

Internship Program

COURSE INFORMATION

The internship is intended for students who are pursuing the B.A. or B.F.A. Degree in Theatre or a B.A. Degree in Dance. This course is intended for those students who wish to explore career opportunities in fields other than, or in addition to, those with a performance emphasis. It asks them to apply knowledge and skills developed in their major studies to a practical work experience.

The specific content will vary in order to reflect the distinctive nature of each internship experience. However, the below defined elements will be required of all students and will be used as a basis for determining a grade.

- A cumulative GPA of 2.0 is the minimum requirement and students must have completed 30 credit hours before enrolling in an internship.
- Internships can be set up on-campus or off-campus.
- Students must secure a Faculty Supervisor who is responsible for obtaining feedback from the internship sponsor and assigning the grade to the internship.
- The internship must be contracted for a grade.
- Students must complete the requirements of the work agreement, executed between the sponsor and the student, which details the specific expectations and time commitments of the internship. Required related assignments will be included in this document.
- Students will keep a journal which records day-to-day impressions and responses to the work experience.
- Students will keep a log, signed by the sponsor, which records dates and times spent at the work site.
- Students will meet a minimum of three times with the Faculty Supervisor to review the progress of the internship.
- Students can count a maximum of nine internship credit hours toward their degree in Arts and Sciences, with no more than six hours acquired by one department.
- Students will complete a Final Essay, which will be an analysis of the internship experience. This analysis will include the student's reflections on what they have learned in the internship. A practical element to the Final Essay will be required when appropriate; e.g. selected publicity materials created by the student, a series of lesson plans, a videotape, etc.
- Sponsors will be asked to complete one standardized report form at the end of the internship evaluating the student's performance. This form is to be turned into the faculty Instructor of Record prior to grading.

CONTACT HOURS

This course will be offered as a flexible 1, 2, or 3 credit hours. Each credit hour will correlate to a total of 40 hours spread over a spring, summer, or fall session. Sponsors and students may design a schedule that is less consistent week to week, or that spans more than one semester, in order to accommodate a sponsor's particular needs. Such a schedule will need to be worked out in advance and will become a part of the agreement. In no case should the total number of required contact hours be exceeded.

COMPENSATION

It is generally expected that these internships will be unpaid. However, some organizations may be able to offer compensation in the form of cash or discounts on classes or activities or by other methods at their discretion.

The Sponsor Organization agrees to:

1. Provide the necessary orientation, training, precautionary safety instruction, and supervision in the performance of the position, duties and responsibilities of this agreement
2. Understand the responsibility for providing Workers' Compensation and liability insurance in accordance with Colorado state law, and agree to provide said coverage if the student is paid.
3. Complete a final written evaluation of the student's performance during the placement and send it to the faculty sponsor listed on this agreement

According to C.R.S.8-41-105(7)(a) & (b):

The employer is responsible for providing Workers' Compensation and liability insurance coverage for those students receiving remuneration for a Cooperative Education or a student internship work experience. In cases where the student is not receiving any remuneration for the work experience from the employer, the educational institution sponsoring the student is responsible for providing Workers' Compensation.

revised 9/2019

WORK AGREEMENT
to be completed by the Sponsor Organization

Student Intern _____

Phone _____

Email _____

Organization _____

Supervisor _____

Phone _____

Mailing Address _____

Work Address _____

Email _____

Start Date: _____ **End Date:** _____

Total Time Commitment: _____ **Hours Per Week:** _____

Each credit hour will correlate to a total of 40 hours of work. Time spent engaged in related academic work for the internship (e.g. reading research reports) can be counted toward the required hours. # of credits _____

Or attach detail of agreed upon work schedule

Job Description: (attach additional page if necessary)

The intern will be expected to satisfactorily complete the following tasks:

Additional Assignments or Readings Required:

**Internship Program
Intern Evaluation Form
to be completed by the Sponsor Organization**

Return this form to: _____ Due by _____
[CU Faculty Supervisor's name]

By mail: 261 UCB / Dept. of Theatre & Dance
University of Colorado
Boulder, CO 80309-0261

Or scan and email to: Connie.Lane@colorado.edu

Student Name _____

Organization Name _____

Organization Contact Person _____ Phone _____

Organization Contact Email Address _____

Please rate your student intern using the following scale:

- 5 = exceptional ability and promise in this field
- 4 = very good work, handled duties responsibly and competently
- 3 = satisfactory work, fulfilled commitments with average ability
- 2 = below average, responsibilities were not met satisfactorily
- 1 = unacceptable, very poor work

Confidence in the intern's own abilities/skills	1	2	3	4	5	
Completion of the intern's responsibilities		1	2	3	4	5
Interpersonal skills	1	2	3	4	5	
Self-motivation/initiative	1	2	3	4	5	
Punctuality	1	2	3	4	5	
Dependability	1	2	3	4	5	
Willingness to learn new skills	1	2	3	4	5	
Fulfillment of potential	1	2	3	4	5	

Did the intern complete agreed upon hours? _____ yes _____ no

Describe your intern's overall work performance.

Were your expectations of the intern met? If not, please describe.

Was the intern as punctual, dependable and responsible as you would expect a regular employee to be?

What was the most valuable aspect of having this intern work for you?

Please suggest a letter grade, which reflects the overall quality of this intern's performance.

Would you be willing to take another student intern from CU-Boulder?

Can you recommend any organizations or individuals that might be interested in sponsoring an intern in the future? Please list name of organization, address, telephone/email, and contact person.

Do you have any suggestions or comments for the Internship Program, or feelings that this form does not adequately address?

Please use the other side of this form if necessary