I. LOCATOR INFORMATION:
Semester: Fall  Spring  Summer  
Course Sec. and Name: THEA430-01 Theatre Internship  
Hours of Credit: 3  
Instructor:  
Phone:  
E-mail:  

II. COURSE DESCRIPTION: Practical work experience in selected theatre or arts areas in conjunction with professional companies available to advanced Theatre Majors or students in special programs (juniors or seniors) who have strongly demonstrated the ability to work independently. Individualized Professional Study initiated by the student requiring substantial participation by a Theatre faculty member who has agreed to serve as supervisor for the project. Early interaction with the faculty supervisor is required for the development of a mutually acceptable project description, which must be completed early in the internship process. Prerequisite: THEA203 (Introduction to Theatre) and THEA306 (Beginning Acting), a minimum GPA of 2.50 or above AND/OR permission of the instructor.

III. Disabled Student Services: In accordance with Section 504 of the 1973 Rehabilitation Act and the Americans with Disabilities Act (ACA) of 1990, if you have a disability or think you have one please contact the Center for Personal Development, Spaulding Bldg. Room 155 (1st Floor); 910-672-1203.

IV. TEXTBOOK: No textbook is required for this class. Individual scripts may be handed out by the instructor.

V. Student Learning Outcomes/Objectives:
Internships provide students with an opportunity to put into practice skills they have learned while in school. In addition, students should have an opportunity to enhance those skills, obtain the perspective of a work environment and benefit from a mentor or supervisor’s experience and advice.

To gain maximum benefit, the work experience must have a supervisor or mentor available to provide coaching and evaluation of the student. Before the internship begins, the student should develop several learning objectives to be met during the work experience. Learning objectives are specific, measurable statements of what the student hopes to accomplish or learn during the internship. Each learning objective should center on developing a specific professional skill, job competency, or a broader knowledge of a specific segment of the entertainment industry. In addition to that, it is hoped that the student would also end the internship experience with a minimum of the following:

SPECIFIC COURSE OBJECTIVES
1. To utilize the student’s base knowledge of skills and materials appropriate for theatrical production.
2. To experience ‘auditioning’ and the role it plays in securing employment.
3. To apply special techniques, such as marketing, directing, dance, etc.
4. To exhibit understanding what is needed to run and/or work in a professional company.
5. To develop professional contacts to aid in future employment.
6. To utilize specific audition techniques and interviewing tasks.
7. To conceptualize theatrical productions as a whole, integrating components into artistic interpretations
8. To develop creativity, confidence, and understanding of cultural differences through dramatic activities
9. To experience attentiveness and sensitivity to what is required in the actual professional arts work experience.

Expectations for Student Performance. Upon successful completion of this course, the student should be able to:
1. Identify and execute the necessary steps to stage, choreograph, and/or run a professional production.
2. Break down a text for performance.
4. Complete one or more of the following dependent upon area of interest:
   a. For Technical Theatre students:
      1. Devise a timetable, interpret blueprints, costume renderings, lighting plots for set, lights, or costume construction.
      2. Design and/or construct a set or costume design OR run a professional production as lighting, shift, sound, or costume crew.
   b. For Actors/Dancers/Singers:
      1. Audition and perform in a professional production.
      2. Rehearse in order to act, sing, or dance a role in a production.
   c. For Publicity/Marketing/Theatre Management Students:
      1. Design a promotional plan for a theatre season.
      2. Formulate (with the Producing Director) a comprehensive plan for Advertisement.
      3. Devise a design concept involving posters, programs, and newspaper ads.
4. Execute a complete promotional plan for a theatre season including contact with media outlets (newspaper, TV, radio) to promote the season.

<table>
<thead>
<tr>
<th>Internship Proposal Due prior to internship acceptance</th>
<th>Accepted application. Letter of intent, Internship learning Objectives form, professional resume, copy of contract or agreement.</th>
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<tr>
<td>On site requirements</td>
<td>Progress Reports Submitted via email every week during the course of the internship. Journal entries should be of a professional nature and adhere to the Guided Talking Points described below. The journal is submitted with the final personal assessment package. Supervisor's Evaluation submitted by the approved internship supervisor on site.</td>
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<td>Self reflection and documentation</td>
<td>Personal assessment of the overall experience and the internship learning objectives and goals. Company Profile Package Company operations manuals, rehearsal schedules, souvenir programs, organizational charts and other materials that help define the size, scope, structure and operations of the company Internship Showcase/Roundtable All students are required to provide a public presentation of their internship experience. See Internship Guidelines and Handbook below for details and grading rubric.</td>
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**Theatre Internship Handbook and Guidelines**

**Resume Preparation** The professional resume is often the first exposure a candidate has for consideration at the “Next Level”. Resume’ formats in theatre vary from those one might see in other professions. They should be tailored to meet specific goals. Students have developed a general resume for Sophomore Review. They will be expected to develop a resume’ specific to the position they are seeking as a member of a production company. A copy of the resume’ the student used during the audition/interview process must accompany the application.

**Letter of Intent** A letter of intent will be expected of intern applicants. This letter, addressed to the theatre faculty advisor, shall detail the reasons the student has for selecting a particular experience as being worthy of THE 430 Theatre Internship credit. The letter will describe the career opportunities perceived by the applicant for considering a particular production company or workshop. It will also identify how specific responsibilities with the organization can be assessed by the student, immediate supervisors and the faculty.

**Employment/Internship Contract and Support Material** The student will present documentation supporting the extent of their activities with the sponsoring organization. This should include copies of their contract, contract dates, company policies, operations manuals, season/company brochures and other documentation relating to internship activities. Students attending workshops, training programs or certification sessions should include admission letters, contracts, brochures and additional information as determined by their academic advisor. Information contained within these documents will serve as a basis to justify THE 430 Internship credit.

**Identification of Immediate Supervisor** Prior to applying for THE 430 Internship credit the student will identify a supervising professional within the organization who is willing to serve as their internship evaluator. The identified person will be the contact person for all communication between the faculty and company with regard to the student’s activity within the organization. Students will be expected to complete the Internship Supervisor Information Form.

**Intern Journal** Students participating will keep a journal of experiences, insights, observations and learning opportunities. The journal should have regular entries. Journal entries should include descriptive accounts of operations and techniques; assessments of how activities may impact their training and experience; and/or personal comments concerning the total internship. A few simple, descriptive paragraphs per entry should be sufficient to describe your impressions. It is expected that journal entries will be made on a regular basis throughout the internship period. Daily entries should be required, but the student should understand that 3-4 entries a week would minimally suffice. The journal should be submitted with the student’s package upon returning to campus.

**Progress Reports** All students are required to submit a brief synopsis of their activities EVERY WEEK. Progress reports can reference the rehearsal/building process, practices used to maintain production standards, professional interactions with co-workers and staff among others. **NOTE:** Students may elect to simply send excerpts of their Journal to fulfill this requirement. Communication should be sent to the student’s internship advisor. Students are reminded that it is their responsibility to secure access to the internet.

**Supervisor’s Evaluation Letter** Upon completion of the contract period, the student should request a letter of Evaluation from their immediate on-site supervisor. It should be written on company letterhead by a resident professional associated with the company who had opportunity to work in a supervisory capacity with the intern. (Ex: Director, Technical Director, Box Office Manager, Producer, etc.) This may serve also as a portfolio inclusion for students, a reference on their resume, or letter of introduction to future companies.

**Personal Evaluation** Students will submit an evaluation of the overall internship experience to their faculty advisor. The evaluation will examine both sides of the project. Positive observations may include goals that were met, surpassed expectations, new techniques utilized, contacts made, etc. Comments unfavorable to the experience are also encouraged. Appropriate comments may include a description of challenging working conditions, personality differences, organizational shortcomings, unfulfilled promises, etc. A statement of how both good and bad experiences can be used in future contractual situations would be appropriate.

**Company Profile Package** Students shall assemble a package of materials relating to their employment and activities with the participating company. The package may include company operations manuals, rehearsal schedules, souvenir programs, organizational charts and other materials that help define the organizational structure and operations of the company.
Internship Showcase and Roundtable: All students are required to provide a public presentation of their internship experience. The primary forum for this activity will be student participation in an internship showcase and roundtable discussion at the beginning of the semester immediately following their internship experience. Students will be expected to present an informed discussion of their experience in concert with students who have had recent internship exposure. The basis for discussion topics will be centered on materials submitted as part of their internship dossier. Students may reference the audition/interview process, contract negotiations, the selection process, company profiles, practices, procedures and expectations, creative opportunities, similarities and differences between academic and professional approaches, and a critical evaluation of the overall experience. In addition to a verbal presentation, students must be able to exhibit, via performance, static or visual displays, examples of their contributions to the overall creative effort. This can be accomplished by performing selections of any roles performed, images of scenes performed, and/or detailed images of production/performance techniques utilized.

VI. EVALUATION CRITERIA/GRADING SCALE:  A = 92 – 100   B = 83 - 91   C = 73 – 82  D = 63 -72   F = 63-0  (Failure)

Grading may be based on any combination of the following:

On-site Supervisor’s Evaluation..........................................................40%
Time Sheet................................................................................................25%
Presentation/Showcase...........................................................................15%
Internship Director’s Evaluation............................................................10%
Journal....................................................................................................10%

Over the course of the internship, the Internship Advisor will monitor all aspects of the student’s work. The on-site supervisor will fill out an evaluation form rating the quality of the student’s work during the internship. A time sheet recording all hours worked will be filled out by the student and signed by the on-site supervisor then turned in to the Internship Advisor as part of the student evaluation. Students MUST keep a daily journal of rehearsals, performances, etc. The journal is to be turned in to the Internship Advisor at the final exam date and time.

At a time agreed upon, the student will present a showcase of explorations and projects from the semester’s work. The student and the Internship Advisor will work together to develop that showcase.

PLAGIARISM AND ACADEMIC INTEGRITY: This course subscribes to the university policies on plagiarism and academic dishonesty printed in the student handbook. First offense results in an F for the assignment. Second offense results in removal from the class and an F for the course.

VII. SAMPLE COURSE OUTLINE: As this course is an internship/practicum, specific topics will not be taught using a standard semester format. The course will coincide with the pre-production and production period for professional stock theatres, dance companies, and/or outdoor drama. The time frame will generally be mid-May through mid-July for approximately eight weeks, but may occur at specified times.

VIII. COURSE REQUIREMENTS: To receive academic credit, the student must, upon return to the University after the internship, present a workshop or lecture/demonstration to the faculty/staff of the Department and any interested students, based on the experience of the internship (new techniques, procedures, materials, etc. to which the student was exposed during the internship). The student requesting credit will be evaluated by his/her supervisor at the company where the internship took place and by the faculty/staff of the Department in consideration of the student’s workshop or lecture/demonstration or written report.

IX. TEACHING STRATEGIES
This course will consist of work assigned by the participating professional company and fulfilled by the student. Assignments will involve discussions, journal observations, and a final presentation.

X. The following sources (among others) may be used as a guide in identifying companies with a history of maintaining professional standards in their operations:

- Regional Theatre Directory (current year): A National Guide to Employment in Regional & Dinner Theatres for Performers (Equity & Non-Equity), Designers, Technicians & Management With Internship
  
- The Summer Theatre Directory at http://www.summertheater.com/

- The National Dinner Theatre List at http://www.ndta.us/member_shows.html

- The Institute for Outdoor Drama at http://outdoordrama.unc.edu/

- SETC auditioning companies
- Advisor approved Unified Auditions (UPTA, Straw Hat, OTA, etc.)
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TOTAL HOURS:
THEA 430 THEATRE INTERNSHIP
PROPOSAL FORM

Student Name
Advisor Name
Course Name and CRN:
Class Standing
Production
Banner #
Date
Credit Hours
Concentration
Performance
Semester

BASIC INFORMATION
Internship Credit is requested for:

Professional Employment Experience
Formal Theatre Training
Workshop/Seminar/Certification
Company Name:
Supervisor
Contract Position
Contract Dates
Workshop Title:
Dates:
Presenter
Participation Level

Will this internship commitment require that you miss regularly scheduled classes at FSU? Yes No
If YES the student must present evidence that they have informed their instructors of their internship commitment.

NOTE: It is the student's responsibility to make academic AND internship schedule overlap arrangements.

Relevance to your student academic and/or professional goals:

During your internship you will:
● Identify a supervisor to provide an evaluation upon completion of your contract. (MUST be done within one week of beginning the contract)
● Keep a journal documenting your activities.
● Collect printed materials related to your job.
● Check in with your teacher/advisor of record every week.

After your internship you will:
● Register for up to three credit hours based on internship responsibilities.
● Request an evaluation from your on site supervisor.
● Provide a written self-assessment of your experience.
● Prepare your presentation for the Internship Roundtable to be developed.
● Turn in all of your internship materials to your internship advisor for review.

INTERNSHIP STUDENT LEARNING OBJECTIVES

Students: You must make two copies of this form. Turn in one copy with your Internship Proposal and keep one for your records. Your employer may request an additional copy.

STUDENT INFORMATION TO BE FILLED OUT BY STUDENT:

Name: Phone: Email:
Area of concentration: Production Performance
Internship term: Spring Fall Summer Year
Company Name:

Internship Defined: The professional internship is intended to provide a learning opportunity for students to: apply their knowledge and skills acquired in the classroom to a professional context; understand what skills are transferable to new contexts; identify and understand practices and protocols of the industry or particular company; successfully reflect on the quality of the contribution they have made to the organization; refine and reassess their own career goals as a result of the experience.

TO BE FILLED OUT BY STUDENT:
1. How will this internship help you gain or improve the following skills:
   a. Creative Skills: Learn new technology or apply existing knowledge in new ways; create work based on the needs/aesthetic/audience of employer; gain new skills and experience with new media or other tools that will build resume or portfolio.
   b. Professional Skills: Learn professional skills by participating in a professional work environment; observe and gain understanding of professional hierarchies and be able to define effective practices; develop a mentoring relationship with and a professional network; accomplish or participate in tasks that will showcase your skills and be utilized in resume and portfolio building; observe professional etiquette including dress and proper methods of communication.
c. Communication Skills: Gain writing, verbal and physical communication skills; gain ease in talking with patrons and collaborators; gain experience and confidence in expressing ideas, practice listening and accepting criticism and utilization of positive feedback.

2. Internship duties must be of a scope and complexity to warrant academic credit.

3. Before embarking on an internship, student and advisor must agree on a method of academic evaluation. The following would be required:
   a. Student will keep a journal recording experiences and observations of the theatrical process.
   b. During the internship period, the student must keep the advisor informed of their progress at predetermined intervals, no less than once every week.
   c. Upon completion of the internship, the student will be required to return to campus to prepare a presentation for the supervising faculty. The presentation should exhibit evidence of creative accomplishments.
   d. The oral presentation should be supplemented by a written summation.

4. In order to provide flexibility and to enable individualized attention to the internship, the following are recommended:
   a. The advisor may arrange an on-site visitation during the internship period.
   b. An additional research project may be developed in tandem with the internship.
   c. Other predetermined methods of evaluation may be applied to specific cases.

5. Target Theatres: Theatres considered for internships must meet the following requirements:
   a. Demonstrated production excellence.
   b. Trained supervisors willing to participate in evaluation.
   c. Quality facilities and equipment.
   d. Provide opportunity for student to participate on a professional level with professional colleagues.

CHECKLIST:

Student Name ___________________________ Student ID ___________________________

THEA430 Theatre Internship Proposal Form -- continued
Attach the following items to this course application:
   _____ 1. A formal letter of intent.
   _____ 2. Copy of employment contract
   _____ 3. Professional Resume
   _____ 4. Internship Student Learning Objectives form
   _____ 5. Written verification of your application to a second internship.
   _____ 6. Written verification of your application to a third internship.

INTERNSHIP ADVISOR'S APPROVAL
I have reviewed this student's plan for Internship credit. Their "Plan" serves to advance their current academic and career goals.

________________________________________________________________________
Advisor's Signature ___________________________ Date __________________________