

Indiana University South Bend
Ernestine M. Raclin School of the Arts

Department of Theatre & Dance

Internship Guidelines

Updated 2017

Internship THTR-T392

B.F.A. students must complete at least one summer internship or high-level theatre job, preferably outside of the South Bend area as a part of their specified degree track. The Lerner Summer Series or an internship at a community theatre are not sufficient to be used as the internship credit. *

The following rules/requirements apply to all seeking opportunities to fulfill their internship credits:

- 1) The internship opportunities and/or theatrical opportunities must be discussed with the student's major advisor. If any questions still remain, the full Theatre and Dance faculty will weigh in on the subject.
- 2) The internship and/or theatrical opportunities must be directly related to and/or closely related to the student's field of study.
- 3) The student will seek out and apply or audition for multiple internship opportunities and/or theatrical opportunities.
- 4) The internship could be fulfilled at any time throughout the student's time in the degree track. The earlier the better. As the academic year runs August through May, it is suggested that the student concentrate on the summer months for their internship fulfillment.

Ways to fulfill the internship credit:

- 1) Securing a theatrical internship or apprenticeship at a high-level theatre or entertainment venue that is related to or closely related to area of study and approved by the academic advisor and/or the Theatre and Dance faculty.
 - Resources:
 - i. <http://www.lort.org> (League of Resident Theatre website)
 1. Click on "member theatres"
 2. Use these links to visit the theatre websites and look for links that say "internships," "education," "work with us," etc... for possible internship options they might offer and their application procedures and deadlines.
 - ii. Tcg.org (login> artsearch> career development) – sometimes internship opportunities are listed here.

For the most updated resources, please see your advisor.

- 2) Auditioning for and being granted a role or applying and being offered a technical theatre position at a high-level summer stock theatre or other professional theatre as approved by the academic advisor and/or the Theatre and Dance faculty.
 - Resources:
 - i. Backstage.com (auditions/jobs)
 - ii. Chicagoplays.com (sitemap/auditions)
 - iii. Playbill.com (jobs)
 - iv. Audition/Interview Conferences (SETC [setc.org]/NETC [netconline.org])
 - v. Design/Technical Conferences (LINK [www.usitt.org/link/], USITT [www.usittshow.com])
 - vi. Any other reputable audition/interview listing sites available.
 - vii. Local opportunity: Notre Dame Shakespeare Festival (Young Company or internship/staff positions)

For the most updated resources, please see your advisor.

3) Applying to and being accepted at a theatrical training program during the summer months (for performance students this must last at least 4 weeks or more to ensure breadth of training is equivalent to credits earned and up to two educational programs can be linked together in consideration of the full internship credit.) This must also be approved by the academic advisor and/or the Theatre and Dance faculty.

- Resources:
 - i. Tcg.org (login>Artsearch>career development (sometimes training opportunities are listed here)
- Some reputable theatre training programs are:
 - i. The Open Jar Institute (one week program)
<http://www.openjarinstitute.com/Summer-Institute.html>
 - ii. The American Academy of Dramatic Arts: <https://www.aada.edu/programs/summer-program/>
 - iii. CAP21 – Musical Theatre Conservatory:
 - iv. <http://www.cap21.org/cap21/conservatory/programs/summer-professional-musical-thea/>
 - v. Williamstown Theatre Festival:
<http://wtfestival.org/work-learn/>
 - vi. Stratford Off the Wall: <http://www.stratfordoffthewall.com/index.html>
 - vii. USITT Symposia & Master Classes: <http://www.usitt.org/master/>
 - viii. Broadway Lighting Master Class: <http://livedesignonline.com/>

*For the most updated resources, please see your advisor.

- And many more options are out there. Please look around and discuss these with your academic advisor prior to applying. Many of the theatres linked to above via lort.org may also have educational summer training components in addition to their internship opportunities as well.

*In some cases, multiple areas may be combined to create one internship-level credit fulfillment. This is on a case-by-case basis and at the discretion of the academic advisor and the faculty of the Theatre and Dance department.

4) Student Assessment outcomes:

- Your direct mentor during the internship will be contacted to ensure completion of internship experience as laid out. Any assessment from your direct mentor will be taken into account in grading.
- At the end of the internship you will be responsible for completing the following:

A) WRITTEN PAPER

This paper is a written encapsulation of your internship experience. Please be sure this paper is:

- 1) 12 point Times New Roman Font
- 2) 5-7 pages in length
- 3) Double-spaced
- 4) .5" margin each side
- 5) Please include:
 - 6) Where you completed your internship
 - 7) The length of the internship
 - 8) An experiential account of the classes taken and experiences gained. Be specific with this. Let us know what you were taught and how it relates to your educational journey at IUSB. How did it add? How has it shaped your ultimate journey? What were your preconceived notions of the experience before? How did they alter over the course of the experience? What was your overall impression of the journey? How has this internship spurred your creative and theatrical goals? What are your next goals and what have you done or are you looking at next? What are some of the tangible outcomes of this experience? What are some of the intangible outcomes of this experience? Anything else you would like to add about this experience?
- 9) Please be sure to consistently format this as a college-level paper (MLA or APA is your choice). Be sure to proofread for format, spelling and grammar.

B. VISUAL/AUDIO PRESENTATION

- 1) Powerpoint or Keynote-based presentation.
- 2) 5 minutes in length (if recorded as video presentation of slides)
- 3) 10- 15 slides (if slide-based and navigated at viewers own pace)
 - a) If this option is chosen, please be sure your narrative talking points are included as a part of the slides – or as a separate document.
- 4) Include pictures, audio clips, audio recordings of your narrative, etc...
- 5) This is a fun way to encapsulate your experience and include anything that may not be possible to include in the written paper assignment.
- 6) Think of this as a show and tell of the experiences.
- 7) If you need any of the aforementioned software, please remember that you, as a student of IUSB, have access to many kinds of free software through IUware. (see IUSB website and search IUware)

C. PRESENTATION OF PAPER AND A/V DOCUMENT TO FACULTY AND STUDENTS.

- 1) The student must present their experience to the faculty and students utilizing your paper and the A/V demonstration as the backbone of your