

# NORTHWEST MISSOURI STATE UNIVERSITY

## PACKET FOR INTERNSHIP IN THEATRE (TECHNICAL OR PERFORMANCE)

### Checklist for Completion of Internship Packet

- Read and become familiar with the Internship Packet.
  
- Meet with the Faculty Internship Coordinator regarding your internship.
  
- Complete the Internship Approval Form. This form must be signed by your employer/internship supervisor and returned to the Fine and Performing Arts Department to be signed by the Faculty Internship Coordinator.
  
- Complete the Internship Learning Plan/Schedule. This will be filled out with the aid of the Faculty Internship Coordinator regarding the due dates of the biweekly logs, summary articles, midterm summary paper, and final summary paper.
  
- Enroll in the internship course with an approved add/drop form signed by the Faculty Internship Coordinator.
  
- Complete the Student Academic Credit Internship Agreement through CatPaws. This may only be completed after you have spoken with the Faculty Internship Coordinator and have enrolled in the internship course. For additional information ~~and forms~~, go through CatPAWS, “Student,” “Student Internship” or visit the Career Services website clicking on the “Internships” tab.

**DEPARTMENT OF FINE AND PERFORMING ARTS**  
**College of Arts and Sciences**  
**Northwest Missouri State University**

**Course Number and Title:**

43-468/469 – Internship in Theatre: Performance/Tech Theatre (1-3 hours)

**Course Description:**

Allows students to gain practical experience by participating in on-site work with various types of theatre under the on-site supervision of an experienced theatre professional. Consent of instructor required.

**Instructor Information:**

**Instructor: Theo Ross**

**Office Phone: 562-1176**

**Office Location: 133 Wells Hall**

**Office Hours: By appointment**

**Email: ross@nwmissouri.edu**

**Rationale** (Including Instructional Goals and Key Quality Indicators):

The internship experience is primarily designed as an academic program to integrate theory with practice and to provide students with hands-on experience in their major field of study. The basic purpose of the internship is to provide a means whereby students can combine actual career-related work experience under the supervision of an employer. Practical experience in the work place will provide an edge for skill development and career placement in today's increasingly competitive job market. The internship is designed to further develop the university goal of competence in a discipline.

**Portfolio Items:**

A graduation requirement for all majors in the Department of Fine and Performing Arts is the presentation of a comprehensive portfolio, which demonstrates competencies in Northwest Missouri State University's Instructional Goals and Key Quality Indicators. Some items from this internship, which may be used to fulfill that requirement, are:

Competency

Self-Directed Learning

Item

Activity Logs, Artifacts, Summary Papers.

**Objectives:**

Those involved in the internship course will strive to achieve the following objectives through a combination of direct observation and participation.

- A. To participate in the process of internship/job application, internship/job interview, and of becoming an intern/employee.
- B. To gain a realistic understanding of aspects of the field. The student should assist in all phases of the organization or department's operations that are used to achieve the organization or department's main objective.
- C. To become aware of the function the student could or would prefer to fulfill in the field; to discover what aspect of the field would be most appropriate to the student's particular talents, interests, and goals.
- D. To analyze the internship experience and the principles learned. To use the experience to identify future goals in the field.

**Content:**

Actual content is decided between the student, faculty academic advisor, and the faculty internship supervisor. Content will be enumerated before the internship begins.

**Methods of Instruction:**

The course is a "hands-on" experience where the student works directly with a professional in their field. This professional, or On-site Supervisor, is responsible for providing the student with assignments and necessary supervision in the completion of the assignments. The On-site Supervisor is also asked to complete written evaluations on the student, which are mailed directly to the instructor/Faculty Internship Supervisor and filed for instructor evaluation. Verbal critique and evaluation by the supervisor and other personnel is encouraged.

The student is responsible to the work management and is subject to all work site policies and guidelines.

**Evaluation:**

The student's grade for the internship course will be determined on the basis of the student's overall work, the evaluations by the supervisor and (if practical) the observation by the Faculty Internship Supervisor/ instructor. An overall course grade (A, B, C, D, F, ) will be assigned based on the following:

On-site Supervisor's Evaluation:	25%
Mid-experience Paper	25%
Final Paper:	25%
Intern's logs, artifacts, article reviews, and/or other specified materials:	<u>25%</u> 100%

**Course Requirements:**

*The following written assignments must be turned into the faculty internship coordinator:*

Correspondence/Artifacts-Student is expected to keep copies of any official correspondence between themselves and the On-site Internship Supervisor, and between themselves and the Faculty Internship Supervisor. Student is to keep copies of any materials or documents the student produced during the course of the internship (e.g., letters, memos, spreadsheets, presentations, speeches, costumes, props, etc.) if the organization's policy allows.

Activity Logs- The student may be required to submit periodic summaries (logs) of work-related activities. This should include specific tasks performed as well as accomplishments of the week, meetings, training seminars, etc. attended. In addition, student should cite key event and specific learning that has taken place. Logs should be mailed/e-mailed to the internship Faculty Advisor. If there are questions or comments from the faculty member, a copy of the logs will be returned by mail/e-mail with feedback or suggestions. Student is expected to respond to such comments in their next set of logs. Logs must include a tally of hours worked.

Readings - While there is no textbook for this course, the student is expected to acquire addition subject knowledge through readings agreed upon in consultation with the Faculty Internship Supervisor. These may be in printed or electronic form. A written summary or précis of the reading(s) will be required. The number will vary based upon credit hours.

Written material -The student will be required to report on his/her work experiences at least twice: once approximately mid-way through the experience and in a final paper after the internship is completed. The length of the papers will vary based upon credit hours. Each report must be typewritten/word processed and utilize headings and/or subtopics. The final summary paper is due no later than one week after the conclusion of the Internship unless other arrangements are made with the faculty Internship Supervisor in advance.

**Textbook Information:**

No text is required; however there may be supplemental readings.

**Policy Statement:**

The instructor of this course abides by University policies and regulations concerning attendance, academic honesty (including plagiarism), and all others as stated in the current Undergraduate Academic Catalog (or Graduate Academic Catalog).

**Plagiarism Statement:**

Plagiarism is a form of cheating. That all students must do their own work is basic to their learning experience. To submit a paper, oral presentation, or any assignment that is in part or in whole the work of another unaccredited person is plagiarism. Students found guilty of plagiarism will fail the course and be reported under the guidelines on academic dishonesty found in the current Undergraduate Academic Catalog and your Northwest Student Handbook.

To avoid plagiarism, those who use words or ideas (including spoken, printed, electronically retrieved, or recorded sources) from another person's work, must document the source.

To document a direct quotation in APA style, writers must:

1. Include quotation marks around the material or indent it within the text to indicate their use of the source;
2. provide parenthetical notation indicating the date (required), page number (if available); and
3. include the name of the author (if available) or the title (if no author is given) either in the introduction to the quotation or within the parenthetical citation.

To document a direct quotation in an oral presentation, speakers must:

1. say the word "quote" to verbally replace written quotation marks; and
2. include the name of the author (if available) or the title (if no author is given) either immediately before or after the quotation.
3. outline oral presentations consistent with the above rules for written material.

Instead of quoting writers or speakers, you may paraphrase the facts and ideas of others, by fully digesting the concepts, then statement them in your own words and sentence structure; but you must still credit the sources as in the above notes.

*This statement is adapted from one developed by Department of English. It is used with their permission.*

**Style Statement:**

The Department of Fine and Performing Arts believes that we can best help our students improve their writing by requiring a common style with a common standard for evaluation and feedback. Since the APA is the most widely accepted style for our discipline, it has been selected as the uniform style for student writing in this department.

# Internship Approval Form

## 1. Conditions of the Agreement:

Internship Description: A planned educational program whereby the student gains practical experience in the work world via shadowing, interviewing, and working on special work projects. The student in the internship is not considered an employee, does not displace any salaried employee, and does not receive a salary. Regular evaluation of achievement of objectives is made by the work supervisor and the university instructor.

### Responsibilities of the Work Supervisor:

1. To provide experiences for the Intern for at least the minimum number of hours per day and per week for the duration of the training period.
2. To rotate the intern's job responsibilities so that sufficient skill is gained in a variety of job tasks.
3. To consult with the coordinator if difficulties arise at the job site.
4. To provide instructional material and occupational guidance to the intern as needed.
5. To provide observation opportunities for on-site visitations.
6. Complete evaluation form provided.

### Responsibilities of the Intern:

1. To be in regular attendance on the work experience. Should absence be necessary, the intern will notify the work supervisor at the earliest opportunity.
2. The intern will comply with the standards and ethics of the work supervisor and the firm.  
\*Betraying confidentiality leads to automatic dismissal.
3. To provide the coordinator with necessary information and reports concerning the on-the-job phase of the program.

## 2. Information:

Student Name: \_\_\_\_\_ ID # \_\_\_\_\_

Student Local/Current Address: \_\_\_\_\_  
\_\_\_\_\_

Student Current Phone: \_\_\_\_\_

Internship Site: \_\_\_\_\_

Department/Area in which you will be working: \_\_\_\_\_

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

E-Mail Address of Supervisor: \_\_\_\_\_

Date of Internship: From \_\_\_\_\_ To \_\_\_\_\_

Hours to be worked for \_\_\_\_ hours of credit: Minimum of \_\_\_\_ clock hours.

Job Description: \_\_\_\_\_

Paid or unpaid: \_\_\_\_\_ Rate: \_\_\_\_\_

### **3. Required Signatures:**

Student: \_\_\_\_\_ DATE: \_\_\_\_\_

Faculty Internship Coordinator: \_\_\_\_\_ DATE: \_\_\_\_\_

Employer/On-Site Work Supervisor: \_\_\_\_\_ DATE: \_\_\_\_\_

(Signature or Attach Verification i.e. email, contract, etc)

## Internship Learning Plan/Schedule

*To be completed by student and faculty internship coordinator*  
 (Assignments and number will vary depending upon internship area and credit hours)

\_\_\_\_\_  
Intern Name

\_\_\_\_\_  
Internship Site

\_\_\_\_\_  
Internship Dates

### Assignments Required

### Due Dates

### Description

- |                          |  |       |
|--------------------------|--|-------|
| <input type="checkbox"/> | Biweekly logs (journals) _____<br>open-ended, kept daily   | _____ |
| <input type="checkbox"/> | Summary articles _____<br>2 articles for 1 hour 4 for 2 hours - one may be an interview 6 for 3 hours - two<br>may be interviews | _____ |
| <input type="checkbox"/> | Midterm Summary Paper _____<br>1 cr., 2-3 pgs    2 cr., 3-4 pgs    3 cr., 4-5 pgs  | _____ |
| <input type="checkbox"/> | Final Summary Paper _____<br>1 cr., 2-3 pgs    2 cr., 3-4 pgs    3 cr., 4-5 pgs  | _____ |
| <input type="checkbox"/> | Other _____  | _____ |

Late materials in any of the components will be penalized a minimum of one letter grade for that component.

Students are responsible for verifying that the above materials have been received. This could be accomplished by e-mail, by phone, by including a SAS postcard which the instructor will return, or by some other method agreeable to both student and instructor.

The below named individuals agree to the Internship Learning Plan/Schedule outlined above.

Faculty Internship Coordinator \_\_\_\_\_ Date \_\_\_\_\_

Student \_\_\_\_\_ Date \_\_\_\_\_

**Journal Guidelines**  
(may not be required for all internships)

I Daily Record Keeping

- A. Production records - information regarding the specific tasks worked on should be recorded each day. Identify in terms of such things as writing, layout, photography, assisting with shows or exhibits, preparing presentations, scheduling activities, research, fundraising, etc.
- B. Summarize training received, things learned.
- C. Personalize journal - include summary of the day, interaction with employees and clients, personal happenings, etc.

II. Weekly Record Keeping

- A. Weekly/bi-weekly report (see additional sheet)
  - 1. Submit one copy to internship supervisor at the end of each week.
- B. Training record - each week record:
  - 1. Amount of time spent in training (include time spent in observation, seminars, touring other areas).
  - 2. At the end of the internship, if paid, multiply your hourly pay by the number of hours in training to determine how much the store spent on your training. If not paid, identify amount it would be if you had been hired at an entry-level salary rate.

**(Sample Journal Entries)**

- May 20 First day on job, was introduced to members of the full-time staff, given a desk, supplies, and a short list of do's and don'ts. Had a meeting with my supervisor and he informed me of my duties. I was told that the business will have several activities over the next few weeks that I will be able to participate in. I was also given a tour and briefed about the equipment. (4 hours)
- May 22 Began preparation for a poster regarding drugs in high schools. I researched the subject most of the day and spent the rest of the time working on thumbnails. (6 hours)
- May 30 Went out to lunch with my supervisor. He informed me that he liked my drug poster ideas and is pleased with my performance so far. I started compiling data regarding the next project - a fine art series pamphlet - that will occupy my time for the next couple of weeks. (5.5 hours)



## Student Intern Midterm Summary and Final Summary Papers

(This same format is to be used for the mid-experience report.)

The purpose of these reports is to convey to us (a) what you learned about your field (not the organization for which you worked); and (b) your personal evaluation of your internship experience. We do not want you to write a long narrative that includes all the details in your notebook. What we do want is for you to indicate what you have learned that could be applied to other settings. You may organize your paper in any way that answers the questions and instructions listed under each topic.

### I. Where I worked

1. Training Provided by Employer  
Describe nature and length of training.
2. Organization Policies  
*Make statements about your observation (not written company policy) of the policies which apparently were being carried out for each of the following:  
quality, organizational climate/culture, teamwork, ethics, flow of information, leadership.*

### II. What I learned

1. How is the cooperating business structure? Where did you, as an intern, fit into the organizational structure?
2. Describe and analyze the supervision you received as an intern. Evaluate its utility.
3. What skills do you think you learned or improved upon during the internship?
4. What earlier classroom experiences (and/or specific classes were most useful in preparing you for your internship?)
5. How could classroom experiences have better prepared you for your internship?
6. If you were to repeat the same internship from the start, what would you do differently?
7. What would you recommend that the organization and/or professional supervisor do differently, if anything?

### III. My overall evaluation

1. Considering all of the above items, evaluate your internship experience in terms of its usefulness to you as a professional. Please make suggestions for ways the University can improve its involvement in the internship experience.
2. Evaluation of your performance in the internship. How did you fulfill the things you set out to do? (Refer to your Personal Goals to determine what progress you made.) Support with any supplementary materials that (a) illustrate your performance and productivity; and/or (b) indicate your personal growth and learning. It is important to think of the internship as a learning experience and to uncover strengths and weaknesses as well as areas of improvement.

## **Understanding Your Relationship with the Internship Sponsoring Organization**

As you enter into an internship it is very important that you understand your relationship to this organization. Ask questions of the company or organization so that you may determine if you will be considered, for example, an employee, learner/trainee, or volunteer. You should also determine whether or not you will be paid or unpaid during your internship. International students must determine if they must claim practical training time for an internship and if they must seek authorization from the Immigration and Nationalization Service before beginning an internship. An intern may or may not be considered an "employee" depending on factors such as the ones listed above and the size of the organization. These items will determine your rights in the workplace.

### **Things to Remember!**

1. **ACTIVELY SEEK INFORMATION** - When presented with a problem or project, don't expect the answers to come to you. Make every effort to cover all bases by speaking to everyone you can think of who can help you.
2. **ASK QUESTIONS** - Don't be afraid to make inquiries of those who may have the answer you need. Work independently as much as possible, but ask for help when you need it.
3. **WRITE CLEARLY AND CONCISELY** - Follow this piece of advice for each and every activity that requires writing.
4. **CONSIDER PROJECTS IMPORTANT** - Don't feel that any assignment is petty or beneath you. Although it may seem minor to you, it is important enough for someone else to have brought it up. If you weren't doing it, your supervisor probably would be. So, how significant can it be?
5. **DON'T BE UPPITY** - Don't project a cynical or know-it-all attitude. This will only create animosity and will get you nowhere. Remember that the individuals you are working with have much more experience and recognize the problems to be overcome better than you do. Listen to their point of view and learn from it.
6. **PRACTICE YOUR COMMUNICATION SKILLS** - Keep in mind that this internship is giving you the opportunity to apply the knowledge/skills you have gained from classroom experience. Take advantage of your situation!

## Intern Evaluation Form

Name of Intern \_\_\_\_\_

Organization \_\_\_\_\_ Evaluator \_\_\_\_\_

Indicate on the scale below your evaluation of your intern during his/her semester with your organization.

Characteristic	Superior	Good	Average	Below Average	Do Not Know
Promptness					
Resourcefulness					
Maturity					
Interest in Job					
Ability to Learn					
Ability to Communicate					
Ability to Organize					
Ability to Work with Others					
Ability to Work Independently					
Ability to Work Under Deadline Pressure					
Ability to Contribute to The Organization					
Quality of Work					
Understanding of Organizational Procedures					
Acceptance and Constructive Use of Criticism					
Promise of Success in the Profession					

**Please comment on the following aspects of the student's performance:**  
(use back if necessary)

1. Development throughout the work period.
2. Significant contributions made by the student during the period.
3. Suggestions regarding possible improvement needed.

MATURITY

Did this student appear mature enough to handle situations generally confronting trainees in your organization?

Yes \_\_\_\_\_ No \_\_\_\_\_ Maybe \_\_\_\_\_  
Comments:

APTITUDE FOR A PROFESSIONAL CAREER

Do you think this student will be able to develop into a successful working professional in his/her field?

Yes \_\_\_\_\_ No \_\_\_\_\_ Maybe \_\_\_\_\_  
Comments:

Please attach additional comments.

Approximate # of hours \_\_\_\_\_, over \_\_\_\_\_ weeks

SUGGESTED GRADE: ( )A ( )B ( )C ( )D ( )F

Signature of Rater: \_\_\_\_\_

Title or Position: \_\_\_\_\_

Date of Rating: \_\_\_\_\_

Please send assessment to:

Dr. Theo Ross, Internship Supervisor  
Fine and Performing Arts Dept.  
Northwest Missouri State University  
800 University Drive  
Maryville, MO 64468