

DEPARTMENT OF THEATER ARTS - INTERNSHIP BASICS

1. Research internships in your area of interest. Possible sources:
 - Theater Arts Internships web page and Theater Arts bulletin boards
 - Internship guidebook in the Department of Theater Arts
 - Talk to a faculty member in your area of interest (see Faculty Profiles on the website: <http://www.pdx.edu/theater> for descriptions of faculty areas of expertise)
 - Inquiries at local theaters, arts organizations, educational institutions, production units and/or media outlets. (See the list of organizations on the web site, for starters)
2. Prepare a resume and a letter of intent (what you would like to do and why), and go over it with the advisor. Make an appointment to meet and talk with the representative of the Internship of your choice. Work out details of the internship, including job description, time commitment, start and end dates, and pay rate if applicable.
2. Create a short description of the internship and complete the Internship Agreement in consultation with a Theater Arts faculty member. If not working with another faculty member, Sarah Andrews-Collier can assist you. Please set an appointment by calling 503-725-4612. The internship is a work agreement which will require at a minimum, 45 hours of work per 1 course credit, a log of hours worked and narration of activities, a journal consisting of daily reflection on your internship experience, and a self-evaluation of the project. Plan with your course advisor when and how often you will check in regarding the progress of your internship, and acquire his/her signature. Take the agreement to the employer to be signed and return to the faculty adviser.
3. Complete a yellow By-Arrangement form to sign up for credits for your internship. Once signed by your faculty adviser, the form is forwarded to the Department Chair for signature, and then forwarded on to Registration. Be sure to check your schedule to make sure the credits appear. Typically, it takes 1-2 weeks for credits to show up on your records.
4. At the time you complete the Internship Agreement with the internship supervisor, give her/him the “Employer Evaluation of Student’s Intern Experience.” Be sure to inform your supervisor of the date the form should be returned to your advisor.
5. Keep a record of your internship hours and fulfill other requirements as specified by your faculty adviser.
6. Upon completion of the internship, submit your timesheet and other required materials to your faculty adviser. To process your grade, your supervisor evaluation must be received by your faculty adviser under separate cover.

**PORTLAND STATE UNIVERSITY
DEPARTMENT OF THEATER ARTS
INTERNSHIP AGREEMENT**

NAME: _____ PSU ID#: _____

PHONE: _____ TERM: _____ MAJOR: _____

ADDRESS: _____ CITY: _____ ST/ZIP: _____

EMAIL: _____

STUDENT STANDING/YEAR IN SCHOOL: _____

CO-OPERATING EMPLOYER: _____

ADDRESS: _____

EMAIL: _____

NAME/TITLE OF EMPLOYER SUPERVISOR: _____

EMPLOYER PHONE: _____ EMAIL: _____

TITLE OF INTERN POSITION: _____

HRS PER WEEK: _____

NUMBER OF WEEKS ON THIS JOB: _____ FROM: _____ TO: _____

DESCRIBE WORK DUTIES:

DEPT AND COURSE NUMBER: _____ CREDITS: _____ YEAR: _____

DESCRIBE ACADEMIC REQUIREMENTS:

EMPLOYER SUPERVISOR'S SIGNATURE: _____ DATE: _____
(print name below signature)

STUDENT SIGNATURE: _____ DATE: _____
(print name below signature)

ACAD. ADVISER &/OR DEPT. HEAD: _____ DATE: _____
(print name below signature)



**DEPARTMENT OF THEATER ARTS
EMPLOYER EVALUATION OF STUDENT'S INTERN EXPERIENCE**

Student's Name _____ Job Title _____

Year _____ Term _____ Student Phone _____

Cooperating Employer _____

Employer Telephone _____ Employer Supervisor _____

Employer Email: _____

Employer Supervisor (signature) _____

I. Please evaluate the student on the following scales in comparison to other similarly assigned students or personnel or with respect to achievement of objectives.

	SELDOM		CONSISTENTLY		
A. INTERPERSONAL RELATIONS: Student works effectively with colleagues and supervisors	1	2	3	4	5
B. JUDGMENT: Student makes wise choices	1	2	3	4	5
C. DEPENDABILITY Student demonstrates a high degree of reliability	1	2	3	4	5
D. LEARNING ABILITY: Student quickly learns new concepts	1	2	3	4	5
E. MOTIVATION: Student is self-directed and engaged	1	2	3	4	5
E. QUALITY OF WORK Student produces high quality work	1	2	3	4	5
F. OVERALL PERFORMANCE:	Unsatisfactory	Marginal	Average	Good	Outstanding

IF INSUFFICIENT SPACE IS PROVIDED FOR YOUR RESPONSES TO ANY OF THE FOLLOWING ITEMS, PLEASE FEEL FREE TO ATTACH AN ADDITIONAL PAGE.

II. Briefly relate this student's strengths and weaknesses:

III. Would you recommend this student to pursue a career related to this experience; and, if so, what additional recommendations would you make to better prepare this student for such a career?

IV. Were there any special problems that affected this student's performance of the range and type of tasks he/she was asked to perform?

Please discuss the above portion of the evaluation with the student.

Additionally, do you wish the Academic Advisor to discuss it with student?

_____ YES _____ NO

V. Would you engage a PSU Theater Arts intern again?

VI. Do you have any feedback for us?

Academic Advisor (print) _____

Email address _____

Telephone _____

Course Number _____ Course Title _____ Credits _____

PLEASE RETURN BY _____

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