

**Theatre UCF
Professional Internship Program**

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

2018 - 2019

Updated: 5/3/18

THEATRE UCF
PROFESSIONAL INTERNSHIP PROGRAM
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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.

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, Universal, and Busch Gardens!

***NOTE:** 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 A JOB MEET?

Your professional 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. (The current minimum wage in Florida is \$8.25 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).
- E) You must have a work supervisor willing to evaluate you twice during the process.

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.

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 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. **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 at: Sybil.StClaire@ucf.edu.

HOW CAN I MAKE THE MOST OF MY INTERNSHIP EXPERIENCE?

(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 will impact your grade.
- *Communicate with your Internship Coordinator before issues turn into problems.
- *Have fun and explore!

WHAT SHOULD I BRING TO MY 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.
- D) Your completed Advisor Consent Form signed by your Theatre UCF Academic Advisor. (Included in this manual).
- E) Your 8 x 10 headshot with your name on it.

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

Sybil.StClaire@ucf.edu

407/267-6815

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

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.

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 Agreement

Attach work contract and/or listing job 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, 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 payment of \$ _____ to be paid _____ by
(total amount) (weekly, bi-weekly, etc.)

(name of company)

INTERNSHIP AGREEMENT (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, INFORMATIONAL INTERVIEW, AND WORK SUPERVISOR EVALUATION DUE ON _____.

B) A FINAL SELF-REFLECTION PAPER, INFORMATIONAL INTERVIEW, AND WORK SUPERVISOR EVALUATION 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 and submit my work via Canvas on or before the due dates stipulated in this agreement.

14. 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 my papers will result in a deduction of five points per word. Further, I understand that failure to complete 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 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

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.

ALL ASSIGNMENTS MUST BE SUBMITTED ONLINE VIA CANVAS.

WEEK ONE ASSIGNMENT

[*Week One - Assignment #1 \(Student Engagement for Financial Aid Assignment\)](#)

Create Your Own Learning Objectives

Create four - five learning objectives for your internship experience and upload to Canvas as a Word Docx. 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 assignment for financial aid. Failure to complete it will negatively impact your grade and will likely result in a financial aid disbursement delays.

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 choose your own!

SUBMIT your paper as a WORD DOCX in webcourses under Assignments to: *Create Your Own Learning Objectives* by 11:59 PM on the day it is due.

MID ASSIGNMENTS

*Mid Assignment #1: (20 points)

Mid Self-Reflection Paper on the process and experience. Reflection papers should provide thoughtful, thorough, articulate, in-depth, and insightful answers. 1,500 words. Include word count. Include and **embolden** 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 your paper as a WORD DOCX in webcourses under Assignments to: Mid Self-Reflection Paper by 11:59 PM on the due date stipulated in your UCF Internship Agreement.

*Mid Assignment #2: (10 points)

Mid Informational Interview Paper (700 words. Include word count. Include and **embolden** 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 question, **embolden** it, then respond Your paper should not be a transcription of your interview but a few 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 DOCX in webcourses under Assignments to: *Mid Informational Interview* on the due date stipulated in your UCF Internship Agreement.

Mid Assignment #3: (20 points)

Mid Supervisor Evaluation (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.

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 evaluation as a PDF in webcourses under Assignments to: *Mid Supervisor Evaluation* by 11:59 PM on the on the due date stipulated in your UCF Internship Agreement.

FINAL ASSIGNMENTS

*Final Assignment #1: (20 points)

Final Self-Reflection Paper on the process and experience. Reflection papers should provide thoughtful, thorough, articulate, in-depth, and insightful answers. 1,500 words. Include word count. Include and **embolden** 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 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 your paper as a WORD DOCX in webcourses under Assignments to: *Final Self Reflection Paper* on the due date stipulated in your UCF Internship Agreement.

*Final Assignment #2: (10 points)

Final Informational Interview Paper (700 words. Include word count. Include and **embolden** 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 question, **embolden** it, then respond Your paper should not be a transcription of your interview but a few 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 DOCX in webcourses under Assignments to: *Final Informational Interview* on the due date stipulated in your UCF Internship Agreement.

*Final Assignment #3: (20 points)

Final Supervisor Evaluation (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 evaluation as a PDF in webcourses under Assignments to: *Final Supervisor Evaluation* on the due date stipulated in your UCF Internship Agreement.

***EXTRA CREDIT!** Create a photo montage or small video (2 – 4 minutes) documenting your internship experience. Submit to webcourses by the end of the semester. Must be in an easily accessible format. Consider incorporating a narrative and music. Five points!

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 NOT transferrable.
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.

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	40 points (20 points each)
Mid & Final Supervisor Evaluations	40 points (20 points each)
Mid and Final Informational Interviews	20 points (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	Minus 3 points per day
Low Word Count	Minus 5 points per word
Language Use Issues	Minus .5 per incident

Rubrics

Self-Reflection Papers (20 points each)

Utilized discipline specific vocabulary effectively throughout writing	Met or Exceeded Expectation (2)	Often Met Expectations (1.7)	Strengthen (1.5)
Answered all writing prompts, labeled prompts as directed, followed directions	(2)	(1.7)	(1.5)
Presentation of content includes clarity of expression/writing style	(4)	(3.4)	(3)
Grammar, punctuation, spelling, and sentence structure	(4)	(3.4)	(3)
Substantive discussion of experience, views, learning, advice	(6)	(5.1)	(4.5)

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

Informational Interviews (10 points)

Answered all writing prompts, labeled prompts as directed, followed directions	Met or Exceeded Expectation (2)	Often Met Expectations (1.7)	Strengthen (1.5)
Presentation of content includes clarity of expression/writing style	(2)	(1.7)	(1.5)
Grammar, punctuation, spelling, and sentence structure	(2)	(1.7)	(1.5)
Substantive discussion of experience, views, learning, advice, included quotes	(4)	(3.4)	(3)

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

Supervisor Evaluation (20 points)

Excellent A (20 points)
 Good B (16 points)
 Satisfactory C (14 points)
 Poor D (12 points)
 Unsatisfactory F (11 or lower)

Late Work submitted Minus 3 points per day
 Low Word Count Minus 5 points per word
 Language Use Issues Minus .5 per incident

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.

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)

Assignment #1 (Student Engagement for Financial Aid Assignment) DUE Week One

Create Your Own Learning Objectives

Create four - five learning objectives for your internship experience and upload to Canvas as a Word Docx. 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 assignment for financial aid. Failure to complete it will negatively impact your grade and will likely result in a financial aid disbursement delays.

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 choose your own!

SUBMIT your paper as a WORD DOCX in webcourses under Assignments to: *Create Your Own Learning Objectives* by 11:59 PM on the day it is due.

Assignments #2 (50 points)

One 1,000-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 your paper as a WORD DOCX in webcourses under Assignments to: Self Reflection Paper on the due date stipulated in your UCF Internship Agreement.

Assignment #3 (50 points)

One Supervisor Evaluation (Located in this Manual. See Table of Contents).

SUBMIT your evaluation as a PDF in webcourses under Assignments to: Supervisor Evaluation on the due date stipulated in your UCF Internship Agreement.

***EXTRA CREDIT!** Create a photo montage or small video (2 – 4 minutes) documenting your internship experience. Submit to webcourses by the end of the semester. Must be in an easily accessible format. Consider incorporating a narrative and music. Five points!

3 Credit Partial Internship (135 hours)

Assignment #1 (Student Engagement for Financial Aid Assignment) DUE Week One

Create Your Own Learning Objectives

Create four - five learning objectives for your internship experience and upload to Canvas as a Word Docx. 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 assignment for financial aid. Failure to complete it will negatively impact your grade and will likely result in a financial aid disbursement delays.

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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Other strong learning objective verbs include:

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

Feel free to choose your own!

[SUBMIT your paper as a WORD DOCX in webcourses under Assignments to: Create Your Own Learning Objectives by 11:59 PM on the day it is due.](#)

Assignment #2 (50 points)

One 1,500-word Self-Reflection Paper. Include word count. Include and embolden writing prompts. Label and 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 your paper as a WORD DOCX in webcourses under Assignments to: Self Reflection Paper on the due date stipulated in your UCF Internship Agreement.

Assignment # 3 (50 points)

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

SUBMIT your evaluation as a PDF in webcourses under Assignments to: Supervisor Evaluation on the due date stipulated in your UCF Internship Agreement.

***EXTRA CREDIT!** Create a photo montage or small video (2 – 4 minutes) documenting your internship experience. Submit to webcourses by the end of the semester. Must be in an easily accessible format. Consider incorporating a narrative and music. Five points!

4 Credit Partial Internship (180 hours)

*Assignment #1 (Student Engagement for Financial Aid Assignment) DUE Week One

Create Your Own Learning Objectives

Create four - five learning objectives for your internship experience and upload to Canvas as a Word Docx. 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 assignment for financial aid. Failure to complete it will negatively impact your grade and will likely result in a financial aid disbursement delays.

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 choose your own!

SUBMIT your paper as a WORD DOCX in webcourses under Assignments to: *Create Your Own Learning Objectives* by 11:59 PM on the day it is due.

Assignment #2 (50 points)

One 2,000 word Self-Reflection Paper. Include word count. Include and **embolden** 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 your paper as a WORD DOCX in webcourses under Assignments to: Self- Reflection Paper on the due date stipulated in your UCF Internship Agreement.

Assignment #3 (50 points)

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

SUBMIT your evaluation as a PDF in webcourses under Assignments to: Supervisor Evaluation on the due date stipulated in your UCF Internship Agreement.

***EXTRA CREDIT!** Create a photo montage or small video (2 – 4 minutes) documenting your internship experience. Submit to webcourses by the end of the semester. Must be in an easily accessible format. Consider incorporating a narrative and music. Five points!

Partial Internship Rubrics

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

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

Supervisor Evaluations (50 points)

Excellent	A (50 points)
Good	B (40 points)
Satisfactory	C (35 points)
Poor	D (30 points)
Unsatisfactory	F (29 points or lower)

Late work	Minus 3 points per day
Low Word Count	Minus 5 points per word
Language Use Issues	Minus .5 per incident