School of Theatre
Professional Theatre Internships

Students may arrange degree credit for an unpaid off-campus internship with an established, professional arts organizations (or member of the Professional Theatre Initiative) or an approved on-campus internship experience with a member of the Boston University faculty or staff. Before applying for internship credit, the student should check with their Faculty Advisor to determine whether the proposed experience and/or host organization qualifies. If approval is granted, the student should develop a job description with the cooperating organization and fill out an “Internship Contract” form to be agreed to/signed by:

The person supervising the student
The student
And the faculty member coordinating the internship

This signed form should be filed with the Assistant Director before the internship begins. Students should then register for internship credit (CFA TH 541/542 – Performance or CFA TH 591/592 – Design & Production) for the semester in which the internship is taking place – or for summer internships in the semester immediately following. A minimum of 40 hours of work is expected per unit of credit. Credit is ordinarily capped at four credits per internship. On-campus internships done under direct supervision of a BU faculty/staff member can be graded by Letter Grade; all off-campus internships are graded Pass/Fail.

The following documentation must be turned in at the end of the internship:

The School of Theatre Intern Evaluation Form
Internship Journal/ Log Book
Final Process & Reflection Paper

School of Theatre Intern Evaluation Form
When beginning an internship, each student should provide his/her supervisor with a copy of the “SOT Intern Evaluation Form” and explain that return of the completed form to the faculty advisor is essential. A supervisor’s failure to submit this will prevent the student from receiving internship credit.

Internship Journal / Log Book
A student should keep a journal or log book throughout the time of the internship. This document should provide a detailed record of the students experience with entries made on a regular basis (daily, weekly, completion of specific projects) through words, photos, drawings or other method as agreed on with the advisor. A student’s failure to submit this document will prevent the student from receiving internship credit. This document will also be a good tool to use when writing the final process and reflection paper.

Final Process & Reflection Paper
At the end of the internship, students must submit a paper that both explains and evaluates the process of the internship, and reflects on the time spent with the arts organization and the skills acquired throughout the internship.

This paper should also include: an overview of responsibilities; a summary of events; an evaluation of processes; and what the student took away from the experience.

Updated August 2012
## School of Theatre
### Internship Contract

<table>
<thead>
<tr>
<th>Student’s Name</th>
<th>I.D. #</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address</td>
<td>Phone</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Supervisor’s Name</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address</td>
<td>Email</td>
</tr>
</tbody>
</table>

Please describe the internship: What are the goals? For how much time and in what task will the student be involved? (Please use the back of this form if necessary.)

---

Boston University policy requires that students not be paid for credited internship work. Generally, students invest a minimum of 40 hours of work per credit. Credits earned on-campus may be marked by Letter Grade, while credits taken off-campus are Pass/Fail. For students to receive credit, the student must be properly registered, and the Supervisor must return to the student’s Faculty Coordinator a completed Internship Evaluation form at the conclusion of the internship.

We have read this statement of goals and conditions, and we agree to work within them.

<table>
<thead>
<tr>
<th>Student</th>
<th>Supervisor</th>
<th>Faculty Coordinator</th>
</tr>
</thead>
</table>

Updated August 2012
School of Theatre
Intern Evaluation Form

Student's Name ____________________________ Supervisors Name ____________________________

Using the rating scale below, please circle the number that best rates the intern.

1=Outstanding  2=Good   3=Average   4=Poor   5=Inadequate

Responsibility: punctual, prepared, reliable   1 2 3 4 5
Leadership: takes initiative, earns respect    1 2 3 4 5
Positive energy and attitude                   1 2 3 4 5
Rapport with others                           1 2 3 4 5
Knowledge of subject area                     1 2 3 4 5
Quantity of work output                       1 2 3 4 5
Quality of work output                        1 2 3 4 5
Artistic insight                              1 2 3 4 5
Meeting expectations/ accomplishing agreed-upon goals 1 2 3 4 5

Please report the number of hours the intern worked: __________________________________________

Please use the back of this form if needed to answer the following:

What are the intern’s greatest work strengths? ______________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________

What are some areas in which the intern needs to improve? __________________________________________
____________________________________________________________________________________
____________________________________________________________________________________

Any other relevant observations or suggestions: ___________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________

_______________________________________________
Supervisor’s signature

Updated August 2012