

# Theatre and Media Arts Internship Application

## Intern/Student Information

Last Name \_\_\_\_\_

First Name \_\_\_\_\_

BYU ID \_\_\_\_\_ Date of Birth \_\_\_\_\_

Current Address \_\_\_\_\_

\_\_\_\_\_

Phone Number(s) \_\_\_\_\_

e-mail Address \_\_\_\_\_

Major \_\_\_\_\_ Emphasis \_\_\_\_\_

Faculty Advisor \_\_\_\_\_

## Experience Provider Information

Experience Provider \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Phone Number \_\_\_\_\_ Fax Number \_\_\_\_\_

Internship Supervisor \_\_\_\_\_

Internship Supervisor Phone Number \_\_\_\_\_

Brief Description of Internship \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Start Date \_\_\_\_\_ End Date \_\_\_\_\_

## Intern/Student Agreement

Intern/Student agrees to complete the necessary requirements in order to obtain a final grade for their internship experience and to abide by the standards and rules as listed in the Student Agreement.

**Intern/Student Signature** \_\_\_\_\_

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

## Internship Approval

**FACULTY ADVISOR:** As the Faculty Advisor, I agree to help the intern/student establish solid learning objectives for their internship and to mentor him/her throughout their internship experience as needed.

**Faculty Advisor Signature** \_\_\_\_\_

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

TO THE FACULTY ADVISOR: Please assign the following (*may discuss with Internship Coordinator when necessary – call Kyle Stapley at x24576 with questions*)

1. Course number: 199R, 299R, 399R, 496R, 599R, or 688R (688R is for graduate studies only); Internship Coordinator will assign the Section number based on program
2. Credit Hours (50-60 work hours = 1 credit hour)

**Course Number** \_\_\_\_\_ **Section** \_\_\_\_\_ **Credit Hours** \_\_\_\_\_

**INTERNSHIP COORDINATOR:** As the Internship Coordinator, I agree to facilitate the internship as needed, ensure that the proper paperwork is signed and that the intern/student participates in a quality internship experience.

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

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

## Theatre and Media Arts Internship Objectives

You must list at least three (3) objectives you hope to achieve through your internship experience along with how you plan to meet those objectives. This form must be completed, signed (by you, your internship supervisor, and your faculty advisor), and returned to the internship coordinator within a week of your internship beginning.

### Objective #1:

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### Objective #2:

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### Objective #3:

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**Intern/Student Signature** \_\_\_\_\_

**Faculty Advisor Signature** \_\_\_\_\_

**Internship Supervisor Signature** \_\_\_\_\_

## Theatre and Media Arts Internship Assignments

In addition to performing your on-the-job internship activities, you will need to submit a work log/journal and a written report about your internship experience. The work log/journal and report become the record of what you have learned in the internship and are the primary means by which the internship coordinator evaluates your internship. Your work will be evaluated on how you analyze your experience and reflect on what you learned and how well you present your ideas in an understandable manner.

Reports should be submitted, either electronically, by mail, or by fax directly to the department's internship coordinator:

*Kyle Stapley*

*kyle\_stapley@byu.edu*

*Department of Theatre & Media Arts*

*Brigham Young University*

*D-581 HFAC*

*Provo, UT 84602*

*(801) 422-4576 – phone*

*(801) 422-0654 – fax*

### **Work Log/Journal**

The work log/journal consists of a descriptive summary of your internship activities for **each week**, problems you may have encountered or new concepts you've learned, and self-reflection on your experiences. Also include actual hours worked during the specified week. These summaries must be turned in **weekly** to your internship coordinator in order to receive full credit. A sample work log/journal entry is included. Please feel free to use this format or to create one of your own.

### **Written Report**

The written report, which is due at the end of your internship experience (usually during finals week), should be **1-2 pages (single spaced) per credit hour** and address different aspects of your internship. Following are points you should cover in your report:

- An introduction explaining the setting where you completed your internship and how your job related to the entire work of your organization. Your narrative should be descriptive and factual.
- An analysis and evaluation of your status and contribution within the organization as a whole, and of the actual work you did during your internship. In this section, you should consider the issues at the heart of your future profession and discuss the implication of your experience on your future educational and occupational goals.
- A thoughtful assessment of the skills and abilities you learned, including how your previous goals and objectives for the internship were met.
- Include your overall feelings regarding the internship experience – Did you feel what you did for the company was relevant? Was the overall experience rewarding?

# Student Internship Evaluation

*Please fill out this evaluation and submit to your Internship Coordinator at the end of your internship experience.*

1. Describe the major assignments/duties performed during your internship.
2. What discoveries did you make during your internship? (About your emphasis, the company, yourself, co-workers, the work place and environment, etc.)
3. What aspects of the internship did you enjoy most and least?
4. Were you supervised adequately during the time you were doing your internship?
5. What were your objectives? How do they relate to your emphasis? Did you meet the objectives you set with your faculty advisor/supervisor?
6. Did you get support from your faculty advisor?

7. Do you feel you were prepared for this internship through your course work?

8. Do you have suggestions for students who may do an internship with this employer or any other?

9. What would you have done differently?

10. Other comments?

This page must be completed by the intern's supervisor and returned to the department internship coordinator

**Academic Internship Evaluation for:** \_\_\_\_\_

(Intern's Name)

***To the Supervisor:***

*Please circle the appropriate rating for each of the following. Use current and past Interns as the comparison group. Use the back of the form as necessary.*

Summary of Job Performance:	Below		Above		Excellent	Comments
	Poor	Average	Average	Average		
<b>Competence in the Job:</b>						
Decision-making Skills	1	2	3	4	5	_____
Organizational Skills	1	2	3	4	5	_____
Knowledge	1	2	3	4	5	_____
Productivity	1	2	3	4	5	_____
Initiative	1	2	3	4	5	_____
Creativity	1	2	3	4	5	_____
Communication, Verbal	1	2	3	4	5	_____
Communication, Written	1	2	3	4	5	_____
<b>Professionalism:</b>						
Personal Appearance	1	2	3	4	5	_____
Attitude	1	2	3	4	5	_____
Punctuality	1	2	3	4	5	_____
Dependability	1	2	3	4	5	_____
Confidentiality	1	2	3	4	5	_____
Adaptability	1	2	3	4	5	_____
<b>Interpersonal Relations:</b>						
Client Relations	1	2	3	4	5	_____
Staff Relations	1	2	3	4	5	_____
Cooperation	1	2	3	4	5	_____
Friendliness	1	2	3	4	5	_____
<b>Personal Attributes</b>						
Enthusiasm	1	2	3	4	5	_____
Persistence	1	2	3	4	5	_____
Assertiveness	1	2	3	4	5	_____
Motivation	1	2	3	4	5	_____

**Intern's Strengths:** \_\_\_\_\_

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

**Intern's Weaknesses and Suggestions for Improvement:** \_\_\_\_\_

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

**Noteworthy Observations of the Intern's Performance:** \_\_\_\_\_

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

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

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