UCF Alternate Internship Syllabus 2021

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WELCOME TO YOUR ALTERNATE INTERNSHIP EXPERIENCE!

To help smooth your path during these extraordinary times, Theatre UCF has created an alternate internship that can be completed online asynchronously. The course is designed to support many of the same educational goals of a standard internship (networking, research, metacognition, self-reflection, career plans, skill strengthening, etc.) without the need to be "on the job." It is meant to be the bridge from theatre training to the world of commercial theatre.
Onwards!

ASSIGNMENTS

1) Headshot Submission (C/I)

*Submit your headshot (or a comparable photo) as a JPG by the due date stipulated in your UCF Internship Agreement.

SUBMIT to Canvas a JPG (last name, first name.jpg) by the due date stipulated in Canvas.

2) Learning Objectives (10 points)

Create four to five learning objectives for your internship experience. You will reflect back on your learning objectives at the conclusion of the summer 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 /learn 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 the industry to job searches by creating video auditions and online portfolios.

CREATE a network of stage manager employers and colleagues in Chicago.

DEVELOP or REVISE five-year career plan to reflect a growing interest in teaching theatre.

Other strong learning objective verbs include:

Analyze	Understand	Evaluate	Explore
Compose	Construct	Interpret	Create
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 stipulated due date.

3) Four Informational Interview Papers (60 points – 15 points each)

Include word count and **embolden** writing prompts. (1,000 – 1,200 words.)

Directions:

Informational Interview Papers 1 - 4

Include word count and **embolden** writing prompts. (1000 – 1,200 words per paper).

1) Conduct research on 10 industry professionals in your field. These people should be working in a position you might like to hold one day, in an organization that you admire, and/or would like to work for/with one day. Document your research for use in your multi-media reflection assignment.

2) From the ten industry professionals you researched, select four to contact. (Two employers and two UCF alumni who have been working for at least 2 – 3 years).

3) Reach out via email or phone to your chosen four. Do so early as they may not get back to you right away or at all. Have back-up interview plans.

4) Conduct interviews: Ask **three** questions from the list below and **three** questions of your own creation. For a total of **six** questions per interview.

5) Write and submit four Informational Interview papers. (One interview per paper). Remember to focus deeply on what you learned and how the interview impacted you.

Format of your paper:

A) The interviewee's name, job title, and the reason you selected this person to interview.

B) Include and **embolden** the interview questions you asked.

C) Include the highlights of their responses as quotable quotes.

D) **Reflect thoroughly and deeply** on how their responses impacted you.

*SUBMIT to Canvas as a WORD DOCX by the due dates stipulated in your UCF Internship Agreement. (Two at the mid points, two at the conclusion of the semester).

Interview Questions: (Choose three, create three of your own).

-What do you look for when hiring?

-What are the biggest mistakes you see people make when interviewing?

-What are the attributes of your ideal employee?

-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?

-How has the pandemic impacted your work and career?

-How are you managing financially while the industry is shut down?

-What advice do you have for me just starting my career in the middle of this difficult time for our industry?

-Would it be ok if I stay in touch as I start my career?

4) Multimedia Reflection (30 points)

Using Power Point, create a 25 - 35+ slide show/multi-media showcase of your experience.

This assignment represents 30% of your grade, please give it ample time, attention, and creativity.

Directions:

1) Using Power Point as your base, augment with at least **FIVE** of the following elements:

*Voice Over
*Music
*Sound/SFX
*Photos
*Drawing
*Poetry
*Video
*Text/Subtitles
*Vlog
*Interviews (with yourself and others)

Combine the elements you selected from the list above in ways that walks the viewer through the beginning, middle, and end of your alternate internship experience. Explore the story and invite the viewer inside.

2) Introduce yourself, include your track.

3) Provide a brief overview of the 10 which you chose to research. Highlight the four you chose to interview. Include names, job titles, name of organizations and why you chose these people/organizations? Highlight what you learned. Share a few quotable quotes from your interviews.

4) Brief Five-Year Career Plan:

Artists are entrepreneurs and need to think of themselves as small businesses. Your five-year plan is a roadmap for growth and explores areas such as:

*Defining your vision, mission, goals
*Creating comprehensive marketing materials. (Website, business cards, letterhead, brochures, etc.).
*Setting SMART goals (specific, measurable, achievable, relevant, time-bound).
*Creating an action plan with due dates.
*Implementing it all.

For your Five-Year Career Plan please use the following **format**:

A) The Year (Year 1, Year 2, etc.).
B) Goals per year. (At least four goals per year).
C) Strategies to achieve goals. (At least three strategies to meet each goal).

Example Format:

YEAR ONE:

Goal 1: _____

Strategy 1:

Strategy 2:

Strategy 3:

Goal 2: _____

Strategy 1:

Strategy 2:

Strategy 3

5) Answer/explore the following. Please clearly include the prompts below and **reflect thoroughly and deeply.**

          A) What have I learned about myself and my chosen field as a result of this experience?

          B) What benefits, surprises, and challenges have occurred as a result of this experience?

          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. Include them. Did you meet them? If no, create new ones that you feel you did meet. Either way, please discuss.

          E) Regarding this experience, complete the sentence *I used to think_____ but now I think _____.*

          F) Final Thoughts…

*SUBMIT as a media upload by the due date stipulated in your UCF Internship Agreement. **If you have trouble uploading try creating a private YouTube post and post the link to it as your submission. Media uploads can sometimes take time a long time, please do not wait until the last minute.**

Grading Breakdown

Learning Objectives	10
Informational Interviews (x 4, 15 points each)	60
Multi-media Power Point Overview	<u>30</u>
	100

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 .25 per incident
No submission	Failure of the class

Rubrics

Learning Objectives Rubric
(10 points)

Created 4 – 5 strong learning objectives, Utilized strong, active verbs	Met or Exceeded Expectations (3)	Often Met Expectations (2.55)	Strengthen (2.25)
Followed Directions, Effective use of language	Met or Exceeded Expectations (3)	Often Met Expectations (2.55)	Strengthen (2.25)
Evidence of substantive thinking	Met or Exceeded Expectations (4)	Often Met Expectations (3.4)	Strengthen (3)

Informational Interview Rubric
(15 points)

Answered all writing prompts, labeled prompts as directed, followed directions	Met or Exceeded Expectations (3)	Often Met Expectations (2.55)	Strengthen (2.25)
Presentation of content includes clarity of expression/writing style	Met or Exceeded Expectations (3)	Often Met Expectations (2.55)	Strengthen (2.25)
Grammar, punctuation, spelling, and sentence structure. Error-free.	Met or Exceeded Expectations (3)	Often Met Expectations (2.55)	Strengthen (2.25)
Substantive discussion of experience, views, learning, advice	Met or Exceeded Expectations (6)	Often Met Expectations (5.1)	Strengthen (4.5)

Multi-Media Power Point Overview Rubric

(30 points)

EXPLORATION: Presents information in a self-reflective, compelling and interesting manner. Exploration evidences higher level thinking. Making connections. Provides insight into topic, which is thoroughly discussed. Subject is engaging, educational and relevant. Using language properly and effectively. Followed directions, error-free.	Met or Exceeded Expectations (10 pts)	Often Met Expectations (8.5 pts)	Strengthen (7.5 pts)
CONTENT: Images, graphics, video, etc. relate well to content. At least <u>five</u> multi-media elements utilized. Five Year career plan adequately explored. Included overview of informational interviews, and explored all writing prompts. Thoughtful approach, presentation, and commentary. Easy to follow.	Met or Exceeded Expectations (10 pts)	Often Met Expectations (8.5 pts)	Strengthen (7.5 pts)
TECHNICAL ASPECTS 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. Working links.	Met or Exceeded Expectations (10 pts)	Often Met Expectations (8.5 pts)	Strengthen (7.5 pts)

Note:

*It is expected that you will earn a C or higher on all assignment as reflected in the rubrics. Please note, however, that it is possible to earn a lower grade or even to fail.

UCF Covid-19 Policies

This is an asynchronous remote class. However, if you are on campus, or have face-to-face classes, below are UCF's current Covid-19 policies.

To protect members of our community, everyone is required to wear a facial covering inside all common spaces including classrooms.

(https://policies.ucf.edu/documents/PolicyEmergencyCOVIDReturnPolicy.pdf). Students who choose not to wear facial coverings will be asked to leave the classroom by the instructor. If they refuse to leave the classroom or put on a facial covering, they may be considered disruptive (please see the Golden Rule for student behavior expectations). Faculty have the right to cancel class if the safety and well-being of class members are in jeopardy. Students will be responsible for the material that would have been covered in class as provided by the instructor.

Depending on the course of the pandemic during the semester, the university may make changes to the way classes are offered. If that happens, please look for announcements or messages in Webcourses@UCF or Knights email about changes specific to this course.

COVID-19 and Illness Notification – Students who believe they may have a COVID-19 diagnosis should contact UCF Student Health Services (407-823-2509) so proper contact tracing procedures can take place.

Students should not come to campus if they are ill, are experiencing any symptoms of COVID-19, have tested positive for COVID, or if anyone living in their residence has tested positive or is sick with COVID-19 symptoms. CDC guidance for COVID-19 symptoms is located here:
(https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html)

Students should contact their instructor(s) as soon as possible if they miss class for any illness reason to discuss reasonable adjustments that might need to be made. When possible, students should contact their instructor(s) before missing class.

In Case of Faculty Illness – If the instructor falls ill during the semester, there may be changes to this course, including having a backup instructor take over the course. Please look for announcements or mail in Webcourses@UCF or Knights email for any alterations to this course.

Course Accessibility and Disability COVID-19 Supplemental Statement – Accommodations may need to be added or adjusted should this course shift from an on-campus to a remote format. Students with disabilities should speak with their instructor and should contact sas@ucf.edu to discuss specific accommodations for this or other courses.