

BYU Theatre and Media Arts Internship Application

NOTE: Before filling out this application you must first fill out the Student Internship Application for the University at intern.byu.edu. Then set up a meeting with your area's internship coordinator.

Intern/Student Information

Last Name _____

First Name _____

BYU ID _____ Date of Birth _____

Current Address _____

Phone Number(s) _____

e-mail Address _____

Major _____ Emphasis _____

Faculty Advisor _____

Internship Experience Provider Information

Experience Provider _____

Address _____

Phone Number _____ Fax Number _____

Internship Supervisor _____

Internship Supervisor Phone Number _____

Brief Description of Internship _____

Start Date _____ End Date _____

Class Credit

How many credits will you be signing up for? (Note: 50-60 work hours = 1 credit hour. Maximum credits hours per semester is 6 unless approved by the internship coordinator).

Credit Hours: _____

Theatre and Media Arts Internship Objectives

You must list three (3) learning 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.

Objective #1:

Objective #2:

Objective #3:

Intern/Student Signature_____

Faculty Advisor Signature_____

Internship Supervisor Signature_____

Internship Coordinator Approval

Once your faculty advisor and internship supervisor sign the application above, the department internship coordinator can approve your internship with the University.

Internship Coordinator Signature_____

Date: _____

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.

All assignments and final report should be submitted via learning suite by the last day of finals of the semester/term in which you are receiving credit.

Required Assignments:

Weekly Work Log/Journal (10 points each)

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** online to receive full credit.

Final Written Report (100 points)

The final written report (which is due by the last day of finals in the semester/term you are receiving credit in) should be **1-2 pages 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?

Extra Credit Assignments:

Supervisor Evaluation (10 points extra credit)

At the end of your internship experience, you may have your supervisor fill out an evaluation of your performance during your internship. A copy of this evaluation is included in this packet as well as electronically on learning suite.

Photo of your internship (5 points extra credit)

As part of our goal to encourage more students to seek out internships, we would like you to share with us any photos of you working at your internship. We will use these photos in our marketing and promotions as well as our experiential learning reporting to the college, which could help provide more internship funds/support for future interns.

Student Internship Evaluation

(OPTIONAL)

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			
	Poor	Average	Average	Excellent	Comments	
Competence in the Job:						
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	_____
Professionalism:						
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	_____
Interpersonal Relations:						
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	_____
Personal Attributes						
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