



UNIVERSITY OF CENTRAL FLORIDA

**Themed Experience Professional Internship Program Guidelines,
Application Forms, Assignments, and Grading
2020-2021**

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WELCOME TO YOUR INTERNSHIP EXPERIENCE!

The primary goal of your internship is to provide you with professional work environment that goes beyond the UCF classroom experience. It is meant to be the bridge from academic training to the world of commercial themed experiences and entertainment. 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 any job in the field, 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.

- Six (6) hours of internship credit equates to at least 270 hours on the job.
- You must be paid at least minimum wage. (The current minimum wage in Florida is \$8.46 an hour. If housing, travel, food, certifications are included they may also be factored in to achieve minimum wage.)
- At least 80% of your internship must be in your field of study.
- You must have a work supervisor willing to sign our paperwork and evaluate your work twice during the process.
- You must have the program director's (or designee) approval

Internships should...

- Integrate academic themed experience knowledge and design/creative concepts in a professional work setting.
- Develop and expand your knowledge base, test your abilities, help to solidify your career goals.
- Expand your awareness of the world beyond the campus through exposure to a variety of careers, disciplines, lifestyles, and environments.
- Enable you to gain access to knowledge, design concepts, and methodologies not available on the UCF campus.
- 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 internships through various studios HR recruitment initiatives, IAAPA, TEA, TEAAS or through one of our many themed experience partnerships. 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! Doing your 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

Your internship can take place anytime during your time within the Themed Experience program. However, it is recommended that the internship happen after you have completed at least two semesters in the program. Summer internships can allow you a time that is without other class conflicts and provide summer employment as well. You must confer with the internship coordinator for any internship

approvals. Please confirm that your time will be approved before you contact any potential internship positions.

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. Check with your internship coordinator throughout the process of securing your employment.

Once you have a job offer, EMAIL your Internship Coordinator with the following information:

1. Company name and contact person with contact information
2. Job title and description
3. Start and end dates
4. Salary (along with any formula of items that contribute to your total compensation)
5. Approximate number of hours you will work
6. Your year in the graduate program and your area of focus.

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.

WHAT TO BRING TO YOUR REGISTRATION APPOINTMENT WITH THE INTERNSHIP COORDINATOR

1. Completed Internship Application Form. (Included in this manual)
2. Themed Experience Internship Agreement signed by your work supervisor. (Included in this manual)
3. Your work contract and/or job description. If this doesn't exist, please create one and have your supervisor approve it.
4. Your completed Advisor Consent Form signed by your Graduate Academic Advisor. (Included in this manual)

Contact Information for your Internship Coordinator is:

Peter.Weishar@ucf.edu

12488 Centaurus Blvd., Office# T-216

Orlando, Florida 32816

Phone: 407-823-0987

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 potential employers discussing job openings, hotel receipts, business cards of those you have spoken to about internship opportunities, proof of interview participation, etc.

THEMED EXPERIENCE INTERNSHIP REGISTRATION FORMS

Once your internship has been approved please make an appointment via email to meet with your Internship Coordinator to process your official internship registration forms.

Bring the following completed and signed forms to your meeting:

1. Internship Application (pg. 7)
2. Internship Agreement. Signed by work supervisor. Leave due dates blank. (pgs. 8 – 9).
3. Advisor Consent Form. Signed by you and your Graduate Advisor. (pg. 10).
4. Job description and/or copy of work contract (including all contact information).



THEMED EXPERIENCE INTERNSHIP APPLICATION

Term Completing Internship _____

Term Registering for Internship _____

Term Graduating _____

This Internship Application serves 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: _____

Street Address: _____ Apt # _____

City: _____ Zip Code: _____

Mobile Phone: _____

Home Phone (if different from mobile #): _____

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 the program 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 _____



THEMED EXPERIENCE INTERNSHIP AGREEMENT

**Attach work contract and/or job description and duties.*

Company: _____

Company Address: _____ Suite # _____

City: _____ Zip Code: _____

Name of Work Supervisor: _____

Supervisor Title: _____ Supervisor E-mail: _____

Supervisor Phone Number: _____

I _____ *(Student's Name)* **AGREE TO THE FOLLOWING THEMED EXPERIENCE PROFESSIONAL INTERNSHIP PROGRAM OBLIGATIONS...**

1. That I will register for _____ semester hours of internship credits.
2. That the inclusive dates of my internship are ____/____/____ through ____/____/____.
3. That the nature and dates of my internship may be changed only with the express written approval of the Themed Experience Internship Coordinator and Work Supervisor.
4. That I will be responsible for all costs involved in the internship including but not limited to: transportation, housing, phone, utilities, meals, health insurance, damage, personal expenses, and tuition.
5. That I will earn a total payment of \$_____ to be paid _____ by _____ *(daily, weekly, monthly, etc.)*

(name of company)
6. That I am considered to be an employee of, or independent contractor for, the company and will be treated as such. I will complete all assignments from the company for which I am working, recognizing fully that I represent the Themed Experience program at UCF as well as myself and that my work reflects upon the reputation and future of the Themed Experience and the Internship program.
7. That I will not accept other employment that interferes with my internship employment.
8. That I will be on the job for a minimum of _____ hours.



THEMED EXPERIENCE INTERNSHIP AGREEMENT

(page 2)

9. That I will submit to the Internship Coordinator (possibly through UCF Canvas) the following assignments:

A - LEARNING OBJECTIVES

Due ____/____/____

B- MID SELF-REFLECTION PAPER AND MID WORK SUPERVISOR EVALUATION

Due ____/____/____

C- FINAL SELF-REFLECTION PAPER, FINAL WORK SUPERVISOR EVALUATION, AND MULTI-MEDIA SHOWCASE OF INTERNSHIP

Due ____/____/____

10. That I understand that the above assignments (9A, 9B, 9C) constitute 100% of my grade.
11. That I have submitted a job description and/or contract provided to me by the employer.
12. That I agree to check my UCF Knights email address daily during the course of the internship and submit my work (possibly via Canvas) on or before the due dates stipulated in this agreement.

I understand that failure to turn in assignments on the dates stipulated in this agreement will result in a grade reduction of three points per day and that low word count on papers will result in a deduction of points of 2 points per word. Further, I understand that failure to complete all of the assignments will result in failure of the course.

I certify that I have read the above agreement obligations and will abide by the stated and established rules. Further, I understand that this agreement may be terminated by student, Internship Coordinator or Work Supervisor at any time upon written notice (email), which is received and agreed to by the other two parties.

Student's Signature

Knights Email: _____ Date ____/____/____

Work Supervisor's Signature

Date ____/____/____

Themed Experience Internship Coordinator's Signature

Date ____/____/____



THEMED EXPERIENCE ADVISOR CONSENT FORM

Date ____/____/____

Dear Themed Experience Advisor,

I am applying to undertake my professional internship.

In order to verify that I am eligible to do so, please refer to my academic audit, which I present to you with this form. By signing this form you confirm that I have completed all required course work and received internship coordinator permission to participate in the Themed Experience Internship program.

Thank you.

Student Signature

Students Name (print)

The above student is eligible to undertake an internship.

Advisor's Signature

Advisor's Name (print)

Date ____/____/____

Themed Experience Internship Coordinator
407-823-0987
Peter.Weishar@ucf.edu



ASSIGNMENTS

ALL ASSIGNMENTS MUST BE SUBMITTED ON-TIME AND ONLINE VIA CANVAS/WEBCOURSES (unless otherwise approved).

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 Canvas and your knights email during your internship. You are taking an online class.

WEEK ONE ASSIGNMENTS

Learning Objectives (5 points)

Create four to 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 what you did accomplish and learn. This assignment also serves as your student engagement requirement 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, and Synthesize

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

MID TERM ASSIGNMENTS

1- Mid Self-Reflection Paper (20 points)

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

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

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

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

2- Midpoint Supervisor Evaluation (20 points) *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 at least 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. Remember, you lose three points per day for late work. This includes your supervisor evaluations.

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

FINAL ASSIGNMENTS

1- Final Self-Reflection Paper (20 points)

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

1,500 words. 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 Canvas. 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? Please explain.
- f) Regarding your internship, complete the sentence I used to think ___ but now I think ___.
- g) Conclusions

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

2- Final Supervisor Evaluation (20 points) *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. Remember, you lose three points per day for late work. This includes your supervisor evaluations.

*SUBMIT through Canvas as a PDF by the due date stipulated in your Themed Experience Internship Agreement.

3- Professional Internship Experience Presentation (15 points)

Create a 4 to 5 minute presentation of your internship experience. You may include photos, videos, text, and interviews (with yourself and others)

Introduce yourself and your internship location.

Include your name, your track, your job title, your internship location.

Please combine all of the elements above in a way that walks the viewer through the beginning, middle, and end of your internship story. Explore the story of your internship through travels, gatherings, trips, friends, locations, etc.

*SUBMIT project (or link to project) to Canvas by the due date stipulated in your Themed Experience Internship Agreement.



SUPERVISOR'S EVALUATION OF THEMED EXPERIENCE INTERN

Mid Final
(please check one)

Intern's Name: _____ Job Title: _____

Supervisor's Name: _____ Job Title: _____

Please rate the student in the following areas

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 in creative design studio and/or event site:

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'S EVALUATION OF THEMED EXPERIENCE INTERN

Continued (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

Email: _____

Supervisor's Name

Phone: _____

Supervisor's Signature

RUBRICS

Assignment - Learning Objectives (5 points)

| Learning Objectives | Exceeded Expectations | Met Expectations | Did not meet expectations |
|--|-----------------------|------------------|---------------------------|
| Created 4 – 5 strong learning objectives with active verbs | 1 | .8 | .7 |
| Followed directions | 1 | .8 | .7 |
| Used language effectively | 1 | .8 | .7 |
| Showed Evidence of substantive thinking | 1 | .8 | .7 |
| Set practical goals | 1 | .8 | .7 |

Assignment – Mid and Final Self Reflection Papers (20 points each)

| Learning Objectives | Exceeded Expectations | Met Expectations | Did not meet expectations |
|--|-----------------------|---------------------|---------------------------|
| Utilized discipline specific vocabulary effectively throughout writing | 2 | 1.7 | 1.5 |
| Answered all writing prompts, labeled prompts as directed, followed directions | 2 | 1.7 | 1.5 |
| Presentation of content includes clarity of expression/writing style | 4 (error free) | 3.4 (1-3 errors) | 3 (4 or more errors) |
| Grammar, punctuation, spelling, and sentence structure | 4 | 3.4 | 3 |
| Substantive discussion of experience, views, learning, advice | 8 | 6.8 | 6 |

Additional points may be subtracted for excessive grammatical errors and failure to follow directions.

Presentation - (15 points)

| Learning Objectives | Exceeded Expectations | Met Expectations | Did not meet expectations |
|--|-----------------------|------------------|---------------------------|
| Subject is engaging, educational and relevant. Provides insight into topic, which is thoroughly discussed. Followed directions. | 5 | 4.25 | 3.75 |

| | | | |
|---|---|-------|------|
| Content - Presents information in a compelling manner, uses language properly and effectively. Images and graphics relate well to content, student provides thoughtful approach, presentation, and commentary. | 5 | .4.25 | 3.75 |
| Technical – Sound, image and graphics are clear and understandable, lighting is adequate, titles and transitions are used effectively, video editing flows well, visuals are clear and compelling. | 5 | 4.25 | 3.75 |

Supervisor Evaluations (20 points each)

| | | |
|----------------|---|--------------------|
| Excellent | A | 20 points |
| Good | B | 17 points |
| Satisfactory | C | 15 points |
| Poor | D | 13 points |
| Unsatisfactory | F | 11 points or lower |

| Grade Breakdown | Points |
|-----------------------------|-------------------|
| Mid Self Reflection Paper | 5 points |
| Mid Supervisor Evaluation | 20 points |
| Final Self-Reflection Paper | 20 points |
| Final Supervisor Evaluation | 20 points |
| Presentation | 15 points |
| Total | 100 points |

| 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 |

Late Work Minus 3 points per day
Low Word Count Minus 5 points per word
Language Use Issues Minus .25 per incident
No submission Failure of the class