

**Theatre UCF  
Professional Internship Program**

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

**2021-2022**

Updated: 8/12/21

**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 your internship is to provide you with professional work experience that goes beyond what you've learned here at UCF. 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 that you will deepen and strengthen skills, experiences, marketability, and networks.

Remember, you are not being asked to find an internship, you are being asked to gain work experience that meets our internship requirements.

### CRITERIA

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

- A) You must work at least 270 hours on the job.
- B) You must be paid at least minimum wage. (The current minimum wage in Florida is \$10.00 an hour. If housing, travel, food, certifications are included they may also be factored in to achieve minimum wage.)
- C) At least 80% of your internship must be in your field of study. For example, actors must act, stage managers must stage manage at least 80% of the time.
- D) You must have completed your Junior level work (or be within two semesters of graduating if a transfer student).
- E) You must have a work supervisor willing to sign our paperwork and evaluate your work twice during the process.

### Internships should...

- A) Integrate academic theatre knowledge and theoretical concepts in a professional work setting.
- B) Develop and expand your knowledge base, test your abilities, help to solidify your career goals.
- C) Expand your awareness of the world beyond the campus through exposure to a variety of careers, disciplines, lifestyles, 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.

### LANDING THE GIG

There are many ways to find a job that meets our internship requirements but they all take preparation and planning. Many students find their gigs through SETC, NETC, UPTA, and Strawhat. Jobs that meet our internship requirements are also available through our partners - The Orlando Repertory Theatre, The Orlando Shakespeare Theatre, Disney World, Sea World, Universal, and Busch Gardens! **REMEMBER**, the job you get does not have to be termed an "Internship" by the organization for which you are working. It can be any job in your specialty area that meets our department's internship requirements. **START EARLY** and maintain a positive attitude! The jobs are there. Summer Stock companies hire hundreds of people every year! However, you **MUST** plan well in advance and allow for travel to conferences, interviews, and auditions. Doing lots of research on companies or organizations you would like to work for is highly recommended. Ultimately, it is your responsibility to seek out and develop your internship.

## WHEN TO BEGIN

You may undertake your internship during the summer after your Junior or Senior year. Transfer students must be within two semesters of graduating in order to be eligible. Internships during the school year are only permissible if you have completed ALL of your departmental coursework and have concluded all of your commitments to the department.

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

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

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

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

## REQUIRED REGISTRATION PAPERWORK:

- A) Completed Internship Application Form. (Included in this manual).
- B) UCF Internship Agreement signed by your work supervisor. (Included in this manual).
- C) Your work contract and/or job description.

Contact Information for your Internship Coordinator is: [Sybil.StClaire@ucf.edu](mailto:Sybil.StClaire@ucf.edu) and 407/267-6815.

## MAKING THE MOST OF YOUR INTERNSHIP

(Advice from former interns)

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

## DOCUMENTING YOUR SEARCH

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

## Theatre UCF Internship Application

Term completing internship \_\_\_\_\_  
Term registering for internship \_\_\_\_\_  
Term graduating \_\_\_\_\_

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

### PART I - STUDENT INFORMATION

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Local Phone: \_\_\_\_\_

Permanent Phone: \_\_\_\_\_

Knights E-Mail: \_\_\_\_\_

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

**Release:** We want to celebrate you and your internship experience and we ask your permission to do so. By signing below, you grant Theatre UCF and the Professional Internship Program the ability to use your words, images, and other content generated during your internship for educational and informational purposes. **You are not required to sign nor to grant permission.**

\_\_\_\_\_  
Intern's Signature

\_\_\_\_\_  
Date

# Theatre UCF Internship Agreement

Attach work contract and/or job description and duties.

COMPANY NAME: \_\_\_\_\_  
Work Supervisor/Contact Person Name and Title: \_\_\_\_\_  
Company Address: \_\_\_\_\_  
Supervisor E-mail: \_\_\_\_\_  
Supervisor Phone Number: \_\_\_\_\_

I \_\_\_\_\_, AGREE TO THE FOLLOWING UCF PROFESSIONAL INTERNSHIP  
(Student's Name)

## PROGRAM STIPULATIONS...

1. I grant Theatre UCF and CAHSA permission to register me into Theatre Internship TPP 4940L (6 credits) in absentia for \_\_\_\_\_ and I accept responsibility for paying the tuition.  
(semester and year)
2. The inclusive dates of my internship are \_\_\_\_\_ through \_\_\_\_\_ 20 \_\_\_\_\_.
3. I will work on the job for a minimum of 270 hours and will be paid \$\_\_\_\_\_.  
(total amount)
4. I will submit to the Internship Coordinator via webcourses the following assignments:
  - A) Learning Objectives & Headshots **Due** \_\_\_\_\_
  - B) Mid Self-Reflection Paper and Work Supervisor Evaluation **Due** \_\_\_\_\_
  - C) Final Self-Reflection Paper and Work Supervisor Evaluation **Due** \_\_\_\_\_
  - D) Multi-Media Reflection Journal **Due** \_\_\_\_\_
5. I understand that the above assignments (4A, 4B, 4C, 4D) constitute 100% of my grade.
6. I agree to check my UCF Knights email address regularly during the course of the internship and to submit my work via Canvas on or before the due dates stipulated in this agreement. 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. I acknowledge that I am considered to be an employee of, or independent contractor for, the company and will be treated as such. I will not accept other employment that interferes with my internship obligations. 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's Signature**

\_\_\_\_\_  
**Knights Email Address**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Work Supervisor's Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**UCF Internship Coordinator's Signature**

\_\_\_\_\_  
**Date**

S

Sybil St. Claire, Internship Coordinator  
407/267-6815 [Sybil.StClaire@ucf.edu](mailto:Sybil.StClaire@ucf.edu)

## ASSIGNMENTS

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

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

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

### PLEASE NOTE:

\*All assignments must be completed in order to pass the course.

\*If, for any reason, you do not pass this course hours worked become null and void.

\*Hours worked for a failed internship are non-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. You are taking an online class.

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## WEEK ONE ASSIGNMENTS

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### 1) Learning Objectives (3 points)

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



## What is a Learning Objective?

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

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

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

For example:

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

CREATE a new character for a devised production this Summer.

DEVELOP new stage management protocols for an existing system.

Other strong learning objective verbs include:

Analyze	Understand	Evaluate	Explore
Compose	Construct	Interpret	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 due date stipulated in your UCF Internship Agreement.

## **2) Headshot (2 points)**

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

## MID ASSIGNMENTS

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### 1. Mid Self-Reflection Paper (20 points)

Reflect on the process, product, and experience in writing. Papers should provide thoughtful, thorough, articulate, in-depth, and insightful answers.

1,500 words. Include word count. Include and **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 to Canvas as a WORD DOCX by the due date stipulated in your UCF Internship Agreement.

### 2) Mid Supervisor Evaluation (20 points) Form located in this Manual. See Table of Contents.

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

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

## FINAL ASSIGNMENTS

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### 1) Final Self-Reflection Paper (20 points)

Reflect on the process, product, and experience in writing. Papers should provide thoughtful, thorough, articulate, in-depth, and insightful answers.

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

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

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

### 2) Final Supervisor Evaluation (20 points)

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

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

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

### 3) Multi-Media Reflection Journal (15 points)

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

This assignment represents 15% 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
- Photos
- Drawing
- Poetry

- Video
- Text/Subtitles
- Vlog
- Interviews (with yourself and others)

2) Introduce yourself

3) Include your track, your job title, your internship location.

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

\*SUBMIT project (or link to project) to Canvas by the due date stipulated in your UCF Internship Agreement. Be aware that sometimes uploading media can take time. Please, turn submissions in early or provide a link.

**Theatre UCF**  
**Evaluation of Intern by Supervisor**

(page 1 of 2)

**Mid**\_\_\_\_\_ **Final**\_\_\_\_\_ **(please check one)**

Intern's Name and Job Title: \_\_\_\_\_

Supervisor's Name and Job Title: \_\_\_\_\_

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

1. Preparedness for the duties that were assigned during the Internship:

Excellent          Good          Satisfactory          Poor          Unsatisfactory

2. Professional and flexible attitude:

Excellent          Good          Satisfactory          Poor          Unsatisfactory

3. Speed of learning new duties:

Excellent          Good          Satisfactory          Poor          Unsatisfactory

4. Efficiency and reliability in carrying out duties:

Excellent          Good          Satisfactory          Poor          Unsatisfactory

5. Ability to take direction well onstage, backstage, or assisting in other duties:

Excellent          Good          Satisfactory          Poor          Unsatisfactory

6. Collaboration:

Excellent          Good          Satisfactory          Poor          Unsatisfactory

7. Ability to work well with supervisor and coworkers:

Excellent          Good          Satisfactory          Poor          Unsatisfactory

## 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: \_\_\_\_\_

Questions? Contact UCF's Internship Coordinator:

Email: [Sybil.StClaire@ucf.edu](mailto:Sybil.StClaire@ucf.edu)

Cell: 407/267-6815

### Grade Breakdown:

Learning Objectives	3
Headshot	2
Mid Self-Reflection Paper	20
Mid Supervisor Evaluation	20
Final Self-Reflection Paper	20
Final Supervisor Evaluation	20
Multi-Media Reflection Journal	<u>15</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

### **Theatre UCF Standards**

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

## Rubrics

### 1) Learning Objectives (3 points)

Created 4 – 5 strong learning objectives, Utilized strong, active verbs	Met or Exceeded Expectations 1	Often Met Expectations .85	Strengthen .75
Followed Directions, Effective use of language	1	.85	.75
Evidence of substantive thinking	1	.85	.75

### 2) Headshot Submission (2 points)

Complete/Incomplete

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

Utilized discipline specific vocabulary effectively throughout writing	Met or Exceeded Expectations 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 (error free)	3.4 (1 – 3 errors)	3 (4 or more errors)
Substantive discussion of experience, views, learning, advice	8	6.8	6

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



**4) Supervisor Evaluations (20 points each)**

Excellent	A	20 points
Good	B	17 points
Satisfactory	C	15 points
Poor	D	13 points
Unsatisfactory	F	11 or lower

**5) Multi-Media Reflection Journal (15 points)**

<b>Subject</b>	Met or Exceeded Expectations	Often Met Expectations	Strengthen
Subject is engaging, educational and relevant. Provides insight into topic, which is thoroughly discussed. Included at least five different multi-media elements, Followed directions.	5	4.25	3.75
<b>Content</b> Presents information in a compelling and interesting manner, uses language properly and effectively. Images and graphics relate well to content, student provides thoughtful approach, presentation, and commentary. Story has a beginning, middle, and end.	5	4.25	3.75
<b>Technical Aspects</b> 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.	5	4.25	3.75

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

## Partial Theatre Internships

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

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

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

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

## Two Credit Partial Internship (90 hours)

### ASSIGNMENTS:

#### 1) Learning Objectives (7 points)

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

#### What is a Learning Objective?

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

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

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

For example:

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

CREATE a new character for a devised production this Summer.

DEVELOP new stage management protocols for an existing system.

Other strong learning objective verbs include:

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

Feel free to create your own!

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

#### 2) Headshot Submission (3 points)

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

#### 3) Self-Reflection Paper (40 points)

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

Include word count. Include and **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. Include them here. Did you meet them? If no, create new ones here that you feel you did meet. Either way, please discuss.
- E) Would you recommend this internship to future students? Why or why not? Please explain.
- F) Regarding your internship, complete the sentence *I used to think \_\_\_\_\_ but now I think \_\_\_\_\_.*
- G) Final Thoughts

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

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

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

**5) Multi-Media Reflection (10 points)**

Using Power Point, create a 10+ slide show/multi-media reflection of your internship experience. This assignment represents 10% 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
- Photos
- Drawing
- Poetry
- Video
- Text/Subtitles
- Vlog
- Interviews (with yourself and others)

2) Introduce yourself

3) Include your track, your job title, your internship location.

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

\*SUBMIT project (or link to project) to Canvas by the due date stipulated in your UCF Internship Agreement. Be aware that sometimes uploading media can take time. Please, turn submissions in early or provide a link.

## Three Credit Partial Internship (135 hours)

### ASSIGNMENTS:

#### 1) Learning Objectives (7 points)

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

#### What is a Learning Objective?

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

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

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

For example:

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

CREATE a new character for a devised production this Summer.

DEVELOP new stage management protocols for an existing system.

Other strong learning objective verbs include:

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

Feel free to create your own!

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

#### 2) Headshot Submission (3 points)

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

#### 3) Self-Reflection Paper (40 points)

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

*Writing Prompts:*

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

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

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

Submit one completed and signed supervisor evaluation form.

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

**5) Multi-Media Reflection (10 points)**

Using Power Point, create a 15+ slide show/multi-media reflection of your internship experience. This assignment represents 10% 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
- Photos
- Drawing
- Poetry
- Video
- Text/Subtitles
- Vlog
- Interviews (with yourself and others)

2) Introduce yourself

3) Include your track, your job title, your internship location.

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

\*SUBMIT project (or link to project) to Canvas by the due date stipulated in your UCF Internship Agreement. Be aware that sometimes uploading media can take time. Please, turn submissions in early or provide a link.

## Four Credit Partial Internship (180 hours)

### ASSIGNMENTS:

#### 1) Learning Objectives (7 points)

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

#### What is a Learning Objective?

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

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

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

For example:

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

CREATE a new character for a devised production this Summer.

DEVELOP new stage management protocols for an existing system.

Other strong learning objective verbs include:

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

#### 2) Headshot Submission (3 points)

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

#### 3) Self-Reflection Paper (40 points)

One 2,000 word Self-Reflection Paper. Include word count. Include and **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 to Canvas as a WORD DOCX by the due date stipulated in your UCF Internship Agreement.

**4) Supervisor Evaluation (40 points)**

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

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

**5) Multi-Media Reflection (10 points)**

Using Power Point, create a 20+ slide show/multi-media reflection of your internship experience. This assignment represents 10% 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
- Photos
- Drawing
- Poetry
- Video
- Text/Subtitles
- Vlog
- Interviews (with yourself and others)

2) Introduce yourself

3) Include your track, your job title, your internship location.

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

\*SUBMIT project (or link to project) to Canvas by the due date stipulated in your UCF Internship Agreement. Be aware that sometimes uploading media can take time. Please, turn submissions in early or provide a link.



## Partial Internship Rubrics

### 1) Learning Objectives (7 points)

Created 4 – 5 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	1	.85	.75
Evidence of substantive thinking	3	2.55	2.25

### 2) Headshot Submission (3 points)

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

### 3) Self-Reflection Papers (40 points each)

Utilized discipline specific vocabulary effectively throughout writing	Met or Exceeded Expectations 5	Often Met Expectations 4.25	Strengthen 3.75
Answered all writing prompts, labeled prompts as directed, followed directions	5	4.25	3.75
Presentation of content includes clarity of expression/writing style	10	8.5	7.5
Grammar, punctuation, spelling, and sentence structure	5	4.25	3.75
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.

### 4) Supervisor Evaluations (40 points each)

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

**5) Multi-Media Reflection (10 points)**

<p><b>Subject</b> Subject is engaging, educational and relevant. Provides insight into topic and is thoroughly discussed. Followed directions. Included at least five multi-media elements.</p>	<p>Met or Exceeded Expectations  3</p>	<p>Often Met Expectations  2.55</p>	<p>Strengthen  2.25</p>
<p><b>Content</b> Presents information in a compelling and interesting manner, uses language properly and effectively. Images and graphics relate well to content, student provides thoughtful approach, presentation, and commentary.</p>	<p>3.5</p>	<p>2.9</p>	<p>2.6</p>
<p><b>Technical Aspects</b> 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.</p>	<p>3.5</p>	<p>2.9</p>	<p>2.6</p>

Late Work submitted  
Low Word Count  
Language Use Issues  
No Submission

Minus 3 points per day  
Minus 5 points per word  
Minus .25 per incident  
Failure of the class

## UCF Covid-19 Statement

I recognize and understand the difficult times we are all in. The COVID-19 pandemic impacts us all in many ways, including physically, mentally, emotionally, financially, academically, and professionally. I will work with you on challenges you may be encountering and to provide support to help you succeed. However, please keep in mind that you will be held accountable, especially in terms of class attendance, participation, and contributions.

### **Masks and Vaccinations:**

UCF expects that all members of our campus community who are able to do so get vaccinated, and we expect all members of our campus community to wear masks indoors, [in line with the latest CDC guidelines](#). Masks are required in approved clinical or health care settings.

### **Exposure**

Students who believe they may have been exposed to COVID-19 or who test positive must 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 or have tested positive for COVID-19.

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