

## **Guidelines for Completion of THEA 492 *Theatre Internship***

*(adopted 3/2008)*

### ***Why Do I Have to Do an Internship?***

First, completing an internship is a part of the General Education Curriculum of Longwood University and is required of all students. In addition, completing a professional internship will greatly enhance your profile and your ability to obtain gainful employment in the future, and it will position you for placement in a quality graduate program

**GOAL 15.** *The application of knowledge and skills developed in the student's course of study through completion of an internship, guided field experience, or directed research (one credit).*

### **OUTCOMES: STUDENTS WILL:**

- Identify specific objectives to be achieved through the completion of the internship, field experience, or research project
- Evaluate their own progress toward those objectives

Beyond this, Theatre students at Longwood have been required to complete an internship throughout the history of the program, even before it became part of the General Education curriculum. This stems from our belief in the importance of balancing theory and practice in our program. To this end, the Theatre program offers the following goals for students during their internship experience:

- 1) Application of skills developed during the course of study within the program
- 2) Development of new skills and knowledge
- 3) Application and testing of theories explored in Theatre coursework
- 4) Development of professional experiences in which additional coursework may be grounded
- 5) Opportunity to explore possible career options
- 6) Development of professional skills that will be valued by potential employers upon graduation

### ***When Should I Complete THEA 492?***

Students typically complete THEA 492 during the summer between their junior and senior years. In some cases, students may complete THEA 492 earlier if they have met the necessary requirements for hours and GPA in Theatre coursework.

### ***Why Do I Have to Register for the THEA 492 Course?***

THEA 492 is a course that is an integral part of the Theatre curriculum. Like any other course at Longwood, students are required by the Registrar's Office to register for the course at the time the work is being completed. For internships completed during the summer, this means registering for THEA 492 during Longwood University's third Summer Session.

### ***Why Do I Have to Pay an Internship Fee?***

The supervision of internships is not counted as a normal part of a faculty member's teaching load. Internship fees exist to compensate the faculty members who supervise and evaluate student internships, much as if the faculty member were compensated to teach an additional course over and above his/her normal teaching load.

### ***How Do I Find an Internship?***

There are several ways students may find internships:

- 1) Networking. Networking is one of the best ways to find an internship. Make sure that everyone you know knows about your search and the type of internship for which you are looking.
- 2) Career Center. Longwood University's Career Center maintains databases of available internships and contact information for Longwood alumni that are available free to all current Longwood students. Register with the Career Center for access to their databases. They can guide you through the process.
- 3) Theatre Program. Periodically, the Department receives information about upcoming internships and scholarships that are distributed to Theatre students via e-mail and Majors/Minors meetings.
- 4) Independent Search. Students may conduct their own independent search to identify internship possibilities.
- 5) Theatre Conferences. Each year Theatre students attend conferences which are populated with many prospective employers. These conferences include the Virginia Theatre Association (VTA), the Southeast Theatre Conference (SETC), and the United States Institute for Theatre Technology (USITT). In some cases, financial aid from the Theatre Scholarship Fund may be provided to well-qualified students to help defray travel costs and/or conference fees.

### ***How Do I Get Signed Up for THEA 492?***

Ultimately, enrollment in THEA 492 is by permission only, which means that a faculty member or member of the Theatre office staff must manually enroll the student in THEA 492. In order to be enrolled in THEA 492, the following conditions must be met:

- 1) The student must have completed 24 credits in Theatre with a minimum GPA of 2.5.
- 2) The student must complete and submit an Internship Proposal Form (available through the Theatre Department) one month prior to the starting date of the internship.
- 3) The student must submit (along with the Internship Approval Form) a full page proposal for the internship which addresses the following issues:
  - a. Position description—what will the intern's duties and responsibilities be? What are the expectations of the on-site supervisor and host organization for the intern? Will the intern be responsible for a particular project, or for producing materials or other measurable outcomes?
  - b. Time allocation—How many total hours will be completed (a minimum of 150 total hours is required)? Approximately what percentage of the intern's time will be allocated to each of the responsibilities described in the Position Description?
  - c. Rationale—Why does the student wish to obtain this particular internship? Is there interest in the specific job, or in the career field?
  - d. Skills fit—Based upon experiences, the student should make an argument that the particular internship is a good match for their skills.
  - e. Learning plan—What is it that the student hopes to learn from the internship experience? The internship should move beyond reinforcement of existing skills to teach the student new skills and provide perspective-broadening experiences.
- 4) The proposal for the internship must be reviewed and approved by all members of the Theatre faculty.
- 5) Once the student has submitted the required internship approval documents, the student will be notified via their Longwood e-mail account whether or not their internship proposal has been approved.
- 6) If the student's proposal is accepted, and the student has obtained approval from the host organization to complete an internship under an on-site supervisor, then the student will be enrolled in THEA 492 by the Department.
- 7) The student is responsible for verifying (via My-Longwood) that she/he is enrolled in THEA 492 at the beginning of the internship. If the student believes she/he is not properly enrolled, they should contact the Theatre office immediately (434-395-2643, [theatre@longwood.edu](mailto:theatre@longwood.edu)).

### ***Is My Internship Guaranteed to be Approved?***

One of the best things that a student can do is to speak with his/her academic advisor and/or the Theatre program's Internship Supervisor in order to discuss internship ideas and requirements.

Grounds for rejecting internship proposals include, but are not limited to, the following rationale:

- 1) Potential for physical or psychological harm to the student
- 2) Failure to meet minimum qualifications/pre-requisites
- 3) Failure to meet specified guidelines
- 4) Incomplete Internship Proposal materials
- 5) Inadequate documentation/potential for learning and skill development
- 6) Potential for damage to the reputation of the Theatre program or Longwood University

Internship proposals may be rejected by the Internship Supervisor in consultation with the Theatre faculty for Items 1 – 5 on the list above. For Item #6, if a majority of the Theatre faculty concur that the proposed internship would be inappropriate, or if the Department Chair in Consultation with the Longwood University Director of Public Relations, believes the internship to be detrimental to the department and the University, then the proposed internship will be rejected. In the event of a tie vote among the Theatre faculty, the Chair will consult with the Longwood University Director of Public Relations or the Dean of the College of Arts and Sciences to make a decision.

### ***Once I Have My Internship, What Do I Have to Do or Turn In?***

There are several components of the evaluation process for your internship, which are outlined below.

- 1) A weekly journal of what you are observing, learning, feeling, and experiencing as you complete your internship. The journal will be kept via BlackBoard, which means the student must have Internet access during the time period of the internship.
- 2) A PowerPoint presentation that summarizes the learning outcomes and personal development generated during the internship
- 3) A professionally developed (computer generated) poster that demonstrates what the student learned. If the student is asked to present the poster during a poster session, the Theatre program will assist the student in reproducing the poster to an appropriate size for demonstration.
- 4) A list of key talking points the student would use to explain the internship experience, either in a poster session, or if making a formal presentation to an audience.
- 5) Participation in a University or Departmental Internship Fair/Forum. Students may be asked to explain their internship experiences at a poster session or other event.
- 6) Completion of the Internship Evaluation Form by the on-site supervisor. The Theatre program will mail or send the evaluation form to the supervisor electronically close to the end date of the internship.

Once the above criteria are met, the student will be assigned a grade of PASS/FAIL for the course. The student may receive an interim grade of "I" (Incomplete) once the on-site work is completed but prior to the completion of Items 1 – 6 above.

### ***References***

In many cases, potential internship supervisors may want references from faculty members. Students must receive permission from faculty members before listing them as references. If a written recommendation is required, students must request the recommendation at least 10 days prior to the date that the recommendation is needed. In some cases, an organization may require verification that the student will receive academic credit for the internship. In this case, the student should request such a letter from the Theatre Program's Internship Supervisor.

Faculty Approval \_\_\_\_\_

Date \_\_\_\_\_

**Longwood University Theatre**  
**Internship Approval and Evaluation Form**

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**To the Intern**

The internship is a means for you to gain valuable experience in a career that interests you. To this end the University and the Department expect that you will choose your internship carefully, and that you will do your best to represent yourself, the school, and the department in such a way that you and those who come after you would be welcome in the organization.

This internship requires that you be registered for **THEA 492**, complete 150 hours of work in the organization, and complete the assignments that are required during and after your internship experience. Please complete the top portion of this form, attach an internship description (see ***Internship Instructions*** for details), and return both to the department office in Jarman.

**Student Information**

Intern's Name \_\_\_\_\_ Student ID# \_\_\_\_\_

Longwood Address \_\_\_\_\_

Phone Number: Home/Cell: \_\_\_\_\_ Longwood \_\_\_\_\_

Email address during internship \_\_\_\_\_

**Organization Information**

Name of Organization \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Supervisor \_\_\_\_\_

Phone \_\_\_\_\_ email \_\_\_\_\_

Approximate dates of internship \_\_\_\_\_

**To the Internship Supervisor**

We are pleased that you have selected one of our students for an internship in your organization. We are confident that the internship experience will be a rewarding one for all parties involved. If you have any questions about the internship program at any time please contact:

Internship Coordinator  
Theatre Program  
Longwood University  
201 High Street  
Farmville, VA 23909  
(434) 395-2643  
[theatre@longwood.edu](mailto:theatre@longwood.edu)

At the conclusion of the internship, please take a few minutes to complete the form on the back of this page, and sign as indicated below. Thank you for your participation in Longwood's Internship Program.

**Longwood University Theatre Internship Evaluation**

(to be completed by the internship supervisor)

Please circle the number that best represents your observations of the intern's performance in each of the following categories:

	Excellent	Good	Average	Below Average	Poor	N/A
Motivation	5	4	3	2	1	0
Professional Attitude	5	4	3	2	1	0
Professional Demeanor	5	4	3	2	1	0
Preparation for Professional Work	5	4	3	2	1	0
Cooperation	5	4	3	2	1	0
Willingness to Work	5	4	3	2	1	0
Punctuality	5	4	3	2	1	0
Appropriateness of Dress	5	4	3	2	1	0
Oral Communication Skills	5	4	3	2	1	0
Written Communication Skills	5	4	3	2	1	0
Interpersonal Skills	5	4	3	2	1	0
Knowledge of the Field	5	4	3	2	1	0
Maturity	5	4	3	2	1	0
Resourcefulness	5	4	3	2	1	0

Please circle the appropriate number to the right of each question.

	Very Likely	Likely	Undecided	Unlikely	Highly Unlikely
If a position was available, would you hire this person? <i>(All parties recognize that answers to this question DO NOT constitute an offer of employment)</i>	5	4	3	2	1
Would you recommend this person to another organization?	5	4	3	2	1
Would you be willing to sponsor other Longwood interns?	5	4	3	2	1

Please use the space below to provide any additional comments about the intern or internship program. (You are welcome to attach additional sheets if you are so inclined.)

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**Internship Supervisor Signature** \_\_\_\_\_