

## **UCF Conservatory Theatre**

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

**2009 - 2010**

**IMPORTANT: When you open this Manual on your computer, the pages may lose their formatting. If this happens to you, please adjust the pages so that the headings are at the TOP of the page.**

**INTERNSHIP MANUAL**  
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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](mailto:ucftheatreinternship@gmail.com) and request a copy. Many students find their internships through SETC, UPTA, and Strawhat. Internships are also available through our partners - The Orlando Repertory Theatre, The Shakespeare Festival, 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 entry-level job in your specialty area that meets our department's internship requirements.

Start early and maintain a positive attitude! The jobs are there. Summer Stock companies hire hundreds of people every year! However, you **MUST** plan well in advance and allow for travel to conferences, interviews, and auditions. Doing lots of research on companies or organizations you would like to work for is highly recommended. Ultimately, it is your responsibility to seek out and develop your internship.

#### **WHAT CRITERIA MUST AN INTERNSHIP MEET?**

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

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

## WHAT SHOULD I LOOK FOR IN AN INTERNSHIP?

Internships should...

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

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

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

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

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

## WHEN CAN I BEGIN MY INTERNSHIP?

You can undertake your internship during the summer after your Junior or Senior year. You must be within two semesters of graduating in order to be eligible. Internships during the school year are only permissible if you have completed ALL of your departmental coursework and have concluded all of your commitments to the department. Students should see their advisors to ascertain whether or not they are eligible to undertake an internship. There is a form on page 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, proof of conference attendance, emails to and from theatres discussing job openings, hotel receipts, business cards of those you have spoken to about internship opportunities, proof of audition attendance, etc.

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

Your job opportunity needs to be FORMALLY APPROVED before it can be considered an internship. Each potential internship is carefully evaluated on its individual merits and not all opportunities are approved. **Please be aware that no work can be credited towards an internship prior to formal approval. DO NOT wait until the last minute. Set up your appointment with the Internship Coordinator early!**

To set up an appointment to have your internship approved email [ucftheatreinternship@gmail.com](mailto:ucftheatreinternship@gmail.com) or email your Internship Coordinator Sybil St. Claire at: [stclair@mail.ucf.edu](mailto:stclair@mail.ucf.edu) or call 407/267-6815.

**WHAT TO BRING TO YOUR APPOINTMENT:**

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

Contact Information for your Internship Coordinator is as follows:

Sybil St Claire  
Orlando Repertory Theatre  
1001 East Princeton Street  
Orlando, Florida 32803

Email: [sstclair@mail.ucf.edu](mailto:sstclair@mail.ucf.edu)  
Cell: 407/267-6815  
Office: 407/896-2501 ext. 239  
FAX: 407/897-3284

You may also email any questions you have to the Internship Assistant, at:  
[ucftheatreinternship@gmail.com](mailto:ucftheatreinternship@gmail.com).

# ASSIGNMENTS

## Your Online Learning Environment

When you register for your internship you will be enrolled in an online class. You can access this class from within MyUCF. To do so, you will need your PID and password. From within this online class you can download and upload assignments, receive grades, post emails to the Instructor and to other interns, and access your due dates. IF YOU ARE NOT REGISTERED FOR YOUR INTERNSHIP IN THE SEMESTER YOU ARE COMPLETING IT YOU WILL NOT HAVE ACCESS TO THIS ONLINE COURSE. That's OK, just email your assignments to your Coordinator at sstclair@mail.ucf.edu.

## About Your Assignments

Since your Internship Coordinator cannot be there with you to monitor your internship, your grade is based on two self reflection papers, two work supervisor evaluations and two informational interview due at the mid and end point of your internship.

**NOTE:** This is a Gordon Rule class. Failure to complete the writing assignments will result in failure of the course

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## MID ASSIGNMENTS

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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:

- 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

**Email your paper as a WORD DOC to the Internship Coordinator at: [ssfclair@mail.ucf.edu](mailto:ssfclair@mail.ucf.edu) or submit it to our online course no later than midnight on the day it is due. Title the file like this: m.smith\_midpaper.doc**

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: [ssfclair@mail.ucf.edu](mailto:ssfclair@mail.ucf.edu).**

**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)**

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 to [ssfclair@mail.ucf.edu](mailto:ssfclair@mail.ucf.edu) by midnight on the day it is due.**

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.

## Final Assignments

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

### Assignment #1:

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

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

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

**Email your paper as a WORD DOC to the Internship Coordinator at: [ssfclair@mail.ucf.edu](mailto:ssfclair@mail.ucf.edu) or submit it to our online course no later than midnight on the day it is due. Title the file like this: m.smith\_midpaper.doc**

### Assignment 2:

**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: [ssfclair@mail.ucf.edu](mailto:ssfclair@mail.ucf.edu). 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 evaluation.**

If you have any trouble with the online portion of the class contact the techrangers at: 407/823-3808 or online at: <http://techrangers.cdws.ucf.edu/support/>

### Assignment 3:

#### **Informational Interview Paper (500 - 700 words)**

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 to [ssfclair@mail.ucf.edu](mailto:ssfclair@mail.ucf.edu) by midnight on the day it is due.**

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.

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

## Grading

(Assignments - 20 points each).

Mid & Final Self Reflection Papers                      20 points each

Mid & Final Supervisor Evaluation                      20 points each

Mid and Final Informational Interview                      10 points each

Grading Scale:

<b>Letter Grade</b>	<b>Points</b>
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 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

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

\*Additional points may be subtracted for excessive grammatical errors.

### Supervisor Evaluations

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

### Informational Interview Rubric

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

\*Additional points may be subtracted for excessive grammatical errors.

**Advisor Consent Form**

Dear Advisor,

\_\_\_\_\_ is applying to undertake his/her internship. In order to  
(student's name)

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.

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

Best,

Sybil St. Claire,  
Internship Coordinator

sstclair@mail.ucf.edu  
407/267-6815

\_\_\_\_\_  
Advisor's Name

\_\_\_\_\_  
Advisor's Signature

\_\_\_\_\_  
Date

Term completing internship \_\_\_\_\_  
Term registered for internship \_\_\_\_\_  
Term graduating \_\_\_\_\_

PID \_\_\_\_\_  
NID \_\_\_\_\_  
DOB \_\_\_\_\_

## UCF Conservatory Theatre 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).

# UCF Conservatory Theatre Internship Contract

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

COMPANY NAME: \_\_\_\_\_

Name and Title of Supervisor/Contact Person:

\_\_\_\_\_  
\_\_\_\_\_

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

E-mail: \_\_\_\_\_

Phone Number: \_\_\_\_\_

I \_\_\_\_\_, AGREE TO THE FOLLOWING INTERNSHIP CONTRACT OBLIGATIONS.

1. That I will register for 6 semester hours of theatre internship credits.
2. That the inclusive dates of my internship are \_\_\_\_\_ through \_\_\_\_\_ 20 \_\_\_\_.
3. That the nature and dates of my internship may be changed only with the express written approval of the UCF Theatre Internship Coordinator and Work Supervisor.
4. That I will be responsible for all costs involved in the internship including but not limited to: transportation, housing, and meals for the advance interview, transportation to and from the intern site, housing, meals, health insurance, and personal expenses.
5. That I must find my own housing and be responsible for all costs involved, including but not limited to rent, phone, utilities, and damage.
6. That I will receive a stipend of \$ \_\_\_\_\_ to be paid \_\_\_\_\_ by  
(total amount) (weekly, bi-weekly, etc.)

\_\_\_\_\_  
(name of company)

## INTERNSHIP CONTRACT (cont'd)

7. That I am considered to be an employee of the company and will be treated as such. I will complete all assignments of the company for which I am working, recognizing fully that I represent UCF Conservatory Theatre 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 email address regularly during the course of the internship.

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

I certify that I have read the above contract obligations and fully agree to abide by the stated and established rules. Further, I understand that this contract may be terminated by student, Internship Coordinator or Work Supervisor at any time upon written notice, which is received and agreed to by the other two parties.

\_\_\_\_\_  
**Student Signature**

\_\_\_\_\_  
**Current Email Address**

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

\_\_\_\_\_  
**Work Supervisor Signature**

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

\_\_\_\_\_  
**UCF Internship Coordinator Signature**

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

**UCF Conservatory Theatre**  
**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. This evaluation counts for 20% 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:  
sstclair@mail.ucf.edu**

Contact Information for UCF's Internship Coordinator:

Sybil St Claire  
Orlando Repertory Theatre  
1001 East Princeton Street  
Orlando, Florida 32803

Email: [sstclair@mail.ucf.edu](mailto:sstclair@mail.ucf.edu)  
FAX: 407/897-3284  
Phone: 407/896-2501 ext. 239  
Cell: 407/267-6815

## Pre-Graduation Procedures

### **Please be aware of the following before you apply for graduation:**

1. You must be enrolled at UCF in your graduating term. If you do not need to enroll for credit you must see CAHSA (Colbourn 202), to enroll in IDS 4999.
2. You cannot be enrolled at another institution (be transient) during your graduating term.

### **If you are planning to graduate:**

1. See the Theatre Department Undergraduate Coordinator for a final check of major requirements. See someone regarding your minor if applicable.
2. In the semester prior to your graduation go to MyUCF to begin the intent to graduate process. Meet with CAHSA to confirm graduation status.

## Frequently Asked Questions Regarding Graduation

### **Q: When do I need to file my Intent to Graduate forms?**

A: The deadline is the last day of classes the semester BEFORE you intend to officially graduate. Remember that your internship must be completed and a grade turned in before you can officially graduate.

### **Q: I filed my Intent to Graduate but didn't complete my internship. I thought I was getting an incomplete. Why do I have an F for a grade?**

A: It is not possible to graduate with an Incomplete on your transcript. When you file your Intent to Graduate the computer automatically changes all incomplete grades to Fs. When your internship grade is finalized, the grade change will go in, changing the F to the correct grade rather than changing the Incomplete to the correct grade. Unless you have been notified by Sybil that you earned an F for your internship, you should consider it an Incomplete.

### **Q: I want to walk in graduation in May, but I won't finish my internship or Gen Eds until the summer? Can I do that?**

A: Yes, you can file "walk only" graduation paperwork and walk in commencement before completing your internship or final Gen Eds. You, however, have not graduated until you complete all of the requirements for your degree. You must file a full Intent to Graduate packet for the semester you will actually earn your degree.

**Q: I turned in my Intent to Graduate, but I didn't get my internship materials in on time. What do I do?**

A: Notify CAHSA that you need to withdraw your Intent to Graduate and re-file for another semester. Your Intent to Graduate paperwork does not roll over to subsequent semesters.

**Q: I am finishing up an incomplete (for my internship or another course). Do I have to be enrolled in anything else?**

A: YES. You must be enrolled in SOMETHING the semester you actually graduate - finishing an Incomplete does not count as being enrolled. CAHSA can help you register for a zero credit "dummy" course that will keep you enrolled as you are finishing your Incomplete. You will not graduate if you are not enrolled in that term.

**Q: Who do I talk to if I have questions or problems?**

A: If you have questions about your internship, talk to the Internship Coordinator. If you have questions about CAHSA and graduation requirements, talk to the Theatre Department Undergraduate Coordinator.