

THE 490
THEATRE INTERNSHIP
PROPOSAL FORM

CRN _____ For Office Use Only: Summer Semester
Year _____ Spring Semester
Credit Hours _____ Advisor _____ Fall Semester

Student Name _____ **Student ID** _____

Sophomore Review: Passed? Yes No Semester Passed _____

Academic Hours Completed _____ (at time of application) Class Standing

Concentration Production Performance

Approval of Academic Advisor _____ Date _____

BASIC INFORMATION Internship Credit is requested for:

Professional Employment Experience

Formal Theatre Training Workshop/Seminar/Certification

Company Name _____

Supervisor _____

Contract Position _____

Contract Dates _____ to _____

Workshop Title _____

Presenter _____

Participation Level _____

Dates _____ to _____

OR

Will internship commitment require that you miss regularly scheduled classes at Marshall? 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.

MUT requires all students to apply for a minimum of three internships.

To which additional internships did you apply and how were these applications relevant to your goals?

Other internship #1 _____

Other internship #2 _____

Relevance to your goals...

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Student Name _____

Student ID _____

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.

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

What happens now?

During your internship you will:

- Identify a supervisor that will provide an evaluation upon completion of your contract.
(MUST be done within 2 weeks of beginning the contract)
- Keep a journal documenting your activities.
- Collect printed materials related to your job.
- Check in with your teacher of record every two weeks.

After your internship you will:

- Register for up to four credit hours based on internship responsibilities.
- Request a recommendation / evaluation from your supervisor.
- Provide a written self-assessment of your experience.
- Prepare your presentation for the Internship Roundtable.
- Upload all of your internship materials to MU Online for review.

Note: Because termination dates will be widely varied for students working at different companies it will be necessary for the department to defer the final posting of grades until the end of the Fall Semester.