

**Brigham Young University
College of Fine Arts and Communications
Department of Dance**

Intern Assistant Student Agreement

The Department of Dance offers instruction in a variety of classes that often include student assistants. Students qualify to become intern assistants after successfully completing advanced course work in the genre in which they will assist. Students should be available to attend their designated class regularly and are strongly encouraged to enroll in a related pedagogy course. This opportunity should be educationally beneficial to all parties including, the student assistant, the students enrolled in the course and the instructor.

If you have been invited to be a student intern assistant please read the terms and expectations below.

The program coordinator will submit one copy to the intern coordinator, Brent Keck, one copy to area administrator and one copy to the dance financial manager, Ryan Biddulph. (no later than the first week of class)

Intern Assistants (IA's): Class Credit

1. Register for Dance 399 to receive internship credit.
To sign up for the course, please follow the steps below:
 - a. After consultation with your faculty advisor email brent.keck@byu.edu with the amount of credits you will take for the class. He needs that information to approve your application. (BYU requires 42 hours of work for each credit taken)
 - b. Go to myBYU and sign in
 - c. Enter intern 01 in the Quick URL box"
 - d. Fill out the application (Dance 399R) and submit it

Once you have fully completed this process your application will be sent to the department internship coordinator (Brent Keck) and to the Internship Office for approval. When it is approved, you will be notified by email that you may sign up for the class. At the conclusion of the semester, the on-site supervisor and your faculty advisor will evaluate your performance and consult with the coordinator who will assign you a grade for the course.

2. Attend class just as you would in any course for which you earn credit.
3. Prepare to demonstrate and teach short portions of the curriculum which will be critiqued and mentored by the course instructor.
4. Assist students during class with their technique.
5. You ***should not plan to*** grade, but will observe and assist with grading procedures.
6. No outside class meetings will be required unless part of the internship plan.
7. Report achievement of learning goals at the conclusion of the term with a two page paper submitted to Brent Keck by the last day of class.

Please complete the following, sign and submit to your program coordinator **prior to the 1st day of class.**

Course Title:

Name of Instructor:

Semester/Term:

I have read the description, terms and conditions above and am willing to participate in the described activities. I understand and agree to the terms and conditions as outlined.

Signature

Date