

Internship Contract - DRAMA 493

Administered through the School of Drama
HUT 129 • Box 353950 • Phone: 206 543-4204
E-mail: emboyle@uw.edu

Name _____ Student # _____

Quarter, Year _____

1. Learning Goals: What do you want to learn as a result of this internship experience? Be as specific as possible.

2. Job Description: What will you do as an intern with this organization? How will these responsibilities help you fulfill your learning goals?

3. Field Supervision: Who in the organization will supervise your internship and what kind of training and assistance will you receive?

4. Academic Guidance: Who is your academic sponsor? How will you support this experience academically? Include any readings, discussions, writings, or your proposed paper/project.

5. Number of Credits: DRAMA 493 is a graded course. Credit is variable, between one and six, with every three hours a week you spend at your site (over a 10 week course) being worth one credit. You may complete a total of six credits in DRAMA 493, spread over any number of quarters. Please indicate how many hours per week you will be interning at your site and how many credits have been agreed upon between yourself and your academic sponsor.

Hours per week: _____

Total number of credits requested: _____

Although the School of Drama has taken reasonable steps to provide the student with trained and skilled supervisors, it should be understood this internship is not without risks. In signing this learning contract, the student acknowledges inherent hazards and risks, including but not limited to physical injury and death, and assumes those beyond control of the University staff. In case of emergency, I, the student, give my consent for emergency medical treatment and agree to pay for any charges not covered by my personal health insurance.

Student Signature Date

Academic Sponsor Signature Date

Site Supervisor Signature Date

IMPORTANT: Please note responsibilities and instructions on the following pages before signing this contract. Please provide a copy of your signed, completed learning contract for your academic sponsor, site supervisor, and yourself. Turn the original in to the School of Drama Advising Office, HUT 129.

DRAMA 493 provides students with the opportunity to earn academic credit for an internship experience. Students learn by connecting classroom theory and community-based experience through the completion of an academic project. This learning is fostered by forming a “learning triangle” between the student, academic sponsor, and internship supervisor.

1. The **Student** agrees to:

Perform at a high level and to the satisfaction of the site supervisor those assigned tasks related to the internship component of this contract and adhere to all personnel rules.

Perform at a high level learning activities negotiated with the academic sponsor as stated in the contract, including communicating with the academic sponsor according to the agreed-upon meeting schedule and completing a final academic project.

Complete an evaluation of the internship learning experience. The evaluation will be sent at the end of the quarter and must be returned to your academic sponsor before credit can be granted.

Talk with the academic sponsor, internship supervisor, and the School of Drama Advising Office about any changes, revisions, or concerns regarding the internship.

2. The **Academic Sponsor** agrees to:

Provide instructional support and guidance by communicating regularly with students about their on-site experiences, pertinent readings, theoretical frameworks, and project designs.

Utilize meeting times with the student as an opportunity to develop writing skills by reviewing one or more drafts of the final paper or project.

At the end of the quarter, assign a letter grade depending on your evaluation of the academic component of the internship.

3. The **Site Supervisor** agrees to:

Provide a good learning and training environment for the student.

Work directly with the student and make explicit arrangements with the student concerning the overall goals described in this contract, communication with the student, expectations, and records of the student’s hours and performance.

Complete an evaluation of the student’s performance. This must be returned to the School of Drama Advising Office before the student can receive credit.

The School of Drama Advising Office serves as a liaison between the University and host organizations. The undergraduate adviser in the department will coordinate the internship and provide administrative support services as needed by the student, academic sponsor, and site supervisor. Upon request from the student, academic sponsor, or site supervisor, the undergraduate adviser is available to assist in resolving any difficulties that may arise.

This contract may be terminated or amended by the student, academic sponsor, or site supervisor at any time upon two weeks written notice, which is received and agreed to by the other parties.

Internship Guidelines: DRAMA 493

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Drama 493 provides students in the Drama undergraduate major with the opportunity to earn academic credit for an internship experience. Students learn to connect classroom theory and community-based experience through the completion of an academic project. This learning is fostered by forming a “learning triangle” between the student, academic sponsor, and internship supervisor. Recommended: completion of the drama major pre-requisites.

NOTE: A maximum of 6 credits of DRAMA 493 may be applied to elective credits in the major. Any additional internship credits, e.g. GEN ST 350, do not count toward the major; GEN ST 350 credits count only toward general elective credits to graduate.

DRAMA 493 is a graded experience. Credit is variable, between 1 and 6, with every 3 hours a week you spend at your site (over a 10 week course) being worth 1 credit. You may complete a total of 6 credits in DRAMA 493, spread over any number of quarters.

- You are the first partner in the “learning triangle” and perhaps the most important. As outlined in your learning contract, formed with your academic supervisor and site supervisor, you must complete an academic project and all assigned tasks, meeting mutually agreed upon criteria.
- The second partner in the “learning triangle” is the academic sponsor. This is the person on campus with whom you meet on a regular basis to discuss your academic project and experiences at your site. This person should be willing and able to provide instructional support and guidance, along with help in research and help with problems that arise at your internship.
- Your site supervisor is the third partner in your “learning triangle.” You should be working directly with this person, making explicit arrangements concerning overall goals, projects, duties, hours, and other expectations. These criteria are to be laid out in the learning contract.

The academic project portion of earning credit for an internship can be completed in a number of ways, with support from both your academic sponsor and site supervisor. For most students, the project takes the form of an analytic paper (or an equivalent amount of work in another medium, i.e., film). Such a paper should develop an argument or thesis, drawing upon site-based experiences and academic theories and resources.

Academic credit will be granted for the internship when your faculty supervisor has received the following: a satisfactory evaluation of your performance from your site supervisor and your final paper or project. *Included in these forms is an Evaluation form for the site supervisor to fill out and return to the academic supervisor before the end of the quarter. A reminder will be sent by mail or email when the quarter deadline approaches.*

DESCRIPTION OF STUDENT INTERNSHIP PROJECT (DRAMA 493)

Please complete this description of your project and email it to the School of Drama advisor by the third week of the quarter.

Student Name: _____

Internship Organization: _____

Supervisor: _____

Supervisor's Contact information: _____

Intern Period: _____

I have contracted to complete a minimum of _____ hours per week at the internship.

Description of Project:

EVALUATION OF STUDENT INTERNSHIP PERFORMANCE (DRAMA 493)

Please complete this evaluation of your student intern and email it to us before the end of the quarter.
(We will remind you when the deadline approaches.)

Student Name: _____

Internship Organization: _____

Supervisor: _____

Intern Period: _____

The student completed _____ hours/week at the internship.

Please provide an evaluation of the student's internship performance below: