



INTERNSHIP PACKET

2008-2009

Dear Prospective Intern,

On behalf of our entire organization we would like to welcome you to the Oregon Dance & Drill Judges Affiliation! We thank you for taking an interest in our organization and the internship process, and we are excited to have you as a part of the 2008-2009 judging season.

From the application process to becoming a certified performance judge, we are here to ensure that your internship is successful & enjoyable and that your experience with the Judges Affiliation is a rewarding one! We hope that this packet will provide you with all the information you need to get you started.

If at anytime you have questions regarding our Internship Program or any other aspect of our organization, please don't hesitate to contact:

**Kristen Myers our Internship Director at
jainternship@comcast.net or 503-381-9874**

Again, we welcome you to our organization and we wish you happy interning!

Sincerely,

**The Judges Affiliation
Leadership Team**

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WHAT IS THE JUDGES AFFILIATION?

The Judges' Affiliation is an organization involved in the adjudication of Oregon's competitive dance team events. Involvement is open to anyone that can demonstrate a proficiency in the judging process, is of respectable character, and demonstrates a professional and reliable attendance.

MISSION STATEMENT

Our mission is to provide the Oregon Dance & Drill community with fair, honest, credible & professional adjudication at local & state events.

PURPOSE

The Oregon Dance & Drill Judges Affiliation exists for the purpose of training, educating, evaluating & commissioning performance judges within the state of Oregon. We support the overall functioning & foundation of dance & drill, and operate with the driving premise of creating a quality competitive environment within the state. Our operations, teachings, & philosophies are centered on the principal objective of promoting excellence in judges, coaches & performers.

GETTING STARTED

The first step in the internship process is to carefully read through the entire packet. After reading the information, if you meet the necessary requirements and feel that you can commit to the Internship Program then you will need to complete the necessary paperwork (application, workshop registration, etc...) Those joining the Judges Affiliation will receive the following:

- Active internship status for the upcoming season.
- Judges' Affiliation Manual (CD Rom).
- Training and educational materials.
- Registration to the Fall Judges' Education Workshop, Evaluation Show, and the All Affiliation meetings.
- Minutes from all JA Leadership Team & DDCA meetings.
- Roster of all current active judging affiliates.
- Identification badge for admission to local events/interning assignments.
- Performance evaluations and feedback.

Once you have submitted your application, resumé, and other necessary paperwork, then you are on your way to the fall workshop full of JA information and educational material for interning and judging, including food, fun and new friendships.

JUDGING REQUIREMENTS AND RESPONSIBILITIES

Requirements

The following is required to be an interning/certified judge for local events:

- At least 21 years of age, or have graduated from high school at least four years earlier.
- Active member status in the Judges' Affiliation.
- Completion and submission of all necessary paperwork and annual Affiliation Fee.
- Attendance at either/both the Fall Workshop or/and JA Evaluation Show.
- Successful completion of the Internship Program. (The program is completed when certification status is granted.)

Responsibilities

The J.A. requires all of its affiliates to uphold and maintain a reputation of professional service and credibility to the dance team community. The following is required conduct that all affiliates are expected to adhere to:

- Business casual work attire, coordinates, jackets. No jeans, no athletic shoes, no sport clothes, no short skirts, no logo-wear. Make-up and hair should be sensible and adult. No gum.
- Know the rules and regulations of your job and the venue you are judging. Read the Judges' Affiliation manual.
- Arrive 10 minutes early to all judging functions.
- Do not bring children, spouses, and friends to the events.
- All equipment associated with your assignments is your responsibility. This includes: recorders, back-up recorders, pencils, batteries, supplies, calculators, clipboards, etc...
- Always be in touch with the J.A. Leadership Team. Be available and responsive to communication, offering "well-in-advance" notice to scheduling conflicts, early confirmation of scheduled contracts.
- Represent the organization as a professional with a positive attitude. Talk to fellow judges with mutual respect. Sharing is encouraged, but lecturing is not.
- Arrive to events with a positive and open attitude directed toward the nurturing and support of efforts of others.

*** *More detailed information regarding each bulleted section can be found in the Judges Affiliation Manual. ****

PROCESS OF INTERNING & CERTIFICATION

Internship

Opportunities to 'intern' or practice the judging process are available at all local competitions. It is the prospective judge's responsibility to fill out the availability form indicating where he/she is able to perform their trials. The form needs to be returned to the Internship Director before he/she will be assigned to his/her first trial. Most interns will begin the process working at Category events. It may be required to trial at more than one Category event to gain more experience and confidence in making recordings and assigning scores. After successful completion of a trial at a Category event he/she will then move on to trial a minimum of two Traditional events in the Execution caption or the caption best suited for the education and training already obtained.

Their mentor, the Internship Director, Internship Team Leader, and the Evaluation Director will evaluate interning judges. Interns will receive feedback on their trial recordings and scores. Notification will be given after each trial on areas for improvement and areas of success, depth of caption knowledge, comprehension of scoring, and ability to effectively communicate.

The process is ongoing and takes as long as necessary based on individual performance and evaluations. A minimum of one category and two traditional "trial" experiences is required before certification may be granted, which may take more than one season. Once these three successful trials are completed, you will be asked to attend an event as though you are an active/paid judge

Certification

Certification is based on an ongoing process of education, interning and evaluation. It is not enough that a judge has had practical experience with dance and performance, whether it is as a performer, choreographer or coach. To be a judge, analytical process and communicative abilities are to be continually refined along with ongoing education on performance criteria and research into the field of judging itself. Certification is granted after successful completion of the Internship Program.

IMPORTANT INFORMATION ABOUT INTERNING

Preparing To Trial

- Complete and return your Availability Calendar by the deadline to ensure proper placement at events with your mentor. Think ahead about scheduling conflicts! Once this is returned to the Internship Director, you will receive your Interning Schedule. Before each event you will receive an Event Information Sheet with all of the specifics including: location, meeting time, Judges Director and Judges, lunch information, etc....
- Please refer to your Supplies Checklist before each event to ensure that you are properly equipped for your events. Remember to look at the responsibility section of your manual and follow the guidelines.
- Study the category, score sheets and caption placemats; paying special attention to the box criteria, the three sub captions, dance vocabulary and the linear scale.
- Practice making recorded comments and scoring, using past/current dance videos or watching other artistic venues. Try to get comfortable using the tape recorder and the linear scale.

Trialing

- Arrive early to get prepared. It will help the nerves. ☺
- Participate during the Judges meeting. Perform as if you are in active judging status. You will have the same responsibilities as the certified judge. You will sit in the bleachers with the judges, give recorded critiques and assign scores. Your scores, however, will not be included in the final tabulation for the event, and will not be seen by anyone outside the J.A. You will receive the master tabulation sheet from the event to see how your scores and placements align with the certified judges.

After Trialing

- You will e-mail your recording(s) and score sheet(s) to the Internship Director for evaluation. You may make copies for yourself.

Evaluation/Certification Process

- Once recordings and scores are received, the Internship Director, and/or Evaluation Director will evaluate your performance.
- You will receive your evaluation via email before your next trialing assignment.
- The evaluation will highlight strengths, evaluate your judging abilities and provide recommendations for areas of improvement, strengths and if further interning is needed or if a successful trial was accomplished. Again, bear in mind that this is an ongoing process and will continue as long as necessary based on individual performance and assessment.
- After a minimum of one category and two traditional successful trials, you will then have to do a "Certification Event," in which you will do recordings and scores for all teams and participate in the critique between rounds. You will be required to stay after also to converse with the certificated judges, Judges Director, and team coaches. You will need to send all score sheets and recordings to the Evaluation Director in order to be evaluated. The Evaluation Director will notify you of your certification and you will be presented with your official certificate at the All Affiliation meeting at the end of the season.
- After you achieve certification, you will then have active judging status. The Scheduling and Personnel Director will then be able to schedule you into any open judging assignments for the remainder of the competitive season.



JUDGES AFFILIATION INTERNSHIP APPLICATION

CONTACT INFORMATION

Name:		
Street Address:		
City:	State:	Zip:
Home Phone:	Work Phone:	
Cell Phone:	Email:	
Birthday and age:		

RESUMÉ

Dance Experience:

Dance Education:

Other Education:

Work Experience:

Please return completed application to jainternship@comcast.net

To fill out and return via email:

1. Create a new message.
2. Copy application and paste on new message.
3. Type information and answers out directly on application.
4. Send.

OR

1. Open new word document.
2. Copy application and paste onto new document.
3. Type information and answers out directly on application.
4. Create new message.
5. Attach file.
6. Send.