



## ***INTERNSHIP AND CERTIFICATION***

### **PART 1 - INTERNSHIP AND CERTIFICATION**

#### **1.1 PROCESS**

- A. The process to become a judge 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 constant education about performance criteria and research into the field of judging itself.
- B. The intern process is ongoing and takes as long as necessary based on individual performance and evaluations. A minimum of three successful "trial" experiences are required before certification may be granted, which may take more than one season.

#### **1.2 INTERNSHIP**

- A. Opportunities to 'intern' or practice the judging process are available at most local competitions. It is the prospective judge's responsibility to confirm with the Internship Director his/her availability to intern at a scheduled list of events. Interns will begin the process working at Category events, **then move onto the Traditional events in a caption designated by the Internship Director.**
- B. Interning judges will be evaluated by the Internship Director and/or Evaluation Committee and receive feedback on their trial tapes 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.
- C. Interning judges will have the opportunity to work with a mentor at various events for immediate conversation and support.
- D. The intern may be required to trial at more than one Category event to give more experience and confidence in critiquing on tapes and assigning scores. After successful completion of a trial at a Category event, **the intern will move on to trial at Traditional events. Once the intern has successfully completed a trial at a Traditional event, they will then be required to do their Certification Event (this event will be evaluated by the Evaluation Director for certification).**
- E. Captions: New interns may be asked to concentrate their efforts on learning the Execution caption for their first certification. This caption is an area of general understanding for nearly everyone and the most 'direct' caption to work. Execution is also assigned to help interns get visual experience and support building a dance terminology that is used in all captions. Occasionally, experienced coaches and choreographers coming through the process will be directed towards interning in Content or Overall Effect, where they may already have more experience.
- F. Cross-Caption Training: All experienced judges are encouraged to learn a second and third traditional caption. Judges should let the Evaluation Director know of their interest to expand their training. Upon consent, those judges already showing judging proficiency and a solid understanding of their primary caption will be scheduled to cross-train for certification in a new caption.



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### **1.3 INTERN EVALUATION/CERTIFICATION PROCESS**

- A. Once tapes and scores are received, the Internship Director and/or Evaluation Committee will evaluate how the intern performed.
- B. Within a week, interns will receive an evaluation via email.
- C. The evaluation will note recommendations for areas of improvement, strengths and if further interning is needed or if a successful trial was accomplished. Again, this is an ongoing process and will continue as long as necessary based on individual performance and assessment.
- D. After three successful trials, the Internship Director or Evaluation Director will notify the intern of certification.
  - 1. Each intern must have one successful trial at a category competition. These evaluations will be completed by the Internship Team.
  - 2. Each intern must have one successful trial at a traditional event. This evaluation will be done by the Internship Team.
  - 3. Once these successful trials have been completed, the intern will complete a "Certification Event" as their final evaluation. The Evaluation Director will complete this evaluation for certification.
- E. After interns are certified, they will have active judging status. The Scheduling and Personnel Director will then be able to schedule the new judge into open spots for the remaining competitions of the season [in the appropriate caption](#).

### **1.4 ACTIVE STATUS**

- A. [Each year, certified Judges are put onto active status pending attendance at the fall workshop, completion of certification requirements, and still in good standing from the prior season.](#)
- B. For those who cannot attend the Fall Workshop, or have other issues that might prevent them from an active status, the JA Leadership Team may look at those cases on an individual basis whether to activate them for the season.

### **1.5 JUDGE EVALUATION PROCESS**

- A. Each certified judge will be evaluated by the Evaluation Director/Team at least once during the season on a category selected by the Judge Director. They will receive the evaluation back within two weeks of competition.
- B. Each certified judge will be evaluated by the Evaluation Director/Team at least once during the season for EACH caption they are certified in. They will receive the evaluation back within two weeks of competition.
- C. Each time a certified judge is evaluated by the Evaluation Director/Team, they must fill out a self-evaluation of their performance. Judge Directors also complete a simplified evaluation on each judge at the competitions they work.
- D. All completed evaluations by the Evaluation Team on a certified judge or JD are sent to the Education Director to be used for educational purposes.



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**PART 2 - NEW CERTIFICATIONS FOR CERTIFIED JUDGES**

**2.1 CROSS TRAINING**

- A. Judges are encouraged to pick a new caption they think they have the most experience in, and the most feedback to offer teams.
- B. At the fall workshop, judges need to discuss with the Evaluation Director or Commissioner about attending the new caption class.
- C. During the traditional season, judges would need to attend events and provide score sheets and tapes for the new caption to the Evaluation Director.
- D. Realize that just because judges are already certified in one caption, does not mean that they will be certified instantly in another caption. It may require multiple trials in order to achieve the new certification.
- E. The Evaluation Director will provide evaluations on tapes sent in, so judges can better prepare for the next event.
- F. Judges are also encouraged to frequently talk with caption heads.
- G. Judges are welcome to attend any event in order to intern in a new caption...judges might want to try both captions, if judges are not sure which one they might be better at.
- H. If a judge is planning on attending an event to intern, they **MUST** contact the Internship Director and she will contact the event director, letting them know a judge is coming to intern for lunch and seating purposes. Please do not just show up to an event.