



## WORK EXPERIENCE POLICY

Story Institute

PTIB# 4423

DLI#O266418531812

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### Responsibility

All employees, contractors, and students

1. The work experience is a required part of **The Working Actor diploma program** in which the student obtains practical skills relevant to the learning objectives of the program.
2. The requirements for participation in the work experience are as follows:
  - Original productions are created for both live and recorded performances and each student must be involved in each step of the process from pre-production, through to production, through post-production and its evaluation.
3. The process by which the student will be placed in a work experience is as follows:
  - All students will be involved in creation and ideation part of the project and will cast their projects by student committee (those in the program) in terms of roles and responsibilities on the administrative and creative elements of each production.
4. **Story Institute**, the student, and the host organization, will enter into a written agreement detailing each party's responsibilities and the activities the student will undertake during the work experience. A copy of the agreement will be provided to the student before the start date of the work experience.
5. The process by which the student will be evaluated in relation to the work experience component is as follows:
  - Students will be evaluated by instructors and/or members of the administrative team using the **Performance Evaluation Rubric** assigned to this program.
6. The student will be provided with at least one written evaluation in relation to the work experience component.
7. **Story Institute** will monitor the student during the work experience by reviewing:
  - each **hour** whether the student is attending the work experience; and
  - each **hour** whether the student is meeting the learning objectives of **The Working Actor**.



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