Student Handbook

THEATRE

**Internships**

While not required, we strongly recommend that all Stage and Screen students do an internship prior to graduation. Typically this is done in the summer between junior and senior year. It is also possible to do an internship during the school year, providing you can schedule your time to allow for both schoolwork and internship work.

Students, with permission of advisor, may do up to two internships. These are generally counted as part of the required Jr./Sr. electives in the major.

1. It is up to you to secure the internship. In some cases, faculty will help by offering internship opportunities but, ultimately, the student is responsible.
2. You should determine with your advisor in the fall semester if you will be doing a summer internship and begin the search process then to insure you will have an internship for the summer.
3. Requirements for an internship are as follows:
	* Internships require permission of instructor to enroll. Students should secure an employer job description PRIOR to meeting with the faculty internship advisor and requesting permission to enroll.
	* To receive credit for your internship, you must be enrolled in THEA 483. If you fail to register or to pay for this course, you will receive no credit.
	* The internship must be in theatre or related entertainment industry such as film, television, or video. Other internships may be considered if determined to be appropriate for career goals and of sufficient merit – this is subject to advisor and/or program head approval.
	* The internship must involve, to some extent:

1) Use of your creative and/or professional skills.

2) Contact and mentoring with the professionals at the place of employment. A job spent filing papers or mowing the studio lawn does not qualify unless it also involves those two criteria.

3) You must put in at least 150 hours on the job.

1. Grading is Satisfactory/Unsatisfactory. To receive a Satisfactory grade you must:
	* Receive a Satisfactory rating from your Employer.
	* Submit all paperwork as required in the syllabus. Generally this consists of:

1) Job description - to be completed by the employer prior to beginning the internship. (Forms may be submitted via email)

2) Midterm Employer’s Performance Evaluation Report

(Forms available electronically)

3) Final Employer’s Performance Evaluation Report

(Forms available electronically)

4) Student – daily log or journal recording hours worked and activities including any documentation of projects worked on.

5) Student - Reflection Paper