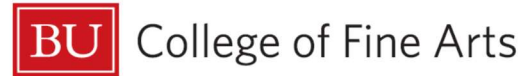


School of Theatre

Professional Theatre Internships

Undergraduate Students



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 Academic 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*
- *Faculty Internship Coordinator (Michael Kaye for Performance Internship, D&P Faculty Mentor for D&P Internship)*

This signed form should be filed with the SOT Academic Advisor **before the internship begins.** When completing Students should then register for internship credit as follows:

- CFA TH568 S – 0 credits, Summer in which the internship takes place
- CFA TH569 (perf) or CFA TH570 (D&P) – 1 credit, Fall semester following the internship

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

- *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 their 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.

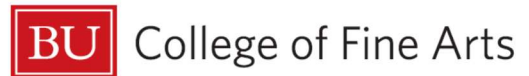
Internship Journal / Log Book

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.

School of Theatre Internship Contract



Student Name _____

UID # _____

Address _____

Phone _____

Email _____

Supervisor Name _____

Phone _____

Address _____

Email _____

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.)

Semesters Registered For Internship Courses

CFA TH568 S: Summer _____

CFA TH569: _____

For students to receive credit, the student must be properly registered, and the Supervisor must return to the student's Academic Advisor and Internship 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.

Student

Supervisor

Internship Coordinator

School of Theatre Intern Evaluation Form



Student Name _____ Supervisor 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