

Drama 400: Theatre Internship Application Form

Name _____ Student "J" Number _____
 Address _____ City _____ State _____ Zip _____
 Telephone: Home _____ Cell _____ Other _____

Academic Faculty Advisor _____ Internship Faculty Advisor _____

Employer _____

Company: _____

Company Address _____ City _____ State _____ Zip _____

Contact Person _____ Phone Number _____

Your Supervisor _____ Supervisor's Title _____

Supervisor's Phone Number _____ Supervisor's Email _____

Your Position Title _____

Your responsibilities: _____

Dates of employment Starting _____ Finishing _____ Salary: _____

Course Requirments:

1. Weekly Diary

You are to keep a daily diary of your work experience. (see note 1). Weekly installments are to be mailed or E-mailed to the Department Secretary. (J. Lambard, Department of Dramatic Arts, PAC 1052, Mobile AL. 26688-0002 or jlambard@usouthal.edu) (Email should have "Dra 400 Weekly Diary for (your name)" in the subject line) and your advisor if so requested. Weekly installment must be postmarked or Email according to the following: _____

Postmark/Email day:		of each week and on the following dates			
	Date		Date		Date
Week 1	_____	Week 2	_____	Week 3	_____
Week 5	_____	Week 6	_____	Week 7	_____
Week 9	_____	Week 10	_____	Week 11	_____
Week 13	_____	Week 14	_____	Week 15	_____
Week 4	_____	Week 8	_____	Week 12	_____
Additional Weeks _____					

(There is a minium requirment of 12 weeks but no maxium. Diary should be keep for the entire employment period.)

2. Evaluations:

Three evalauations are to be submitted by your suppervisor. ***It is your resopnsibility to arrange with your supervisor the evaluations, and to make sure that your supervisor completes and sends the evaluations to the department.*** Evaluations are to be keep condifidential untill the completion of the intership at which time you will be given copies of the evaluations. The evaluation form must be signed and dated withthe supervisor's name, title, phone number and if available email address (see ataached evaluation form) and mailed by your advisor. Evaluations are to be postmarked by the following:

	Date	
Evaluation #1 _____	_____	(approxmatly 1/3 into the internship)
Evaluation #2 _____	_____	(approxmatly 2/3 into the internship)
Evaluation #3 _____	_____	(at the completetion of the internship)

3. Exit interview and final evaluation:

An oral exit interview and evaluation will be held with you and the Dramatic Arts faculty no later than two weeks after your return or first day of classes which ever comes second. It is your responsibility to schedule the exit interview. In the interview you will be required to do a presentation of your summer experience, show appropriate support materials, and answer questions about your experiences and what you learned from it. You will receive your supervisor evaluations and be asked questions about your performance.

4. Written assessment:

You will prepare a final written assessment of your overall experience, including any new attitudes you have toward your possible career directions as a result of this experience, and suggestions for the operation of the Department of Dramatic Arts that might help prepare future students better. Any additional thoughts are welcomed.

5. Symposium presentation:

You will make a 15 minute presentation of your experience in Dra 103: Symposium on the first available class following your exit interview.

I have read and fully understand and agree to comply with the requirements of this course as outlined above and in the course syllabus. I have attached a copy of my contract along with production/performance times and dates.

Student's Signature

Date

Academic Faculty Advisor

Date

Internship Faculty Advisor
(If different than Academic Advisor)

Date

Department Chair

Date

Department Contact information
Department of Dramatic Arts
LPAC Room 1052
Mobile, AL 36688-0002
Phone (251) 460-6305
Fax (251) 461-1511
Email: jlambard@usouthal.edu