2.9</td>
<td>2.6</td>
</tr>
</tbody>
</table>

- Late Work submitted: Minus 3 points per day
- Low Word Count: Minus 5 points per word
- Language Use Issues: Minus .25 per incident
- No Submission: Failure of the class