

**Theatre UCF**  
**Professional Internship Program**

**Guidelines, Application Forms,  
Assignments, and Grading**

**2025-2026**

Updated: 8/13/2025

**THEATRE UCF**  
**PROFESSIONAL INTERNSHIP PROGRAM**

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## WELCOME TO YOUR INTERNSHIP EXPERIENCE!

**Before you graduate you are required to complete a professional internship. This is an exciting part of the journey and I'm here to help you succeed.**

The primary goal of your internship is to provide you with professional work experience that goes beyond what you've learned here at UCF. It is meant to be the bridge from theatre training to the world of commercial theatre. It is expected that your internship will be supervised by professionals in your field, and that you will deepen and strengthen skills, experiences, marketability, and networks.

Remember, you are not being asked to find an internship, you are being asked to gain work experience that meets our internship requirements.

### CRITERIA

Your professional work opportunity must meet certain criteria before it can be approved as an internship

- \*Work at least 270 hours on the job.
- \*Make at least minimum wage. (\$10 an hour in Florida). Travel, lodging, food, etc. may be factored in to achieve minimum wage.
- \*Spend at least 80% of your time working in your specialty area. (I.e., actors should be acting at least 80% of the time, etc.).
- \*Must have completed your second year in the program.
- \*Must have a supervisor evaluate your work twice during the process using Theatre UCF's form.

Internships should...

- A] Integrate academic theatre knowledge and theoretical concepts in a professional work setting.
- B] Develop and expand your knowledge base, test your abilities, help to solidify your career goals.
- C] Expand your awareness of the world beyond the campus through exposure to a variety of careers, disciplines, lifestyles, and environments.
- D] Enable you to gain access to knowledge, equipment, and methodologies not available on the UCF campus.
- E] Foster self-reliance, discipline, personal style, and problem-solving abilities.

### LANDING THE GIG

There are many ways to find a job that meets our internship requirements but they all take preparation and planning. Many students find their gigs through SETC, NETC, UPTA, and Strawhat. Jobs that meet our internship requirements are also available through our partners - The Orlando Repertory Theatre, The Orlando Shakespeare Theatre, Disney World, Sea World, Universal, and Busch Gardens! **REMEMBER**, the job you get does not have to be termed an "Internship" by the organization for which you are working. It can be any job in your specialty area that meets our department's

internship requirements. **START EARLY** and maintain a positive attitude! The jobs are there. Summer Stock companies hire hundreds of people every year! However, you **MUST** plan well in advance and allow for travel to conferences, interviews, and auditions. Doing lots of research on companies or organizations you would like to work for is highly recommended. Ultimately, it is your responsibility to seek out and develop your internship.

### WHEN TO BEGIN

You may undertake your internship during the summer after your Junior or Senior year. Transfer students must be within two semesters of graduating in order to be eligible. Internships during the school year are only permissible if you have completed ALL of your departmental coursework and have concluded all of your commitments to the department.

**THE APPROVAL PROCESS:** Your job opportunity needs to be FORMALLY APPROVED before it can be considered an internship. Each potential internship is carefully evaluated on its individual merits but not all opportunities are approvable.

Once you have a job offer, EMAIL your Internship Coordinator [TheatreInternship@ucf.edu](mailto:TheatreInternship@ucf.edu) with the following information:

Company name  
Job title and description  
Start and end dates  
Salary  
Approximate number of hours you will work  
Your year and your track.

**Please be aware that no work may be credited towards an internship prior to formal approval. DO NOT** wait until the last minute. Email the Internship Coordinator as soon as you have a job offer.

### REQUIRED REGISTRATION PAPERWORK:

- A) Completed Internship Application Form. (Included in this manual).
- B) UCF Internship Agreement signed by your work supervisor. (Included in this manual).
- C) Your work contract and/or job description.

Contact Information for your Internship Coordinator is: [Theatreinternship@ucf.edu](mailto:Theatreinternship@ucf.edu)

If you have specific questions that are much more urgent, you can also add my personal email: [Claudia.Lynch@ucf.edu](mailto:Claudia.Lynch@ucf.edu)

## **MAKING THE MOST OF YOUR INTERNSHIP**

### **(Advice from former interns)**

- \*Be positive and enthusiastic.
- \*Be a problem solver.
- \*Be realistic and be willing to take on less than glamorous tasks.
- \*If projects come along that interest you, ask to be involved.
- \*Practice time management and self-care.
- \*Ask questions but know when to listen and observe.
- \*Be willing to accept feedback and criticism.
- \*Keep your supervisors informed. No surprises should be your motto.
- \*Seek out mentors and learn from colleagues.
- \*Make a point to learn and practice business etiquette.
- \*Conduct personal business during personal time.
- \*Be honest, fair, considerate, reliable, efficient, and trustworthy.
- \*Adopt a professional work ethic and NETWORK!
- \*Improve your skills!
- \*Practice the Golden Rule - do to others as you would have them do to you.
- \*Remember to check your Knights email and Canvas. You are taking an online course.
- \*Communication and due dates matter and do impact your grade.
- \*Communicate with your Internship Coordinator before issues turn into problems.
- \*Have fun and explore!

## **DOCUMENTING YOUR SEARCH**

Do document your job search. You may be asked to provide proof of your efforts to procure an internship. Samples of acceptable documentation include, proof of conference attendance, emails to and from theatres discussing job openings, hotel receipts, business cards of those you have spoken to about internship opportunities, proof of audition attendance, etc.

## Theatre UCF Internship Application

Term completing internship \_\_\_\_\_  
Term registering for internship \_\_\_\_\_  
Term graduating \_\_\_\_\_

**This Internship Application shall serve to clarify the purpose of the internship and to ensure the understanding of the learning/working experience among all concerned parties. The application should be clear and concise.**

### PART I - STUDENT INFORMATION

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Local Phone: \_\_\_\_\_

Permanent Phone: \_\_\_\_\_

Knights E-Mail: \_\_\_\_\_

A) Immediate and Long-term Career Goals. Please describe how this internship will help you realize your immediate and long-term career goals.

**Release:** We want to celebrate you and your internship experience, and we ask your permission to do so. By signing below, you grant Theatre UCF and the Professional Internship Program the ability to use your words, images, and other content generated during your internship for educational and informational purposes. **You are not required to sign nor to grant permission.**

\_\_\_\_\_  
Intern's Signature

\_\_\_\_\_  
Date

## Theatre UCF Internship Agreement

Attach work contract and/or job description and duties.

COMPANY NAME: \_\_\_\_\_  
Work Supervisor/Contact Person Name and Title: \_\_\_\_\_  
Company Address: \_\_\_\_\_  
Supervisor E-mail: \_\_\_\_\_  
Supervisor Phone Number: \_\_\_\_\_

I \_\_\_\_\_, AGREE TO THE FOLLOWING UCF PROFESSIONAL INTERNSHIP  
(Student's Name)

### PROGRAM STIPULATIONS...

1. I grant Theatre UCF and CAHSA permission to register me into Theatre Internship TPP 4940L (6 credits) in absentia for \_\_\_\_\_ and I accept responsibility for paying the tuition.  
(semester and year)

2. The inclusive dates of my internship are \_\_\_\_\_ through \_\_\_\_\_ 20 \_\_\_\_\_.

3. I will work on the job for a minimum of 270 hours and will be paid \$\_\_\_\_\_.  
(total amount)

4. I will submit to the Internship Coordinator via webcourses the following assignments:

A) Learning Objectives & Headshots **Due** \_\_\_\_\_

B) MID: Self-Reflection Paper, Informational Interview & Work Supervisor Evaluation **Due** \_\_\_\_\_

C) FINAL: Self-Reflection Paper, Informational Interview & Work Supervisor Evaluation **Due** \_\_\_\_\_

5. I understand that the above assignments (4A, 4B, & 4C) constitute 100% of my grade.

6. I agree to check my UCF Knights email address regularly during the course of the internship and to submit my work via Canvas on or before the due dates stipulated in this agreement. The nature and dates of my internship may be changed only with the express written approval of the UCF Theatre Internship Coordinator and Work Supervisor. I acknowledge that I am considered to be an employee of, or independent contractor for, the company and will be treated as such. I will not accept other employment that interferes with my internship obligations. I understand that this agreement may be terminated by student, Internship Coordinator or Work Supervisor at any time upon written notice, which is received and agreed to by the other two parties.

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
UCF Email Address

\_\_\_\_\_  
Date

\_\_\_\_\_  
Work Supervisor's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
UCF Internship Coordinator's Signature

\_\_\_\_\_  
Date

## ASSIGNMENTS

**ALL ASSIGNMENTS MUST BE SUBMITTED ON-TIME AND ONLINE VIA CANVAS/WEBCOURSES.**

**NOTE:** Your writing will be evaluated based upon college level writing. The University of Central Florida's definition of "College-Level Writing" is as follows:

1. The writing will have a clearly defined central idea or thesis.
2. It will provide adequate support for that idea.
3. It will be organized clearly and logically.
4. It will show awareness of the conventions of standard written English.
5. It will be formatted or presented in an appropriate way.

### PLEASE NOTE:

\*All assignments must be completed in order to pass the course.

\*If, for any reason, you do not pass this course hours worked become null and void.

\*Hours worked for a failed internship are non-transferrable. You will need to begin all over again with an entirely new internship.

\*Please regularly use and check webcourses and your knights email during your internship. You are taking an online class.

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## WEEK ONE ASSIGNMENTS

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### 1) Headshot & Learning Objectives

A) **Headshot:** SUBMIT your headshot (or a comparable photo) to Canvas as a JPG by the due date stipulated in your UCF Internship Agreement.

B) **Personal Due Dates:** Not all gigs are the same. As long as all work is finished in the course of the relevant semester, you will be given an opportunity to ask for personal due dates so that your mid assignments/ final assignments are not due during tech, etc.

C) **Learning Objectives** Create four-five learning objectives for your internship experience. You will reflect back on your learning objectives at the conclusion of your internship to ascertain whether or not you met them and to see if you would like to create new learning objectives that reflect that



which you did accomplish and learn. This assignment also serves as your student engagement for financial aid.

### **What is a Learning Objective?**

Learning objectives are statements that clearly and precisely describe what you intend to accomplish during your internship. Effective learning objectives are SMART:

**Specific, Measurable, Attainable, Result-Focused, Time-Limited**

Learning objective should explore what you will do and what tasks you will perform. They should also begin with strong verbs.

For example:

APPLY knowledge of auto CAD to design lighting for a show.

CREATE a new character for a devised production this Summer.

DEVELOP new stage management protocols for an existing system.

Other strong learning objective verbs include:

Analyze	Understand	Evaluate	Explore
Compose	Construct	Interpret	Create
Translate	Establish	Organize	Investigate
Illustrate	Inspect	Practice	Demonstrate
Experiment	Perform	Complete	Execute
Dramatize	Identify	Codify	Synthesize

Feel free to create your own!

\*SUBMIT to Canvas as a WORD DOCX by the due date stipulated in your UCF Internship Agreement.

## MID ASSIGNMENTS

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### 1) Mid Self-Reflection Paper

Reflect on the process, product, and experience in writing. Papers should provide thoughtful, thorough, articulate, in-depth, and insightful answers.

1,500 words minimum. Include word count. Include and **embolden** writing prompts, label as follows:

- A) What positive experiences am I having?
- B) What challenges have I faced and how have I dealt with them?
- C) What am I learning and what strengths am I developing?
- D) How well is my academic experience coinciding with the realities of working professionally in the field?
- E) Final Thoughts

\*SUBMIT to Canvas as a WORD DOCX by the due date stipulated in your UCF Internship Agreement.

### 2) Mid Informational Interview Paper

750 word minimum. Include word count. Include and **embolden** writing prompt.

Call, email, or interview in person a professional in your field. This person should be working in a position you might like to or in an organization that you admire and/or in which you would like to work one day. This person should NOT be someone who was a student at UCF at the same time you were/are a student. This person should have minimum 5 years Professional Experience.

Select three of the following questions for your interview. (A question you create may be substituted for one of the three). Please include the question, **embolden** it, then respond. Your paper should not be a transcription of your interview but a few quotes, reflection on how their answers impacted you, and what you learned. In other words, summarize the interview and spend the majority of your paper reflecting on how the interview impacted you.

- What do you look for when hiring?
- What are the biggest mistakes you see people make when interviewing?
- What are the biggest mistakes you see people make on the job?
- How did you find this job?
- What do you wish you'd known more about before you began this job?
- What advice would you give to someone who would like to work in your position or within your organization?
- Can you describe your career path? Where did you start and how did you get where you are today?
- Do you have any career advice during the time of Covid?
- Where did you start and how did you get where you are today?
- How has the pandemic impacted your work and career?
- What advice do you have for me just starting my career in the middle of this difficult time for our industry?
- Would it be OK if I stay in touch as I start my career?
- You may also create one of your own questions.

**3) Mid Supervisor Evaluation** Form located in this Manual. See Table of Contents.

Give this two-page evaluation form to your work supervisor at the mid-point of the internship (about a week before it is due). Once completed, scan and convert into a PDF for submission to Canvas. It is YOUR responsibility to ensure your supervisor evaluation arrives on time. The Late Penalty counts towards ALL assignments -including this one.

\*SUBMIT to Canvas as a PDF by the due date stipulated in your UCF Internship Agreement.

## FINAL ASSIGNMENTS

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### 1) Final Self-Reflection Paper

Reflect on the process, product, and experience in writing. Papers should provide thoughtful, thorough, articulate, in-depth, and insightful answers.

1,500 words minimum. Include word count. Include and **embolden** writing prompts, label as follows:

- A) What have I learned about myself and my chosen field as a result of my internship?
- B) What benefits and challenges have occurred as a result of my internship?
- C) If I had it to do over again what would I do differently and why?
- D) Refer back to the learning objectives created at the beginning of the semester in Webcourses. Include them here. Did you meet them? If no, create new ones here that you feel you did meet. Either way, please discuss.
- E) Would you recommend this internship to future students? Why or why not? Please explain.
- F) Regarding your internship, complete the sentence *I used to think\_\_\_\_\_ but now I think \_\_\_\_\_*.
- G) Final Thoughts

\*SUBMIT to Canvas as a WORD DOCX by the due date stipulated in your UCF Internship Agreement.

### 2) Final Informational Interview Paper

750 words. Include word count. Include and **embolden** writing prompt.

Call, email, or interview in person a professional in your field. This person should be working in a position you might like to or in an organization that you admire and/or in which you would like to work one day.

Select three of the following questions for your interview. (A question you create may be substituted for one of the three). Please include the question, **embolden** it, then respond. Your paper should not be a transcription of your interview but a few quotes, reflection on how their answers impacted you, and what you learned. In other words, summarize the interview and spend the majority of your paper reflecting on how the interview impacted you. This person should NOT be someone who was a student at UCF at the same time you were/are a student. This person should have minimum 5 years Professional Experience.

- What do you look for when hiring?
- What are the biggest mistakes you see people make when interviewing?
- What are the biggest mistakes you see people make on the job?
- How did you find this job?
- What do you wish you'd known more about before you began this job?
- What advice would you give to someone who would like to work in your position or within your organization?
- Can you describe your career path? Where did you start and how did you get where you are today?

- Do you have any career advice during the time of Covid?
- Where did you start and how did you get where you are today?
- How has the pandemic impacted your work and career?
- What advice do you have for me just starting my career in the middle of this difficult time for our industry?
- Would it be OK if I stay in touch as I start my career?
- You may also create one of your own questions.

**3) Final Supervisor Evaluation** Form located in this manual. See Table of Contents.

Give this two-page evaluation form to your work supervisor at the end point of the internship (about a week before it is due). Once completed, scan and convert into a PDF for submission.

It is YOUR responsibility to ensure your supervisor evaluation arrives on time. The Late Penalty counts towards ALL assignments -including this one.

\*SUBMIT your Canvas as a PDF by the due date stipulated in your UCF Internship Agreement.

**4) Extra Credit** Submit 5 photos or 2 Mp3 videos (of about 30 seconds or less).

**Theatre UCF**  
**Evaluation of Intern by Supervisor**

(page 1 of 2)

**Mid\_\_\_\_\_ Final\_\_\_\_\_ (please check one)**

Intern's Name and Job Title: \_\_\_\_\_

Supervisor's Name and Job Title: \_\_\_\_\_

Please rate the student in the following areas and provide written comments. Thank you!

1. Preparedness for the duties that were assigned during the Internship:

Excellent      Good      Satisfactory      Poor      Unsatisfactory

2. Professional and flexible attitude:

Excellent      Good      Satisfactory      Poor      Unsatisfactory

3. Speed of learning new duties:

Excellent      Good      Satisfactory      Poor      Unsatisfactory

4. Efficiency and reliability in carrying out duties:

Excellent      Good      Satisfactory      Poor      Unsatisfactory

5. Ability to take direction well onstage, backstage, or assisting in other duties:

Excellent      Good      Satisfactory      Poor      Unsatisfactory

6. Collaboration:

Excellent      Good      Satisfactory      Poor      Unsatisfactory

7. Ability to work well with supervisor and coworkers:

Excellent      Good      Satisfactory      Poor      Unsatisfactory

## Supervisor Evaluation of Intern (Cont'd)

(page 2 of 2)

8. Evaluations are a significant part of the intern's overall grade. Please check the grade you feel this intern has earned.

Excellent	_____	(Grade of A)
Good	_____	(Grade of B)
Satisfactory	_____	(Grade of C)
Poor	_____	(Grade of D)
Unsatisfactory	_____	(Grade of F)

9. Additional Comments:

Name of Organization: \_\_\_\_\_

Supervisor's Signature: \_\_\_\_\_

Supervisor's Email Address: \_\_\_\_\_

Supervisor's Phone Number: \_\_\_\_\_

Questions? Contact UCF's Internship Coordinator:

Email: [TheatreInternship@ucf.edu](mailto:TheatreInternship@ucf.edu)

### Graded Assignments:

#### ALL ASSIGNMENTS MUST BE COMPLETED IN ORDER TO PASS THE CLASS

No submission on an assignment = Failure of the class

Learning Objectives

Headshot

Mid Self-Reflection Paper

Mid Informational Interview

Mid Supervisor Evaluation

Final Self-Reflection Paper

Final Informational Interview

Final Supervisor Evaluation

### Grading Scale

Letter Grade	Points
A	93-100 points
A-	90- 92 points
B+	87-89 points
B	83-86 points
B-	80-82 points
C+	77-79 points
C	76-72 points
C-	70-72 points
D+	67-69 points
D	63-66 points
D-	60-62 points
F	59 and below

**If A.I. is used, keep use to less than 10% of project/assignment, and you MUST acknowledge the use of A.I and cite your sources to maintain academic integrity.**

### Theatre UCF Standards

It is the intent of the Theatre department administration and faculty to provide a clear and simple set of policies that guide rehearsals and classrooms to ensure a safe and comfortable space for learning. These guidelines are based on the Chicago Theatre Standards and have been adapted for the University of Central Florida. These standards will be in effect for all learning environments under the auspices of the UCF Theatre program, to include classes and rehearsals. Providing a safe and welcoming environment is intrinsic to learning. "Arts environments require risk, courage, vulnerability, and investment of our physical, emotional and intellectual selves. We seek to nurture spaces with strong safety nets that support that ethos without compromising a visceral and authentic experience for artists and audiences in our learning environment.

[http://theatre.cah.ucf.edu/files/Theatre\\_UCF\\_Standards.pdf](http://theatre.cah.ucf.edu/files/Theatre_UCF_Standards.pdf)



## Partial Theatre Internships

Before you can graduate you must complete six-credits of a professional theatre internship. It is preferred that you complete all six credits at once for the same organization during the same time period (normally during the summer months).

However, if you can **document hardship** by submitting proof that you have rigorously attempted to procure a six-credit internship and failed (proof of auditions, emails and letters to organizations, rejection letters, proof of conference attendance, airplane tickets, etc.) then you may be eligible, at the discretion of the Internship Coordinator, to complete partial internship experiences.

Partial internships are two-credit (90 hours on the job), three-credit (135 hours on the job), or four-credit (180 hours on the job). There are no one credit or five credit internships. Partial Internships may be undertaken in one semester or in separate semesters to achieve the required six credits. All other internship requirements remain the same – you must earn at least minimum wage, at least 80% of your internship must be in your specialty area, and you must have completed your Junior level coursework (or, if a transfer student, you must be within two semesters of graduating). If you are still taking classes and/or have commitments to the department, internships during the school year are not approvable.

On the following pages are breakdowns of assignments for partial internships.