

# DRA 400: THEATRE INTERNSHIP SYLLABUS

**COURSE DESCRIPTION:** DRA 400: Theatre Internship. Practical experience in stock, repertory, or touring theatre. Prerequisites: Junior status, permission of department chair. 6 credits.

## INSTRUCTORS:

Leon J. Van Dyke. Professor of Dramatic Arts, Chair. B.A., Hope College; M.A., Western Michigan University; Ph.D., Wayne State University

Lyle B. Miller, Professor of Performance in Technical Theatre and Stage Design. B.F.A., M.F.A. University of Oklahoma

Rebecca F. Britton, Associate Professor of Drama, Costume Design and Technology. B.A. Sanford University; M.F.A. University of Tennessee – Knoxville

T. Fulton Burns, Assistant Professor of Performance, Acting and Performance. B.A., Winthrop University; M.F.A., Western Illinois University

**TEXTS:** Those, if any, supplied by management at the place of employment.

## GOALS:

1. To introduce drama majors to the world of professional theatre by requiring them to audition or interview for jobs, to gain positions in their specialties, and to work successfully in those areas for 8 – 10 weeks.
2. To acquaint drama majors with a variety of theatre work experiences beyond the university.
3. To allow students to analyze and report their experiences through weekly work diaries.

## REQUIREMENTS:

1. With drama faculty assistance, find a professional theatre job off campus, usually during the summer.
2. Work at the job for 8 – 10 hours a day, providing daily diaries, submitted weekly to the instructor.
3. Obtain three or more written evaluations from the direct on-the-job supervisor(s) and submit them to the instructor.
4. Complete assessment paper (see attached).
5. Provide an oral explanation and defense of the experience to the Dramatic Arts faculty.
6. Present a 15-minute program to the DRA 103: Symposium Class.

## FINAL GRADES are based on:

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| 1. At least three evaluations from immediate supervisor.  | 25% |
| 2. Quality and depth of the diaries   | 25% |
| 3. The final written analysis of the experience (the last of the diary entries), plus supporting documents such as programs, photos, etc. | 25% |
| 4. The oral explanation and defense of the experience.  | 25% |

## SCHEDULES:

All student schedules will be noted in written form and with the approval of the instructor prior to the school term of the activity. An advance “contract” between student and instructor is required before registration for the course. The “contract” is available in the Dramatic Arts office and on-line at [www.southalabama.edu/drama/academics](http://www.southalabama.edu/drama/academics).

**OFFICE:** Laidlaw Performing Arts Center (PAC) 1052  
**TELEPHONE:** 251.460.6305  
**OFFICE HOURS:** 10:00 a.m. – Noon, Monday – Friday or by appointment

**HANDICAPPED:** “In accordance with the Americans with Disabilities Act, students with *bona fide* disabilities will be afforded reasonable accommodation. The Office of Special Student Services will certify a disability and advise faculty members of reasonable accommodations.”

**CREDIT HOURS:** 6  
Required by all B.F.A. students.

**PREREQUISITE:**  
Junior standing and permission of the department chair.

**NATURE:**  
Work with a theatre company in a professional or semiprofessional basis on a single production or a production season, or engage in some similar theatre activity full-time or 10 to 12 weeks plus.

**APPROVAL:**  
Students wishing to pursue a specific internship should request the proper forms in the departmental office or on-line at [www.southalabama.edu/drama/academics](http://www.southalabama.edu/drama/academics). In completing the form, the student should pay particular attention to the due dates for submission of materials. The completed Internship Application Form should be considered a contract between the student and the department. The completed form must be submitted to the proposed instructor-of-record and the department chair for approval at least two weeks before the end of the semester preceding the one in which the project is to be undertaken. Simple submission does not guarantee acceptance. The project must be of quality, of value to the student, and meet the departmental guidelines. The faculty may accept the proposal, make suggestions for its improvement, or reject it if there is good reason.

# DRA 400: THEATRE INTERNSHIP REQUIREMENTS

**CREDIT HOURS**      6

Required of all B.F.A. students

**PREREQUISITE:** Junior standing and permission of department chair

**NATURE:** Work with a theatre company in a professional or semiprofessional basis on a single production or a production season, or engage in some similar theatre activity full time for 8-10 weeks plus.

**APPROVAL:** Students wishing to pursue a specific internship should request the proper form in the departmental office. In completing the form, the student should pay particular attention to the due dates for submission of materials. The completed internship request forms should be considered a contract between the student and the department. The completed form must be submitted to the proposed instructor-of-record and the department chair for approval at least two weeks before the end of the semester preceding the one in which the project is to be undertaken. Simple submission does not guarantee acceptance. The project must be of quality, of value to the student, and meet the department guidelines. The faculty may accept the proposal, make suggestions for its improvement, or reject it if there is a good reason.

## **PROCEDURES:**

1. The student is to obtain a suitable position on his/her own, either by auditioning, answering advertisements, or otherwise contacting prospective employers. He/she should be prepared to give a written account of the job search when he/she applies for credit.
2. While the student is working on the project, he/she must submit weekly diaries, giving a day-by-day account of his/her work, observations based on previous university studies, problems encountered, and resolutions to those problems. The diary is intended to show what the student learns from the project on a day-to-day basis and, as such, should be treated seriously. Legible copies of diary entries should be mailed or emailed to the department secretary, Janet Lambard, ([jlambard@usouthal.edu](mailto:jlambard@usouthal.edu)) on predetermined dates noted on the Internship Request Form.
3. The student will arrange and be responsible for his/her supervisor's completion of the Supervisor's Evaluation Form on three separate predetermined times equally spaced during the project. The student should encourage his/her supervisor to grade as carefully as possible. An evaluation form with outstanding rating throughout will cast doubt upon the entire process. Students will have access to the evaluation forms at the end of the project.

It is the student's responsibility to see that his/her supervisor(s) submits the evaluation forms on time. Since the student's instructor-of-record may not have any other opportunity for an on-the-spot evaluation, the evaluation forms are very important, and the student should expect a lower final grade for the project if all of them are not received, or if they are late.

The final assessment paper should evaluate the overall experience, any new attitudes the student has toward his/her possible career directions as a result of this experience, and suggestions for the operation of USA's Department of Dramatic Arts that might help prepare future students better. Additional thoughts would be welcome.

4. A fifteen minute presentation and an oral examination on the student's project experience will be arranged in the presence of the drama faculty, and its approximate date will be stipulated on the Internship Request Form, usually no later than two weeks after the paper is submitted. Presentation should include supporting documents of interest (e.g. programs, publicity releases, design sketches, production photos, reviews, etc.). At the examination the student will be questioned on the value of the project. He/she will, at that time, be given access to the evaluations and be given a chance to discuss any supposed problem areas. The student may invite any interested party to the examination, though the invited party may not participate.
5. The student will make the same fifteen minute presentation of his/her experience in the Symposium Class the Monday following the Faculty Review.

#### **GRADING GUIDELINES:**

- F:** Project not completed or completed unsatisfactorily due to a major breach of professional discipline.
- D:** Project completed but with notable breaches of professional discipline or submission of unacceptable papers or lack of supervisor evaluations.
- C:** Project completed satisfactorily and approximately equally with most others in the same position. Competent work based upon evaluations and/or observations, and diaries and papers of average quality and depth.
- B:** Project completed with above average quality of work based upon the evidence available and a paper of high quality. All items submitted on time.
- A:** Project completed with the highest quality of all materials and work. All items submitted on time.

The instructor-of-record may set other criteria for grading the work because of some unusual nature of a project, but, if so, these criteria will be spelled out in writing in advance of registration with signed copies held by the student, the advisor, and the department.

The entire full time or related Dramatic Arts faculty should submit evaluations to the student's instructor-of-record, but the instructor-of-record will select and assign the final grade.

## **DRA 400: THEATRE INTERNSHIP Assessment Content**

Please address these questions in paragraph form within the final paper for this class.

1. How well did the classes and activities in USA's Department of Dramatic Arts help you to prepare for the specific job just ended?
2. What other area(s) might have been addressed at USA to better prepare you for this specific job?
3. What tasks for this specific job did you learn there that were not taught here?
4. Based on this internship experience, how would you rate the overall drama instruction at USA?
5. What do you think are its weaknesses?
6. What do you think are its strengths?

Revised: 05-10-11