

THEATRE INTERNSHIP AGREEMENT

Missouri Valley College in Marshall, MO and *The Division of Fine Arts* agree to enter into the following Experiential Learning Agreement.

1. All Individual Student Learning Plans must contain learning outcomes and other objectives to be met, including clock hour requirements, contact persons, evaluation instruments and procedures, facility or site expectations and requirements, credit hours of internship.
2. College internship supervisor will make a minimum of two contacts (phone/email/etc) and where feasible, at least one site contact, during the internship.
3. If a student leaves an established internship without prior permission from his/her college internship supervisor, or if the student's conduct on the internship is such as to cause their being discharged with cause by the cooperating facility, the student will receive a grade of "F" for the internship.
4. There is no requirement of "pay" as part of an internship. If a student is paid for their time, that is a matter to be initiated by the cooperating facility and not the student, nor the College. The College is not opposed to a student receiving "pay." The College is primarily concerned that the internship be an educational experience containing defined learning outcomes.

THE COLLEGE AGREES TO:

1. Approve a set of written learning outcomes regarding the educational experience of the internship.
2. Establish the amount of credit to be awarded for an individual internship.
3. Be responsible for the final grade. Input by the facility's supervising person will have considerable weight.
4. Maintain direct and open lines of communication with the cooperating facility person.
5. Notify the cooperating firm in writing of any changes of personnel involved in the agreement

THE COOPERATING FACILITY AGREES TO:

1. The concept that Experiential Learning is an educational activity.
2. Support the student and faculty advisor's series of learning outcomes to be achieved by the internship.
3. Provide a general orientation for the student in regard to the facility's administrative structure, philosophy, mission, state, legal, and facility guidelines.
4. Assist in the evaluation of the student. A copy of the completed evaluation form of the student will be presented to the College following the completion of the internship.
5. Discuss the final evaluation with the student.
6. Maintain direct and open lines of communication with the College contact person.
7. Notify the College in writing of any changes in staff personnel involved in this Agreement.

THE INTERN AGREES TO:

1. Recognize the civil rights and human dignity of all with whom they may come into contact.
2. Maintain the strict confidentiality of all information that pertains to individuals or to the facility personnel that may be learned during the internship.
3. Contact the facility supervisor if they cannot be present at the scheduled time.
4. Abide by all policies and expectations of the cooperating facility and Missouri Valley College.

EVALUATION OF THE STUDENT WILL INVOLVE THE FOLLOWING INPUT

1. Student journal/reaction paper/self-evaluation/other required paperwork – 60%
2. The supervisor's rating: an evaluation of the student's performance – 40%

The College internship supervisor will assign the final grade after considering the above factors.

INDIVIDUAL LEARNING PLANS:

1. This Experiential Learning Agreement will be considered a part of each Individual Student Learning Plan and a copy will be made available to each student intern.
2. This Experiential Learning Agreement will be kept on file at the cooperating facility and at the College.
3. All Individual Student Learning Plans must be completed prior to placement. Copies of this plan must be on file with the Division Chair, the facility's internship supervisor, and the intern student.

Facility Intern Supervisor: _____ Position: _____

Email Address: _____ Phone: _____

Company Name: _____ Date: _____

Address: _____

Student Name: _____ Major/Minor: _____

Email: _____ Phone #: _____

This Learning Plan is for: _____ Fall _____ Spring _____ Summer Year: _____

COOPERATIVE EDUCATION PLACEMENT:

1. Job title of intern: _____
2. Brief description of the work-related activities and responsibilities.

3. This internship will begin on _____ and end on _____.

LEARNING OBJECTIVES:

Knowledge or Skill sought
(Attach to form)

Indicators of Achievement
(Attach to form)

The student is expected to register for TH 401 (1-3 credit hours) and accomplish the following:

1. Successfully complete the internship experience and complete any required paperwork specified by the cooperating facility and faculty internship supervisors.

2. Drawing information from the internship experience, the **student will prepare a typed synthesis paper (typically seven to ten pages, double spaced)** that meets college-level academic standards. The paper should be organized under the following headings:
 - a. Description of the internship position, the cooperating facility, and the nature of the work/learn environment.
 - b. Discussion of how the learning objectives were achieved and/or those not achieved.
 - c. Discussion of unanticipated educational benefits.
 - d. Identification of new areas of development (academically, professional, and personally) as a result of the experience.
 - e. Overall reaction to the experience.

3. Cooperating facility's evaluation and recommendations.

4. Additional requirements:
 - a. Journal with daily observation entries
 - b. Portfolio containing all documentation generated from the internship

Faculty Intern Supervisor: *Wade S. Hughes*; 500 East College, Marshall, MO 65340; 660-831-4147

hughesw@moval.edu

Signature:

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- This is a learning plan for a total of _____ credit hours for this semester only.
 - The student will work a total of _____ hours.
 - The total number of work hours per credit hour are_____.
 - The student will be enrolled in Course Number: TH 401 Course Title: Internship.
 - All documentation must be placed inside this contract and submitted to the internship supervisor prior to final grading.

(Student Signature)

(Date)

INTERNSHIP EVALUATION

| <u>RELATIONS WITH OTHERS</u> | <u>ATTITUDE-APPLICATION TO WORK</u> | <u>ABILITY TO LEARN</u> | <u>WORK QUALITY</u> |
|--|---------------------------------------|--------------------------|---------------------|
| () Exceptionally mature | () Outstanding and enthusiastic | () Learns very quickly | () Excellent |
| () Works well with others | () Very interested and industrious | () Learns readily | () Very good |
| () Gets along satisfactory | () Average in diligence and interest | () Average in learning | () Average |
| () Has difficulty working with others | () Somewhat indifferent | () Rather slow to learn | () Below average |
| () Works very poorly with others | () Definitely not interested | () Very slow to learn | () Very poor |
| <u>JUDGEMENT</u> | <u>DEPENDABILITY</u> | <u>ATTENDANCE</u> | <u>PUNCTUALITY</u> |
| () Exceptionally mature | () Completely dependable | () Regular | () Regular |
| () Above average in making decisions | () Above average in dependability | () Irregular | () Irregular |
| () Usually makes the right decisions | () Usually dependable | | |
| () Often uses poor judgment | () Sometimes neglectful or careless | | |
| () Consistently used bad judgment | () Unreliable | | |

Student Name: _____ **Site Location:** _____

Instructions: The immediate supervisor will evaluate the student objectively, comparing him/her with other students of comparable academic level, with other personnel assigned the same or similarly classified jobs, or with individual students.

Overall Performance: **Outstanding** **Very Good** **Average** **Marginal** **Unsatisfactory**

What traits may help or hinder the student's advancement? (Attach separate sheet if necessary).

HELP:

HINDER:

Types of assignments completed (Attach separate sheet if necessary).

This report has been discussed with the student? () yes () no

Signed _____

Immediate Supervisor

Date