

Theatre UCF

**Internship Guidelines, Application,
Forms, Assignments, and Grading**

2016 - 2017

Updated: 1/16/16

INTERNSHIP MANUAL
TABLE OF CONTENTS

Commonly Asked Questions	3 - 5
Required Internship Forms:	
UCF Internship Application	6
UCF Internship Contract	7 - 8
Advisor's Consent Form	9
Assignments:	
Mid Assignments	10 - 11
Final Assignments	12 - 13
Supervisor Evaluation Form (mid & final)	14 - 15
Grading and Rubrics	16 - 17
Partial Internships	18 - 22

WELCOME TO YOUR INTERNSHIP EXPERIENCE!

Before you graduate you are required to complete a professional internship.

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 marketability.

COMMONLY ASKED QUESTIONS

HOW DO I FIND AN INTERNSHIP?

There are many ways to find an internship but they all take preparation and planning. Many students find their internships through SETC, NETC, UPTA, and Strawhat. Internships are also available through our partners - The Orlando Repertory Theatre, The Orlando Shakespeare Theatre, Disney World, Sea World, and Busch Gardens!

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.

WHAT CRITERIA MUST AN INTERNSHIP MEET?

Your job opportunity must meet certain criteria before it can be accepted as an internship.

- A) You must work at least 270 hours on the job.
- B) You must be paid at least minimum wage. (In 2016, \$8.22 an hour or at least \$2,220 total). If housing and travel stipend are included they can be factored in to achieve minimum wage).
- C) At least 80% of your internship must be in your field of study. Actors must act, stage managers must stage manage, etc.).
- D) You must have completed all of your junior level work (or be within two semesters of graduating).

WHAT SHOULD I LOOK FOR IN AN INTERNSHIP?

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.

E] Foster self-reliance, discipline, personal style, and problem solving abilities.

WHEN CAN I BEGIN MY INTERNSHIP?

You can undertake your internship during the summer after your Junior or Senior year. You 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. Students should see their advisors to ascertain whether or not they are eligible to undertake an internship. There is a form on page 9 of this manual that your advisor signs to indicate you are eligible.

DOCUMENTATION

Do document your job search. You may be asked to provide proof of your efforts to procure an internship. Samples of acceptable documentation, 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.

I'VE BEEN OFFERED A CONTRACT! WHAT DO I DO NOW?

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 and not all opportunities are approved. **Please be aware that no work can be credited towards an internship prior to formal approval. DO NOT wait until the last minute. Set up your appointment with the Internship Coordinator early!**

To set up an appointment to have your internship approved, email your Internship Coordinator Sybil St. Claire at: Sybil.StClaire@ucf.edu or call: 407/267-6815.

WHAT TO BRING TO YOUR APPOINTMENT:

- a) Completed Internship Application Form (included in this manual).
- b) UCF Internship Contract signed by your work supervisor (included in this manual).
- c) Your work contract.
- d) Your completed Advisor Consent Form (included in this manual).

Contact Information for your Internship Coordinator Sybil St. Claire is:

Email: Sybil.StClaire@ucf.edu

Cell: 407/267-6815

Term completing internship _____
Term registered for internship _____
Term graduating _____

PID _____
NID _____
DOB _____

Theatre UCF Internship Application

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. Please write legibly.

PART I - STUDENT INFORMATION

Name:

Address:

Local Phone:

Permanent Phone:

E-Mail:

PART II - CAREER GOALS

A. Describe your immediate and long-range career goals.

B. Describe how this internship will help you realize your immediate and long-term career goals. (Use back of page is necessary).

Theatre UCF Internship Contract

Attach employer letter/contract listing job duties to this UCF contract.

COMPANY NAME: _____

Name and Title of Supervisor/Contact Person:

Address: _____

E-mail: _____

Phone Number: _____

I _____, AGREE TO THE FOLLOWING INTERNSHIP CONTRACT 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, and meals for the advance interview, transportation to and from the intern site, housing, meals, health insurance, and personal expenses.
5. That I must find my own housing and be responsible for all costs involved, including but not limited to rent, phone, utilities, and damage.
6. That I will receive a stipend of \$ _____ to be paid _____ by
(total amount) (weekly, bi-weekly, etc.)

(name of company)

INTERNSHIP CONTRACT (cont'd)

7. That I am considered to be an employee of the company and will be treated as such. I will complete all assignments of 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.

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

9. That I will be on the job for a minimum of 270 hours.

10. That I will submit to the Internship Coordinator:

A) A MID SELF REFLECTION PAPER, SUPERVISOR EVALUATION, AND INFORMATIONAL INTERVIEW PAPER DUE ON _____.

B) A FINAL SELF REFLECTION PAPER, SUPERVISOR EVALUATION, AND INFORMATIONAL INTERVIEW PAPER DUE ON _____.

11. That I understand that the above assignments (10A and 10B) constitute 100% of my grade.

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

13. That I agree to check my UCF Knights email address regularly during the course of the internship.

14. I understand that failure to turn in assignments on the dates agreed upon in this contract will result in a grade reduction of 10 points per day and that low word count on my papers will result in a deduction of 5 points per word. Further, I understand that this is a Gordon Rule course. As such failure to complete the writing assignments as instructed will result in failure of the course.

I certify that I have read the above contract obligations and fully agree to abide by the stated and established rules. Further, I understand that this contract 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

Current Email Address

Date

Work Supervisor Signature

Date

UCF Internship Coordinator Signature

Date

Theatre UCF Advisor Consent Form

Dear Advisor,

_____ is applying to undertake his/her internship.
(student's name)

In order to verify that he/she is eligible to undertake their internship, please refer to his/her academic audit, **which the student presented to you with this form**. If the student has completed his/her Junior level coursework (or, for transfer students, is within two semesters of graduating) please sign this form acknowledging their eligibility to undertake their required internship. The student will then return this paperwork to me.

Thank you so much for taking the time to ensure our Internship process runs smoothly.

_____ 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

NOTE: This is a Gordon Rule class. The assignments marked with an * are those used to fulfill the Gordon Rule Requirement. 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.

MID ASSIGNMENTS

To be turned in at the mid point of your internship
by midnight on the due date stipulated in your UCF Internship Contract.

*Assignment #1: (20 points)

Mid Self Reflection Paper on the process and experience. (1,500 words. Include word count and writing prompts).

Due at the mid-point of your internship on the date stipulated in your UCF Internship Contract. Reflection papers should provide thoughtful, thorough, articulate, in-depth, and insightful answers to the following prompts in the following order:

Please respond to the following writing prompts and label them in your paper 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 your paper as a WORD DOC in webcourses under Assignments to: Mid Self Reflection Paper. Label the document: first name, last name/mid reflection.doc

Assignment #2: (20 points)

Mid Supervisor Evaluation (Located on page 14 & 15 of this manual).

Give this two-page evaluation form to your work supervisor at the mid point of the internship (about a week before it is due). Scan and turn in as a PDF by midnight on the day it is due.

It is YOUR responsibility to ensure your supervisor evaluation arrives on time. Remember, you lose 10 points per day for late work. This includes your supervisor evaluations.

SUBMIT your evaluation as a PDF in webcourses under Assignments to: Mid Supervisor Evaluation. Label the document: first name, last name/mid eval.pdf

*Assignment #3: (10 points)

Informational Interview Paper (500 - 700 words. Include word count and writing prompts).

Call, email, or interview in person a professional in your field. This person should be working in a position you might like to hold one day or in an organization that you admire and/or in which you would like to work one day.

Select three of the following questions for your interview. A question you create may be substituted for one of the three. Please include the questions and then include the response in your paper. Your paper should not be a transcription of your interview but a mix of quotes, how their answers impacted you, and what you learned. In other words, summarize the interview and reflect on it.

- What do you look for when hiring?
- What are the biggest mistakes you see people make when interviewing?
- What are the biggest mistakes you see people make on the job?
- How did you find this job?
- What do you wish you'd known more about before you began this job?
- What advice would you give to someone who would like to work in your position or within your organization?
- Can you describe your career path? Where did you start and how did you get where you are today?
- You may also create one of your own questions.

SUBMIT your paper as a WORD DOC in webcourses under Assignments to: Mid Interview Paper. Label the document: first name, last name/mid interview.doc.

FINAL ASSIGNMENTS

To be turned in at the end of your internship
on the due date stipulated in your UCF Internship Contract.

*Assignment #4: (20 points)

Final Self Reflection Paper on the process and experience. (1,500 words. Include word count).

Please include the following writing prompts in your paper and label them as follows:

- A) How has the second half of my internship differed from the first half?
- B) What have I learned about myself and my chosen field as a result of my internship?
- C) What unexpected benefits and challenges have occurred as a result of my internship experience?
- D) If I had it to do over again what would I do differently and why?
- E) Final Thoughts

SUBMIT your paper as a WORD DOC in webcourses under Assignments to: Final Self Reflection Paper. Label the document: first name, last name/final reflection.doc

Assignment #5: (20 points)

Final Supervisor Evaluation (Located on page 14 & 15 of this manual).

Give this two-page evaluation form to your work supervisor at the end point of the internship (about a week before it is due).

It is YOUR responsibility to ensure your supervisor evaluation arrives on time. Remember, you lose 10 points per day for late work. This includes your supervisor evaluations.

SUBMIT your evaluation as a PDF in webcourses under Assignments to: Final Supervisor Evaluation. Label the document: first name, last name/final eval.pdf

*Assignment #6: (10 points)

Informational Interview Paper (500 - 700 words. Include word count).

Call, email, or interview in person a professional in your field. This person should be working in a position you might like to hold one day or in an organization that you admire and/or in which you would like to work one day.

Select three of the following questions for your interview. A question you create may be substituted for one of the three. Please include the questions and then include the response in your paper. Your paper should not be a transcription of your interview but a mix of quotes, how their answers impacted you and what you learned. In other words summarize the interview and reflect on it.

- What do you look for when hiring?
- What are the biggest mistakes you see people make when interviewing?
- What are the biggest mistakes you see people make on the job?
- How did you find this job?
- What do you wish you'd known more about before you began this job?
- What advice would you give to someone who would like to work in your position or within your organization?
- Can you describe your career path? Where did you start and how did you get where you are today?
- You may also create one of your own questions.

SUBMIT your paper as a WORD DOC in webcourses under Assignments to: Mid Interview Paper. Label the document: first name, last name/final interview.doc.

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 NOT transferrable. You will need to begin all over again with an entirely new internship.

Please use and check your knights email during your internship.

Theatre UCF

Evaluation Of Intern By Supervisor

(page 1 of 2)

Mid_____ Final_____ (please check one)

Interns Name and Job Title: _____

Supervisor's Name and Job Title: _____

Please rate the student in the following areas. PLEASE also provide written comments.

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

Supervisor Evaluation of Intern (cont'd)

(page 2 of 2)

8. Evaluations are a significant part of the intern's overall grade. Please check the grade you feel this intern has earned.

- Excellent _____ (Grade of A)
- Good _____ (Grade of B)
- Satisfactory _____ (Grade of C)
- Poor _____ (Grade of D)
- Unsatisfactory _____ (Grade of F)

9. Additional Comments:

Name of Organization: _____

Supervisor's Signature: _____

Supervisor's Email Address: _____

Supervisor's Phone Number: _____

Contact Information for UCF's Internship Coordinator:

Email: Sybil.StClaire@ucf.edu

Cell: 407/267-6815

Grading

Mid & Final Self Reflection Papers	20 points each
Mid & Final Supervisor Evaluations	20 points each
Mid and Final Informational Interviews	10 points each

Grading Scale:

Letter Grade	Points
A	93-100 points
A-	90- 92 points
B+	87-89 points
B	83-86 points
B-	80-82 points
C+	77-79 points
C	76-72 points
C-	70-72 points
D+	67-69 points
D	63-66 points
D-	60-62 points
F	59 and below

Late Work submitted
Low Word Count

Minus 10 points per day
Minus 5 points per word

Rubrics

Self Reflection Papers (20 points)

Utilized discipline specific vocabulary effectively throughout writing	4
Answered all writing prompts, labeled prompts as directed	4
Presentation of content includes clarity of expression/writing style	4
Grammar, punctuation, spelling, and sentence structure	4
Substantive discussion of experience, views, learning, advice	<u>4</u>
Total Possible Points	20

*Additional points may be subtracted for excessive grammatical errors and failure to follow directions.

Supervisor Evaluations (20 points)

Excellent	A (20 points)
Good	B (15 points)
Satisfactory	C (10 points)
Poor	D (5 points)
Unsatisfactory	F (0 points)

Informational Interview Rubric (10 points)

Utilized discipline specific vocabulary effectively throughout writing	2
Answered all writing prompts, labeled prompts as directed	2
Presentation of content includes clarity of expression/writing style	2
Grammar, punctuation, spelling, and sentence structure	2
Substantive discussion of experience, views, learning, advice, Included quotes	<u>2</u>
Total Possible Points	10

*Additional points may be subtracted for excessive grammatical errors and failure to follow directions.

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 internships 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) internships undertaken separately (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.

PLEASE NOTE: There are no one credit or five credit internships.

On the following pages are breakdowns of assignments for partial internships.

2 Credit Partial Internship (90 hours)

Assignments:

1) One 1,000-word paper due on the due date stipulated in your UCF Internship Contract. Include writing prompts (listed below) and word count in your paper.

Writing Prompts:

- A) What have I learned about myself and my chosen field as a result of my internship?
- B) What unexpected benefits and challenges have occurred as a result of my internship experience?
- C) How well is my academic experience coinciding with the realities of working professionally in the field?
- D) Final thoughts

SUBMIT your paper as a WORD DOC in webcourses under Assignments to: Self Reflection Paper. Label the document: first name, last name/self reflection.doc.

2) One supervisor evaluation due on the date stipulated in your UCF Internship Contract. (Located on pages 14-15 of this manual).

SUBMIT your evaluation as a PDF in webcourses under Assignments to: Supervisor Evaluation. Label the document: first name, last name/supervisor eval.pdf

3 Credit Partial Internship (135 hours)

Assignments:

1) One 1,500-word paper due on the due date stipulated in your UCF Internship Contract. Include writing prompts (listed below) and word count in your paper.

Writing Prompts:

- A) What have I learned about myself and my chosen field as a result of my internship?
- B) What unexpected benefits and challenges have occurred as a result of my internship experience?
- C) How well is my academic experience coinciding with the realities of working professionally in the field?
- D) If I had it to do over again what would I do differently and why?
- E) Final thoughts

SUBMIT your paper as a WORD DOC in webcourses under Assignments to: Self Reflection Paper. Label the document: first name, last name/self reflection.doc.

2) One supervisor evaluation due on the date stipulated in your UCF Internship Contract. (Located on pages 15-16 of this manual).

SUBMIT your evaluation as a PDF in webcourses under Assignments to: Supervisor Evaluation. Label the document: first name, last name/supervisor eval.pdf

4 Credit Partial Internship (180 hours)

1) One 2,000 word paper due on the due date stipulated in your UCF Internship Contract. Include writing prompts (listed below) and word count in your paper.

Writing Prompts:

- A) What have I learned about myself and my chosen field as a result of my internship?
- B) What unexpected benefits and challenges have occurred as a result of my internship experience?
- C) How well is my academic experience coinciding with the realities of working professionally in the field?
- D) If I had it to do over again what would I do differently and why?
- E) Advice for improving the company and/or for future interns?
- F) Final Thoughts

SUBMIT your paper as a WORD DOC in webcourses under Assignments to: Self Reflection Paper. Label the document: first name, last name/self reflection.doc.

2) One supervisor evaluation due on the date stipulated in your UCF Internship Contract. (Located on pages 14 - 15 of this manual).

SUBMIT your evaluation as a PDF in webcourses under Assignments to: Supervisor Evaluation. Label the document: first name, last name/supervisor eval.pdf

Partial Internship Rubrics

Self Reflection Paper (50 points)

Utilized discipline specific vocabulary effectively throughout writing	10
Answered all writing prompts, labeled prompts as directed	10
Presentation of content includes clarity of expression/writing style	10
Grammar, punctuation, spelling, and sentence structure	10
Substantive discussion of experience, views, learning, advice	<u>10</u>
Total Possible Points	50

Supervisor Evaluations (50 points)

Located on pages 15 – 16 of this manual

Excellent	A (50 points)	50
Good	B (40 points)	40
Satisfactory	C (30 points)	30
Poor	D (20 points)	20
Unsatisfactory	F (10 points)	10

Late work	Minus 10 points per day
Low Word Count	Minus 5 points per word