

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:

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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?

Work Log/Journal Entry

Intern Name:			
Work Log/Journal for week ending:			
Hours		Hours	
Monday		Thursday	
Tuesday		Friday	
Wednesday		Saturday	
Total hours completed this week:			
Total hours completed to date:			
What I accomplished this week:			
New experiences:			
Other observations:			