

THEA 2031 Internship Process

Spring 2019 T/ TH 8:30- 9:45

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**“TAKE ME TO THE WORLD THAT’S REAL  
SHOW ME HOW IT’S DONE” - SONDHEIM**

**DEPARTMENT OF THEATRE MISSION**

University Theatre is centered on the core belief that if we work as professionals during our rehearsals, labs, projects, classes, and internships, we can achieve success both here in our program and onward, through the graduates of our program. We seek to educate students in all aspects of the theatrical arts. Analytical skills, problem solving, and cooperative endeavors are promoted through the creative process of theatre productions. This collaborative process is the basis for all of the theoretical and practical work we do in creating theatre. We prepare students for graduate study and for professional employment in the theatre and related fields and we provide students with a wide range of skills and experience which can be used in a variety of careers.

University Theatre productions serve as a laboratory where students practice classroom theories. All interested students, regardless of major, are encouraged to become involved in our productions. We select our season to provide university and community audiences with the opportunity to experience plays from a wide range of periods and genres which are presented in a variety of production styles.

**COURSE DESCRIPTION**

**THR 2031 Internship Process** This is the first of a two course sequence on professional internships in theatre. The course is designed to assist students in preparing for and obtaining a summer theatre internship. No student will accept an internship without first obtaining instructor approval. All theatre majors are required to enroll in this course during the spring semester of their sophomore year and participate in auditions/interviews of the Southeastern Theatre Conference, KCACTF, or another such conference/audition as designated by the instructor.

**LEARNING OUTCOMES**

1. To develop an organized and detailed package to present to employers in their desired emphasis of study.
2. To develop professional communication and understanding.
3. To make connections and gain understanding of the workings of professional theatre companies.
4. To build a transition from college theatre to the professional world.
5. To foster professional relationships and practical skills in theatre.

**COURSE TEXTS**

**Required**

**Failing Up How To Take Risks, Aim Higher, and Never Stop Learning; Leslie Odom Jr.**

## Moodle

The online course tool, Moodle, will be used in this course. Please familiarize yourself with this technology. I will keep grades recorded and up to date throughout the semester.

## COURSE EXPECTATIONS

### Classroom Etiquette

- No cellphones, i-pods, or other electronic devices in class unless used in a class project.
- Arrive on time: Early is on time, on-time is late, and late is unacceptable.

### **Cell Phones/ Mobile Devices Electronics**

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If you bring a cellphone/ electronic device into class, make sure it is turned completely off and put away inside a backpack or purse where it cannot be seen. I strongly advise you to NOT use a cellphone/ electronic device in our rehearsal or classroom space. This includes personal iPods, electronic games, and mp3 players, etc.... They are distractions from the short amount of time we have to do our work. The exception to this are the university iPads which we may use to work on projects. However, class time should be focused on our classroom collaboration.

### **Why are policies in this class so strict?**

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The nature of theatre is highly collaborative. Whether you are in a production or class, an entire ensemble is depending on your work. There is always someone, or many, who are looking for you to be completely present and prepared for each day's work. As a part of this class, you are effectively part of a company and should behave in a respectful, professional, responsible, and committed manner. We should treat those in our class as we would a fellow colleague, remember theatre is a small world and the behavior and attitude you set now are the beginnings of how you will enter your career. Performances, and even exercises with just your classmates as audience, should be approached the way you would a professional production.

“We are what we repeatedly do. Excellence, then, is not an act, but a habit.” — Aristotle

### **The University's official ADA Statement**

“If any member of the class has a documented disability and needs special accommodations, the instructor will work with the student and the Student Success Center or the Jones Learning Center to provide reasonable accommodation to ensure the student a fair opportunity to perform in this class. In order to plan for optimal success, please advise the instructor of the disability and the desired accommodation as soon as possible. Students are strongly encouraged to notify the instructor during the first week of classes. Without ample planning/preparation time, we cannot assure the availability of needed accommodations in a timely manner.”

### **Academic Integrity**

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All student work must be done in accordance with the University's Academic Integrity policy as stated in the Student Handbook. There will be severe grade penalties for acts of plagiarism, cheating, copying of another student's work, counterfeit work, theft of tests and unauthorized reuse of work. At the very least, a first offense may entail a reprimand, report of the incident to the academic Dean, the Provost, and the University Registrar, and a failing grade for the assignment/test; a second offense will result in a failing grade for the course. However, if the incident is sufficiently serious—e.g., an entire assignment

borrowed almost word-for-word from an online site and turned in as one's own work— the instructor reserves the right to issue a failing grade for the course, even if it is a first offense.

### Attendance

This class covers many aspects of your internship and future job search. Just as you will be expected to be present in these jobs, you are expected to be present in your current job – this class. This work CANNOT be made up. You are allowed **two** absences. Each additional absence will lower your grade one full grade, i.e from an A to a B, etc.

Lateness is disruptive and disrespectful to your fellow classmates, to yourself and to our work. 3 lates will count as one absence. If you arrive more than 10 minutes after the official start of class you will be marked absent for that class day.

### Class Participation

Your full and open-minded participation in all class activities including exercises, discussions, projects is expected and required. A significant portion of our learning and research will take place through in-class discussions and activities. If you have any circumstances that might affect your full participation in class please discuss this with me at the beginning of the semester.

### Reading

Readings will be assigned from the book and supplemental texts to illuminate and enlighten our investigations into the professional world. The assigned readings will connect directly to our in-class discussions and explorations. It is imperative that you complete the assigned readings on time. While I prefer to not utilize the mechanism, I reserve the right to conduct pop quizzes to assess your completion of the assigned readings. **The workload for this course is significant; be forewarned and plan accordingly.**

### Written Work

**There will be significant written assignments.** Written assignments are selected with great care to further you on your journey, and are tools to facilitate your preparation for the professional world- there is no busy work. Unless specified otherwise, all written work must be typed, stapled, and turned in in hard copy. I DO NOT ACCEPT LATE OR E-MAILED WORK. In the event of a class absence your assignment can be turned in to me in my office by 5pm that day.

### EVALUATION

Professional email	5 pts
Applying for Internships 5	20pts
Resume Draft 1	15pts
Resume	20pts
Cover Letter Draft 1	15pts
Cover Letter	20pts
Thank you	5pts
Website/ Social Media	50pts

Final Interview

50pts

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Total

200pts

90-100% A;    80-89% B;    70-79% C;    65-69% D;    <65% F

### TENTATIVE COURSE OUTLINE

*This schedule is subject to change; timing and assignments may be adjusted to accommodate the needs of the class as the course progresses.*

#### Let's Get Started

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Week 1	1/22	Syllabus, Self-Assessment, <b>Assignment for Next Class:</b> Professional email, Purchase Failing Up
	1/24	Branding/ internship discussions <b>Assignment:</b> Search for Internship opportunities (5) Due 1/31 Self-Assessment due 1/29
Week 2	1/29	Resume discussion <b>Assignment for Next Class:</b> Continue Internship discovery, begin work on Resume
	1/31	No class - turn in Internship plan (5 opportunities) <b>Assignment for Next Class:</b> Resume
Week 3	2/5	Cover Letters/ Thank you Letters
	2/7	No class meet individually to Review Resumes
Week 4	2/12	No class meet individually to Review Resumes
	2/14	Internship Plan; Websites/ Online Portfolio
Week 5	2/19	Websites/ Online Portfolio; Cover Letter Draft 1 due
	2/21	No Class work on Website/ online Portfolio
Week 6	2/26	No Class work on Website/ online Portfolio
	2/28	No Class work on Website/ online Portfolio
Week 7	3/5	Present Websites/ Online Portfolio
	3/7	No class meet individually to Review Cover Letters and discuss internship plan
Week 8	3/12	No class meet individually to Review Cover Letters and discuss internship plan
	3/14	No class meet individually to Review Cover Letters and discuss internship plan <b>Assignment for next class:</b> Failing Up Prologue-Chp 3

Spring break March 18-22

#### Putting it Together

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	3/26	Discuss Book; Internship check in <b>Assignment for next class:</b> Chp 4- 6 Failing Up
	3/28	No class- Keep Reading
Week 10	4/2	Discuss Book; Social Media <b>Assignment for next class:</b> Chp 7-8 Failing Up; Social Media Assignment
	4/4	No class - Keep Reading

Week 11	4/9	Social Media Assignment due / Discuss Book <b>Assignment for next class:</b> Chp 9 - Epilogue Failing Up
	4/11	No class – Keep Reading
Week 12	4/16	Discuss Book
	4/18	Assign Interview/ Audition Final
Week 13	4/23	Interview prep
	4/25	Interview Prep
Week 14	4/30	Meet and Discuss/ update
	5/2	Final Interviews – no class
Week 15	5/7	Final Interviews – no class
<b>Final Exam</b>		<b>Monday 5/10/19 Final Reflection in-class and Processing</b>