

INTERNSHIP IN THEATRE

University of Toledo
Department of Theatre and Film
THR 4940-001

Instructor:	Holly Monsos	Term:	
Email:	holly.monsos@utoledo.edu	Location:	on site
Office hours:	by appointment	Day / Time:	TBD
Office location:	1030A	Credit Hours:	variable (1 – 6)

COURSE/CATALOG DESCRIPTION

Internship with an approved program, company, or agency in theatre. Students must submit proposal for approval of instructor.

COURSE OVERVIEW

An internship experience provides you with the opportunity to explore career interests while applying knowledge and skills learned in the classroom in a work setting. The experience will help you gain a clearer sense of what you still need to learn and will provide an opportunity for you to build professional networks. Each credit hour requires 40 onsite work hours per semester (1 credit = 40 hours per semester, 3 credit hours = 120 hours per semester, and so on.)

STUDENT LEARNING OUTCOMES

- Gain practical experience
- Acquire knowledge of the industry in which the internship is done
- Apply knowledge and skills learned in the classroom in a work setting
- Develop a greater understanding about career options while more clearly defining personal career goals
- Experience the activities and functions of professionals in a field
- Identify areas for future knowledge and skill development

PREREQUISITES AND COREQUISITES None.

REQUIRED TEXTS None.

EXPECTATIONS

- **Overall.** To receive credit for the internship, you are required to register for the course, pay the required tuition/fees, complete all assignments to your UT internship coordinator/instructor by the deadline, and present yourself in a professional manner at all times. You are responsible for all materials and announcements related to this course. Remember that you represent the University of Toledo at all times.
- **Professional behavior, including but not limited to**

- Arrive at work as scheduled, ready to work, and stay for the agreed upon time
 - Present yourself in a professional manner at all times, including being appropriately dressed for your workplace
 - Communicate any concerns with your supervisor and the internship coordinator in a timely manner and respectfully
 - Demonstrate enthusiasm and interest in what you are doing: ask questions and take initiative as appropriate
 - Complete and submit assigned tasks by designated timelines. Meet all deadlines
 - Participate in assigned meetings at work and with the internship coordinator
 - Keep track of and accurately report internship hours worked
- **Communication is key.** You are responsible for meeting with your UT internship instructor/coordinator at the top of the semester to work out a schedule and series of deadlines for the work on this syllabus. You must keep your UT internship instructor/coordinator apprised of your progress or any problems.
 - **Technology.** Faculty with Blackboard may be necessary for this course if that is how the UT instructor of record determines you will submit your assignments.
 - **University Policy on Nondiscrimination.** The University is an equal opportunity educational institution. Please read the official policy statement on nondiscrimination on the basis of disability:
https://www.utoledo.edu/policies/administration/diversity/pdfs/3364_50_03_Nondiscrimination_o.pdf
 - **Academic Accommodations.** The University of Toledo is committed to providing equal access to education for all students. If you have a documented disability or would like information regarding academic accommodations in this course, please contact the Student Disability Services Office: <https://www.utoledo.edu/offices/student-disability-services/>
 - **Plagiarism** will result in an F in the course flagged on your transcript as received for academic dishonesty. Any writing about the organization you are working with must be your own words; if you are borrowing language from your organization's official website, marketing team, etc., you must cite it properly. Please read the following:
http://www.utoledo.edu/catalog/2000catalog/admissions/academic_dishonesty.html.
<http://libguides.utoledo.edu/content.php?pid=102028&sid=1065810>

ASSIGNMENTS

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| ▪ Memorandum of Agreement | 5% |
| ▪ Reflective Journal Assignments | 20% |
| ▪ Internship Experience Report and Résumé | 25% |
| ▪ Internship Time Verification and Evaluation(s) (by employer) | 50% |

ASSIGNMENTS

Memorandum of Agreement (5%)

This memo is a collaborative effort between you and your supervisor and outlines the learning objectives for your particular internship. [See Appendix A.](#)

Due date: Second Friday of internship.

Reflective Journal (20%)

One of the best ways to process what you're learning during your internship is to write about your experiences on a regular basis. [Appendix B](#) provides a guide for preparing your journal entries. The number of entries depends on the credit hours you are receiving.

Internship Experience Report and Updated Résumé (25%)

The Internship Experience Report provides an opportunity for you to reflect on your entire internship experience. This report should summarize what you learned, assess how successful you were in achieving your Learning Objectives, and highlight any other insights about the organization, industry, or career field. This assignment requires inclusion of an updated résumé that includes your internship experience. [See Appendix C.](#)

Due date: Within one week after end date of internship.

Time Verification and Evaluation by Employer (50%)

Internships completed for credit require supervisors to complete an evaluation. Information about these evaluations will be e-mailed to students and supervisors near the end of the internship. Students are required to submit their evaluation and supply contact information to ensure their supervisor receives the evaluation to complete. [See Appendix D.](#)

Due Date: Within one week after end date of internship.

APPENDIX A

LEARNING OBJECTIVES AND MEMORANDUM OF AGREEMENT PURPOSE OF LEARNING OBJECTIVES

Learning Objectives are statements that clearly define what you intend to learn during the semester. Since the internship is an academic, course credit is awarded for learning activities, not just for working. The objectives should help the student, the Site Supervisor, and the Internship Instructor evaluate the learning progress at the conclusion of the experience. Learning Objectives should not try to cover all aspects of the internship, but rather focus on select areas that you will be exposed to throughout the internship. Each Learning Objective should involve new learning, expanded growth, or improvement on the job. Furthermore, the outcomes should benefit both you and the organization.

GUIDELINES FOR WRITING LEARNING OBJECTIVES:

Please follow the guidelines to write your Objectives. You will be required to rewrite the Learning Objectives if they don't follow the guidelines.

As note, writing the Learning Objectives is a collaborative effort between the student and the Site Supervisor. Both parties must agree on the objectives and consider the tasks that are necessary to accomplish them.

A minimum of 5 Objectives is required. However, you can list and complete a maximum of 7 Objectives. Include the Learning Objectives as part of the Memorandum of Agreement.

The signed Memorandum is due to the Internship Instructor no later than the second Friday after the start of the internship.

Each Learning Objective must be specific, measurable, limited to a single definite result, and have a completion date within the time period of the internship. A measurable Learning Objective is a statement that clearly and precisely describes what it is that you intend to accomplish by performing a task(s).

When developing the Learning Objectives:

- Avoid broad and general objectives; make them specific and as measurable as possible
- The objectives should be realistic considering the time constraint. How will I accomplish this objective (be specific)?
- What knowledge (be specific) do I want to acquire during this internship?
- What do I want to understand at the conclusion of this experience?
- What new skills do I want to master as a result of the internship?
- The following are examples of **tasks or goals; they are not Learning Objectives**:
 - I want to work on PowerPoint presentations.
 - I want to answer questions about various programs offered.

- I will become an “organizational specialist.”
- I want to undertake projects that enable me to gain further experience in sales.
- I want to participate as a team member in day to day office tasks.
- I want to be the best intern so that they’ll offer me a job!
- I want to attend client meetings.
- I want to have fun.

Examples of strong Learning Objectives are:

- I want to improve my skills with the Bloomberg financial software by learning how to monitor certain asset classes through shadowing my supervisor and gaining hands-on experience.
- I want to network and establish professional contacts in the fashion industry by attending PR events and attending client meetings.
- I want to learn how to address buyers’ questions relating to commercial real estate by accompanying a Licensing Associate during a property viewing.
- I want to learn the editorial process of magazine publishing by attending staff meetings and shadowing the Chief Editor.
- I want to become proficient in Microsoft Excel by creating financial spreadsheets to be used to conduct company financial analyses.
- I want to develop better people skills and learn how to establish a strong financial advisor relationship by attending client meetings and listening to phone conversations.

Grading of Learning Objectives. Satisfactory assessment of the Learning Objectives is based on:
Expressing what you plan to achieve throughout the internship and how it will be accomplished,
Effectively relating academic learning to the internship experience,
Adherence to the writing guidelines for Learning Objectives,
Completing the assignment on time.

Memorandum of Agreement

To:
From:
Date:
Re:

This memorandum serves as an official agreement between my internship supervisor and me. We have agreed that I will be working for [*name of company*] in [*city, state/country*]. My supervisor is {*name, job title*}. My internship job title is [*internship job title*]. The internship dates are [*start date*] through [*end date*].

The primary learning objectives for this internship are:

- 1.
 - 2.
- etc.

Student Signature _____

Date _____

Supervisor Signature _____

Date _____

APPENDIX B

REFLECTIVE JOURNALS

The Reflective Journals are the primary place for demonstrating meaningful reflection as you address the Learning Objectives; resolve problems and challenges, and document observations and feelings relating to your internship. The goals of the reflective journal are:

- To provide a forum for deep reflection on the internship experience (i.e. observations, projects/ tasks, challenges, etc.);
- To provide an opportunity to highlight the progress towards achieving the intern's Learning Objectives;
- To provide a venue for the Internship Instructor's constant monitoring, coaching, and assessment of the internship experience.

Guidelines.

- Reflective Journals should be a maximum of 1 page, typed and double-spaced
- The journal must address the topics below, and use "headings" to divide each reflection topic within your journal (e.g., Specific Tasks; Learning Objectives; Challenges & Resolutions):
 - Specifics about jobs/tasks/projects accomplished, and how classroom knowledge has helped?
 - Progress towards achieving Learning Objectives; what did you learn and how did you learn it?
 - Problems encountered with job assignments or work environment, and efforts towards resolution.
 - Description about what is most impressive about your internship to date.
 - Expectations for the following weeks.
- Consider taking up the following questions on a regular basis:
 - What did I learn today?
 - What challenges or frustrations did I encounter today?
 - How did I use critical thinking or problem-solving to address this issue?

Grading. The Reflective Journals are worth 20% of the total grade. The number of journal entries you must submit is tied to the number of credit hours you are receiving for the internship and should be equally spread out over the time you are doing the internship. For instance, if you are receiving two hours of internship credit and working from June 16– July 29, you would be required to do four journal entries spread over the eight weeks of work: June 17, July 1, July 15, and July 29.

1 semester hour credit = 2 Reflective Journal Entries
2 semester hours credit = 4 Reflective Journal Entries
3 semester hours credit = 6 Reflective Journal Entries
4 semester hours credit = 8 Reflective Journal Entries

Note: Please include an interview with a professional from your field of interest as one of your required journal entries. Develop a set of questions that will provide you with the information about the professional such as:

- What are the most important knowledge, skills, and abilities needed by someone in this field?
- What would good entry-level jobs for gaining experience to become [fill in name of job title of person you are interviewing]?
- Satisfactory assessments of the Reflective Journal Entries are based on:
- Evidence of thoughtful reflection, critical thinking, problem solving, complex interpretation;
- Consistent reference toward achieving your Learning Objectives;
- Demonstrated awareness of self in the work environment and the role of others;
- Adherence to the writing guidelines for Reflective Journals and timely completion.

APPENDIX C

INTERNSHIP EXPERIENCE REPORT AND UPDATED RESUME

The final paper provides an opportunity to reflect on the entire internship experience. The report should summarize your learning, assess overall success in achieving your Learning Objectives, and highlight any additional insights about the organization, industry, or career field. The goals of the report are:

- To provide an opportunity for the student to reflect on and synthesize the full experience, and to analyze personal and professional effectiveness;
- To facilitate closure of the internship experience.

Guidelines. The Report should be approximately 5-7 pages with 1" margins, double-spaced, with 12-point type. The final paper must address the topics below, and use "*headings*" to divide each reflection topic within your paper:

- Introduction
- Company's Strengths & Opportunities
 - Your observations of the company's strengths and opportunities
 - Your perceived strengths and opportunities
- What was your biggest challenge during this internship?
- Learning Objectives
 - List of each Learning Objective and discuss the extent to which the objective was met as well as the tasks you did to accomplish the objective.
 - If an objective was not accomplished, then an explanation should be provided as to why, and what was accomplished in place of that objective.
 - What would you have done differently in order to accomplish an objective that was not met?
- Challenges & Resolutions
 - What skills do you wish you had acquired before beginning this internship that would have made it easier for you to complete assigned tasks?
 - How were you able to apply classroom knowledge to your internship experience?
- Reflection
 - How can you (or other interns) utilize this experience when re-entering the classroom or workplace?
 - What characteristics would the ideal intern possess to excel at this internship site?
 - How has this internship solidified or changed your career focus?

Grading. Satisfactory assessment of the Final Reflection Paper is based on:

- Demonstrated ability to synthesize and analyze the experience;
- Demonstrated awareness of self as an experiential learner;
- Adherence to the Final Paper guidelines.

Updated Résumé. Include a copy of your updated resume with your internship experience listed.

APPENDIX D

Internship Time Verification Document

This document serves as the official internship time verification for proof of hours completed at my internship.

As an intern with *[name of company]* in *[city, state/country]*, I have completed *[number of internship hours]* for *[# of registered credit hours]*.

Student Signature _____

Date _____

Supervisor Signature _____

Date _____