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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. An excellent place to begin is with the Internship Directory. This directory lists over 150 organizations that offer internship opportunities. It can be emailed to you at any time. Just email ucftheatreinternship@gmail.com and request a copy. Many students find their internships through SETC, UPTA, and Strawhat Auditions. 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.
- You must work at least 270 hours on the job.
- You must be paid at least minimum wage. (In 2010, $7.25 an hour or at least $1,957 total. If housing and travel stipend are included, they can be factored in to achieve minimum wage).
- At least 80% of your internship must be in your field of study. Actors must act, stage managers must stage manage, etc.).
• You must have completed all your junior level work (or be within two semesters of graduating).

WHAT SHOULD I LOOK FOR IN AN INTERNSHIP?

Internships should...

• Integrate academic theatre knowledge and theoretical concepts in a professional work setting.

• Develop and expand your knowledge base, test your abilities, help to solidify your career goals.

• Expand your awareness of the world beyond the campus through exposure to a variety of careers, disciplines, life styles, and environments.

• Enable you to gain access to knowledge, equipment, and methodologies not available on the UCF campus.

• 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 your departmental coursework and have concluded all 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 17 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 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.

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

Your job opportunity needs to be FORMALY 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:

Earl D. Weaver at Earl.Weaver@ucf.edu or call 407-823-5158 (Fall 2015 Semester)

Sybil St. Claire at: Sybil.StClaire@ucf.edu or call 407/267-6815 (Spring 2016 Semester ONLY).

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 company contract.
d) Your completed Advisor Consent Form

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.

Failure to complete the writing assignments will result in failure of the course

MID ASSIGNMENTS

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

*Assignment #1:

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

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

Email your paper as a WORD DOC to the Internship Coordinator at:

- Earl.Weaver@ucf.edu (FALL 2015 ONLY)
- Sybil.StClaire@ucf.edu (SPRING 2016 ONLY)

Assignment #2:

**Mid Supervisor Evaluation** (Located on page 15 & 16 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).

Your supervisor needs to email a PDF file of your completed and signed evaluation to the Internship Coordinator by midnight on the day it is due. Email to:

- Earl.Weaver@ucf.edu (FALL 2015 ONLY)
- Sybil.StClaire@ucf.edu (SPRING 2016 ONLY)

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.

*Assignment #3:

**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.

**Email your paper as a WORD DOC by midnight on the day it is due to:**

**Earl.Weaver@ucf.edu** (FALL 2015 ONLY)

**Sybil.StClaire@ucf.edu** (SPRING 2016 ONLY)

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.

**NOTE**

Due to new UCF policies, if you would like for me to discuss your grades or to return your graded papers via email, you will need to ask me to do so. This can be done in the email in which you send me your assignments.
Final Assignments

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

*Assignment #4:

**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:

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

Email your paper as a WORD DOC to the Internship Coordinator at: sstclair@mail.ucf.edu.

Assignment #5:

**Final Supervisor Evaluation** (Located on page 15 & 16 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).

Your supervisor needs to email a PDF file of your completed and signed evaluation to the Internship Coordinator by midnight on the day it is due. Email to:

**Earl.Weaver@ucf.edu** (FALL 2015 ONLY)

**Sybil.StClaire@ucf.edu** (SPRING 2016 ONLY)

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.
Assignment #6:

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.

Email your paper as a WORD DOC by midnight on the day it is due to:

Earl.Weaver@ucf.edu (FALL 2015 ONLY)

Sybil.StClaire@ucf.edu (SPRING 2016 ONLY)

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.

NOTE

Due to new UCF policies, if you would like for me to discuss your grades or to return your graded papers via email, you will need to ask me to do so. This can be done in the email in which you send me your assignments.
- All assignments must be completed in order to pass the course.
- If, for any reason, you do not pass the course, the hours you worked become null and void.
- Hours worked for a failed internship are NOT transferrable. You will need to begin all over again from scratch.

**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:**

<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 10 points per day
Low Word Count Minus 5 points per word

If a paper is returned for revisions, 24 hours are allowed for re-submission, afterwards 5 points per day will be deducted.
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 4

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 2

Total Possible Points 10

*Additional points may be subtracted for excessive grammatical errors and failure to follow directions.
Theatre UCF Internship 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 do so please read over 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 AND the student’s academic audit. 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

Earl D. Weaver, Interim Internship Coordinator (Fall 2015)
(407) 823-5158              Earl.Weaver@ucf.edu

Sybil St. Claire, Internship Coordinator (Spring 2016)
(407) 267-6815              Sybil.StClaire@ucf.edu
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, concise, and typewritten. Use additional sheets as needed.

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 internship 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)
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.

<table>
<thead>
<tr>
<th>Student Signature</th>
<th>Current Email Address</th>
<th>Date</th>
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<tr>
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<table>
<thead>
<tr>
<th>Work Supervisor Signature</th>
<th>Date</th>
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<thead>
<tr>
<th>UCF Internship Coordinator Signature</th>
<th>Date</th>
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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: _______________________________________________

Please email a PDF of this completed and signed form to:

Earl.Weaver@ucf.edu (FALL 2015)
Sybil.StClaire@ucf.edu (SPRING 2016)

Contact Information for UCF’s Internship Coordinator:

Earl D. Weaver (Interim Fall 2015) Email: Earl.Weaver@ucf.edu
Office: (407) 823-5158

Sybil St Claire (Spring 2016) Email: Sybil.StClaire@ucf.edu
Cell: 407/267-6815 FAX: 407/823-6446
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 also 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. (Constitutes 50% of your grade)

   Email your paper as a WORD DOC by midnight on the day it is due to:
   Earl.Weaver@ucf.edu (FALL 2015 ONLY)
   Sybil.StClaire@ucf.edu (SPRING 2016 ONLY)

2. One supervisor evaluation due on the date stipulated in your UCF Internship Contract. (Located on pages 15-16 of this manual). (Constitutes 50% of your grade)

   Email your paper as a WORD DOC by midnight on the day it is due to:
   Earl.Weaver@ucf.edu (FALL 2015 ONLY)
   Sybil.StClaire@ucf.edu (SPRING 2016 ONLY)

Writing Prompts:

- What have I learned about myself and my chosen field as a result of my internship?

- What unexpected benefits and challenges have occurred as a result of my internship experience?

- How well is my academic experience coinciding with the realities of working professionally in the field?

- Final thoughts
3 Credit Partial Internship (135 hours)

Assignments:
3. 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. (Constitutes 50% of your grade)

   Email your paper as a WORD DOC by midnight on the day it is due to:

   Earl.Weaver@ucf.edu (FALL 2015 ONLY)
   Sybil.StClare@ucf.edu (SPRING 2016 ONLY)

4. One supervisor evaluation due on the date stipulated in your UCF Internship Contract. (Located on pages 15-16 of this manual). (Constitutes 50% of your grade)

   Email your paper as a WORD DOC by midnight on the day it is due to:

   Earl.Weaver@ucf.edu (FALL 2015 ONLY)
   Sybil.StClare@ucf.edu (SPRING 2016 ONLY)

Writing Prompts:

- What have I learned about myself and my chosen field as a result of my internship?

- What unexpected benefits and challenges have occurred as a result of my internship experience?

- How well is my academic experience coinciding with the realities of working professionally in the field?

- Final thoughts
4 Credit Partial Internship (180 hours)

5. 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. (Constitutes 50% of your grade)

Email your paper as a WORD DOC by midnight on the day it is due to:

Earl.Weaver@ucf.edu (FALL 2015 ONLY)
Sybil.StClaire@ucf.edu (SPRING 2016 ONLY)

6. One supervisor evaluation due on the date stipulated in your UCF Internship Contract. (Located on pages 15-16 of this manual). (Constitutes 50% of your grade)

Email your paper as a WORD DOC by midnight on the day it is due to:

Earl.Weaver@ucf.edu (FALL 2015 ONLY)
Sybil.StClaire@ucf.edu (SPRING 2016 ONLY)

Writing Prompts:

- What have I learned about myself and my chosen field as a result of my internship?

- What unexpected benefits and challenges have occurred as a result of my internship experience?

- How well is my academic experience coinciding with the realities of working professionally in the field?

- Final thoughts
<table>
<thead>
<tr>
<th>Partial Internship Rubrics</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Self-Reflection Paper (50 points)</strong></td>
</tr>
<tr>
<td>Utilized discipline specific vocabulary effectively throughout writing</td>
</tr>
<tr>
<td>Answered all writing prompts, labeled prompts as directed</td>
</tr>
<tr>
<td>Presentation of content includes clarity of expression/writing style</td>
</tr>
<tr>
<td>Grammar, punctuation, spelling, and sentence structure</td>
</tr>
<tr>
<td>Substantive discussion of experience, views, learning, advice</td>
</tr>
<tr>
<td><strong>Total Possible Points</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Supervisor Evaluations (50 points)</strong></th>
</tr>
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<tbody>
<tr>
<td>Located on pages 15 – 16 of this manual</td>
</tr>
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</table>

<table>
<thead>
<tr>
<th>Rating</th>
<th>Grade</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Excellent</td>
<td>A</td>
<td>50</td>
</tr>
<tr>
<td>Good</td>
<td>B</td>
<td>40</td>
</tr>
<tr>
<td>Satisfactory</td>
<td>C</td>
<td>30</td>
</tr>
<tr>
<td>Poor</td>
<td>D</td>
<td>20</td>
</tr>
<tr>
<td>Unsatisfactory</td>
<td>F</td>
<td>10</td>
</tr>
</tbody>
</table>

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

If a paper is returned for revisions, 24 hours are allowed for re-submission; afterwards 5 points per day will be deducted.