

Stephen F. Austin State University School of Theatre

Internship Packet

BFA

INTERNSHIP PROGRAM

Introduction:

The purpose of an internship is to provide the BFA student with an opportunity to observe “a way of life” for which one day s/he may be responsible. The goal is to provide the student with every opportunity to learn about the professional theatre by working in a professional theatre. You are, admittedly, entering a relationship with a professional company as a novice. Neither the School nor the student should enter into the internship with the idea that you are prepared to work in the company of professionals as “a professional.” In short, you may or may not be working directly in the area for which you were trained. It is expected, however, that you will be provided opportunities to learn about those areas of study to which you have focused as well as provide you with opportunities to expose yourself to other areas of employment in the professional theatre for which you may develop interest.

Academic credit for this internship is provided by Stephen F. Austin State University and the School of Theatre. For this reason, all internships must be approved by the faculty. The faculty appropriately assumes responsibility for approving internship applications based on their judgment as to what will best serve the student. Internships are for the most part limited to those Professional Companies with whom the School has a relationship. Exceptions to this may be made only with the approval of the Director of the School and the Theatre Faculty and only under extraordinary circumstances. Students may request exceptions and must show good reason. Before an exception can be granted the Director of the School must have reached a satisfactory agreement with the theatre as to the quality of the educational experience provided.

Approved Internships:

Milwaukee Repertory Theatre Company - Acting
Arizona Theatre Company – all areas except acting
Theatre Three Dallas – all areas
Dallas Children’s Theatre Company – all areas
Guthrie Theater – Stage Management
A.D. Players – all areas
Alley Theatre – all areas

European Theatre Arts: London / Barcelona/ Tallin
Theatre Design: London,
Stage Management: London

INTERNSHIPS:

The School of Theatre at Stephen F. Austin State University provides in its BFA program a professionally oriented curriculum. The Theatre internship is an extension of that curriculum and requires the coordination of four individuals: (1) the student, (2) the academic supervisor, (3) the on-site professional supervisor, and (4) the Director of the SFA School of Theatre. For students who excel in the BFA curriculum, the internship extends instruction into the professional world. The student intern must be more than an individual who has acquired a temporary job in a professional theatre. To insure participation by the most highly motivated students who will gain greatest benefit from their work experience, the student must demonstrate that their performance / technical / design skills in the SFA production program and their academic abilities merit such selection.

ELIGIBILITY:

The internship is limited to Juniors and Seniors who have completed 60 hours of university credit, including: Theatre. 221 (Beginning Acting), at least two of the following: Theatre 231 (Costume Technology), Theatre 232 (Stage Make-up), Theatre 241 (Stagecraft), Theatre 242 (Lighting Technology), and a minimum of 24 hours in non-departmental university requirements.

Only students enrolled in the BFA program are eligible to earn academic credit.

Academic Requirements:

Must have achieved a 3.0 average in all theatre classes
Must have a 2.75 GPA (overall average on SFA transcript).

Credit:

Must be registered for the Internship course while completing internship.
Credit will not be granted for previous work.

Full time students may enroll for 12 credits per semester to maintain their status as full time students to qualify for financial aid.

Only 19 hours of credit may be applied to BFA degree.

Theatre 452 counts as advanced Theatre credit.

APPLICATION PROCEDURES:

Applicants should submit a one page essay to the Director of the School stating as succinctly as possible their goals, and what they hope to achieve in an internship program. They should indicate where they wish to serve their internship (list first and second choices) and how those programs will best meet their goals. Applicants must include a resume of production work as well as an SFA Transcript of all course work completed as well as a listing of all course work needed to complete the BFA degree.

Due Dates for applications are posted on the School Call board and those dates are announced sometime in November.

Audition / Interview Procedures:

If approved by the School, the applicant may then audition or interview with the theatre company. This may occur on site (requiring the student to travel to the host theatre company) or it may occur at SFA.

If approved by the theatre company, the applicant must then prepare a contract which lists expected duties and responsibilities, pay and/ or housing (if applicable), hours of work, beginning and start dates. See Internship Contract and Position Description Form found in the Internship Packet. Some companies may provide you with an existing contract. What is important is that duties and responsibilities be made clear.

Internship Packets are available from the Administrative Assistant.

All contracts must be signed by the student, the faculty advisor, and the Director of the School before the student begins their internship.

Evaluation Procedures: Interns are evaluated each semester on a Pass / Fail basis. It is not likely a student who completes the internship would fail their internship. It is more likely that a student who does not meet their responsibilities would be removed from their internship and thus fail. The result of such action would, or course, seriously delay completion of the degree.

JOURNAL: (see Internship Packet): during the intern residency, the student is required to submit a journal (detailing weekly activities) twice a semester: one at mid-terms and again at the end of the semester. Journals are to be submitted to the Faculty Advisor and will be retained in the School for future reference. No grades are assigned until journal has been submitted.

SUPERVISOR'S EVALUATION OF INTERN: (see Intern Packet) At the end of each semester, the on-site supervisor will complete an evaluation form which is in turn mailed to the Faculty Supervisor. No grades are assigned until this evaluation has been completed. This evaluation should occur at the end of both the Fall and Spring Semester. **NOTE: IT IS THE STUDENT'S RESPONSIBILITY TO SUBMIT THIS FORM TO THE SUPERVISOR).**

STUDENT EVALUATION OF SUPERVISOR AND INTERNSHIP: (see Intern Packet) At the end of the Internship, the intern will submit to their advisor an evaluation of their Supervisor as well as an evaluation of their internship (Part I and Part 2).

IT IS EXTREMELY IMPORTANT THAT STUDENT INTERNS REMAIN IN CONTACT WITH THEIR ADVISORS THROUGHOUT THE YEAR AND THAT THE SCHOOL DIRECTOR BE MADE AWARE OF ANY "PROBLEMS" THE STUDENT MAY BE EXPERIENCING.

BFA

Performance Majors

EUROPEAN THEATRE ARTS PROGRAM

BFA students have the option of spending one year abroad studying European Theatre Arts: one semester at Rose Bruford College – London, England and one semester at Institut del Teatre, Barcelona, Spain (or other designated sites in Prague, Tallinn, Madrid, etc.) Admission is subject to faculty approval. Applications are the same as for the internship program.

The year abroad will enable students to explore the traditions and practices of theatre in European countries. Students will study plays in English and all classes will be conducted in English or with an interpreter. Theory will be combined with practice and students will be taught in workshops, intensive practical sessions, seminars, and tutorials.

Rose Bruford College and the European Theatre Institutes have an international reputation in the training of actors, directors, and designers. We believe that theatre students grounded in the traditions of American, British, and European Theatre will play a major part in the development of theatre in the 21st Century.

BFA

Design / Stage Management Track

Rose Bruford College, London, England

BFA students have the option of spending one year abroad studying at the advanced level in the professional training program of Rose Bruford College. Admission is subject to faculty approval. Applications are the same as for the internship program.

The year abroad will enable students to explore the traditions and practices of the English Theatre and they will have the opportunity to study and work along side of not only professionally focused students but professionals who are designing and working on the London Stages.

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Stephen F. Austin State University School of Theatre INTERNSHIP CONTRACT

Name of organization: _____

Date of Internship: Start: _____ End: _____

Will you be paid a stipend? Yes No (circle one)

I agree to the following internship obligations:

1. I agree to register for a minimum of 19 hours of Theatre credit for my internship. **
2. I understand that I must find my own housing and am responsible for all costs involved, including, but not limited to, rent, phone, and damage. When possible, the supervising faculty member may assist in finding living facilities.
3. **Check and fill in where necessary:**
 - I understand that I will receive a stipend of \$_____ by my On-Site Supervisor. This stipend is to help with my food and living expenses. I am considered to be an employee and will be treated as such and will complete all assignments given to me.
 - I understand that I will receive no financial stipend. However, I will be considered an employee and will be treated as such and will complete all assignments given to me.
4. I agree to complete all the requirements of the program for which I am working while on internship, recognizing fully that I represent the University as well as myself and that my work reflects on the future of the Intern Program.
5. I will submit a weekly journal of activities to the faculty advisor containing evidence of daily work experiences and off-the-job related activities. I understand that failure to submit such a comprehensive journal will result in an "unsatisfactory" for a final grade..
6. I will be responsible for all costs involved in the Internship including, but not limited to transportation for the advance interview, transportation, housing, meals, health insurance, admission costs, and personal expenses.
7. I understand that I must complete the internship during a two semester period. I also agree to file a **Student Evaluation of Internship** at the end of the intern period which may be shared with the On-Site Supervisor.
8. I agree to submit a final typewritten evaluation at a date to be determined by the Faculty Advisor, including an evaluation of daily work, quality of on-the-job experiences and analysis of knowledge and skills which have resulted in clarification of future career goals.
9. I will not accept employment that interferes with my internship and further agree to complete any remaining academic requirements in the term immediately following my internship. I understand that failure to do so may result in the loss of internship credit and subsequently affect graduation.

** Minimum of 12 hours per semester must be taken in order to maintain financial aid and scholarships.

Student: _____

Date: _____

Faculty Advisor: _____

Date: _____

Director of School: _____

Date: _____

**Stephen F. Austin State University School of Theatre
Internship Position Details Form**

Name of organization: _____

Address: _____

Telephone: _____

On-Site Supervisor:

Name: _____ Title: _____

Job Description in Detail:

Hours worked per week: _____ How many weeks: _____

Description of duties to be performed (**Type** information here or submit separate document):

Stipend? Yes No (circle one)

Please attach all documentation from organization confirming the above information.

Please return this sheet with attached documentation to your advisor prior to internship.
A copy will be placed in your file.

Stephen F. Austin State University School of Theatre On-Site Supervisor's Semester Evaluation of Student Intern

(The student should complete the following information before giving it to the On-Site Supervisor)

Student: _____ Date: _____

Organization: _____

On-Site Supervisor: _____ Title: _____

Date of Internship: From: _____ to _____

Based on your observation so far, please evaluate your intern by indicating the frequency of the following behaviors:

	1=Always	2=Usually	3=Sometimes	4=Rarely	5=Never
Performs in a dependable manner	1	2	3	4	5
Cooperates with co-workers-supervisors	1	2	3	4	5
Learns quickly	1	2	3	4	5
Shows initiative	1	2	3	4	5
Produces high quality work	1	2	3	4	5
Accepts responsibility	1	2	3	4	5
Accepts criticism	1	2	3	4	5
Demonstrates organizational skills	1	2	3	4	5
Complies with safety regulations	1	2	3	4	5
Uses technical knowledge/expertise	1	2	3	4	5
Demonstrates creativity/originality	1	2	3	4	5
Analyzes problems effectively	1	2	3	4	5
Communicates well, oral, written, etc.	1	2	3	4	5
Has a professional attitude	1	2	3	4	5
Is punctual	1	2	3	4	5
Uses time effectively	1	2	3	4	5

Do you foresee any problems with the intern finishing the rest of the contracted time in this internship? If so, please give details.

Stephen F. Austin State University School of Theatre
On-Site Supervisor's Final Evaluation of Student Intern

(The student should complete the following information before giving it to the On-Site Supervisor)

Student: _____ Date: _____

Organization: _____

On-Site Supervisor: _____ Title: _____

Date of Internship: From: _____ to _____

Based on your observation, please evaluate your intern by indicating the frequency of the following behaviors:

	1=Always	2=Usually	3=Sometimes	4=Rarely	5=Never
Performs in a dependable manner	1	2	3	4	5
Cooperates with co-workers-supervisors	1	2	3	4	5
Learns quickly	1	2	3	4	5
Shows initiative	1	2	3	4	5
Produces high quality work	1	2	3	4	5
Accepts responsibility	1	2	3	4	5
Accepts criticism	1	2	3	4	5
Demonstrates organizational skills	1	2	3	4	5
Complies with safety regulations	1	2	3	4	5
Uses technical knowledge/expertise	1	2	3	4	5
Demonstrates creativity/originality	1	2	3	4	5
Analyzes problems effectively	1	2	3	4	5
Communicates well, oral, written, etc.	1	2	3	4	5
Has a professional attitude	1	2	3	4	5
Is punctual	1	2	3	4	5
Uses time effectively	1	2	3	4	5

If you were in the position of employing this individual on a permanent basis would you hire this person?

Stephen F. Austin State University School of Theatre Student Evaluation of Supervisor

Indicate the degree to which you agree or disagree with the following statements:

1=Strongly Agree 2=Agree 3=No Opinion 4=Disagree 5=Strongly Disagree

Supervisor was well organized.	1	2	3	4	5
Supervisor gave appropriate feedback.	1	2	3	4	5
Supervisor was accepting of my feedback.	1	2	3	4	5
Supervisor was open and freely gave information about the organization.	1	2	3	4	5
Supervisor was accessible-available for problems and questions .	1	2	3	4	5
Supervisor was supportive and perceptive of my feelings and efforts.	1	2	3	4	5
The orientation was sufficient to familiarize me with the organization.	1	2	3	4	5
The training was adequate and enabled me to perform my internship duties.	1	2	3	4	5
The duties were fully explained and clear.	1	2	3	4	5
Goals set by my supervisor were realistic in terms of complexity and time constraints.	1	2	3	4	5
Work environment was comfortable.	1	2	3	4	5
Sufficient work space was provided.	1	2	3	4	5
I was a valued part of the organization	1	2	3	4	5

Additional Comments: _____

This evaluation is confidential and will not be shared with the supervisor.

Stephen F. Austin State University School of Theatre
Student Evaluation of the Internship
Part 1

Name: _____ Due Date (due as per contract): _____	
Theatre/organization: _____	
Address: _____	
On-Site Supervisor: _____	Title: _____
Faculty Advisor: _____	
Date of Internship: From _____ to _____	

Give a brief description of your internship work (title and tasks for which you were responsible):

Was your internship related to your major area of study?
(Yes, to a large degree – Yes, to a slight degree – No, not at all)
Explain.

**Stephen F. Austin State University School of Theatre
Student Evaluation of the Internship (cont'd)**

Please indicate the degree to which you agree or disagree with the following statements (please use your final evaluation, Part 2, to elaborate on any of these statements):

	1=Strongly Agree	2=Agree	3=No Opinion	4=Disagree	5=Strongly Disagree
1. Given me a good opportunity to explore a career field.	1	2	3	4	5
2. Made me see the usefulness of my course work through application of theory to practice.	1	2	3	4	5
3. Helped me develop my decision-making and problem-solving skills.	1	2	3	4	5
4. Expanded my knowledge about the work world.	1	2	3	4	5
5. Helped me develop my communicative and interpersonal skills.	1	2	3	4	5
6. Given me a chance to exercise leadership skills.	1	2	3	4	5
7. Made it possible for me to be more confident in new situations.	1	2	3	4	5
8. Was related to my major area of study.	1	2	3	4	5
9. Helped me learn to handle responsibility.	1	2	3	4	5
10. Helped me to develop new interests and abilities.	1	2	3	4	5
11. Helped me clarify my career goals.	1	2	3	4	5
12. Provided me with contacts which may lead to future employment.	1	2	3	4	5
13. Given me the opportunity to acquire info and/or use equipment not available at SFA.	1	2	3	4	5

Stephen F. Austin State University School of Theatre
Requirements of Final Written Evaluation
Part 2

The following items should be addressed in your final paper:

1. A restatement of your goals and objectives when you selected the internship program in which you are involved.
2. Describe how the internship helped you meet those goals and objectives.
3. Did your internship cause you to re-evaluate your future goals and what changes came about as a result of the internship?
4. Describe your work situation and level of accountability.*
5. Describe your normal daily activities and responsibilities. *
6. Describe the cultural and extra-curricular activities (theatre events, museums, films, new environment, etc.) that contributed to the quality of the internship. *
7. Describe your contact with directors, producers, designers, technicians, SFA alumni, and other interns, etc.*
8. What did you learn on your internship that will help you in your career?
9. What things do you wish that you could have known about before you left on your internship and how could you have better prepared yourself for your internship?
10. What changes would you suggest in the theatre program at SFA which would have better prepared you for your internship?
11. What problems did you encounter on your internship and what suggestions would you make to improve the internship program?
12. Evaluate your relationship with your faculty advisor during the internship. Did you feel you had open lines of communication between you and your faculty advisor?
13. What was the most significant accomplishment or satisfying moment of your internship?
14. Considering your over-all experience, how would you rate this internship?
15. Other comments you feel are pertinent.

*Rose Bruford program participants may omit these questions or adapt them to appropriately describe the study abroad experience.

Stephen F. Austin State University School of Theatre

Reflections Journal Guidelines

Journal entries should be **written** on a weekly basis detailing work activities, experiences, and personal notes to help future interns.

These will be **submitted** to your advisor at mid-term and at the end of the semester

Each submission of the journal should include:

- A log of daily activities
- Records of perceptions such as: What did you observe? How does your position **fit** into your entire system? How well does your academic theory coincide with reality? What discoveries did you make about the process and yourself? What problems-solving situations did you observe?
- Recording of any observations relating to the running of the business of the company
- Recording of suggestions for ways to improve the systems that are in place
- Recording of pertinent information about the city in which you are interning
- Evidence of cultural events in the city of the internship. This should include: date of attendance, type of event, location of event, reactions to event, persons who attended, discussions and observations the event generated.
- Recording of questions

SFASU School of Theatre Intern List

Rose Bruford

Davis, Paul 95-96
King, Molly 95-96
Bilbo, Jack 96-97
Mills, Tress 96-97
Copeland, Wes 97-98
Tegtmeie, Rob 97-98
Long, Tom 98-99
Makatura, Hillery 98-99
Youle, Jennifer '99-'00
Waring, Elizabeth 99-00 (dropped)
Rusk, Keely '00-'01
Grigsby, Sara 00-01
Mills, Jessica 01-02
Getz, Peter 01-02
Wilson, Jason 02-03
Tillman, Michelle 02-03
Cooke, Camron 03-04
Arnold, Angela 03-04
Kammerlohr, Marjorie '04-'05
Doolen, Lyndsey 04-05
Dwyer, Meghan 04-05
Stoneking, Jennifer 04-05
Bland, Kelli 04-05
Blanco, Veronica 05-06
Kinsman, Chad 06-07
Brazzle, Thomas 07-08
Djie, Brittany 07-08
Mills, Nick 07-08
Bauer, Justin 07-08
Real, Josh 07-08
Newberry, Boni 07-08
Lynch, Shawna 07-08
Gamel, Chris 07-08
Collins, Devin 07-08
Restivo, Cathy 08-09
Scholtes, Kevin 08-09 (Theatre Design)
Polanco, Brandon 08-09 (Theatre Design)
Haag, Ella 08-09
Risien, Cassidy 08-09
Douglas, Tony 09-10
Hale, Sarah 09-10
Ly, Susan 09-10

Matragos, Chris 09-10
Moretta, Dominic 09-10 (Stage Management)
Ostrander, Allison 09-10
Zabinski, Sarah 09-10
Conn, Diedre 10-11
Meza, Robert 10-11
Edge, Eddie 11-12
Palizza, Emma 11-12
Love, Lindsay 12-13
Suter, Jennifer 12-13

Mabou Mines

Kayla Solomon

MRT

Katheryn Phillips 94-95
Goodwin, Reg
Kitchell, Cherece
Cooper, Stacey
Craig, Scott Michael
Read, Michelle
Robichaux, Ricky
Waggoner, Dalla
Solomon, Kayla
Boos, Diana
Wilson, Kelly
Phillips, John
Golinski, Sharon
Hodges, Tiffany
Plentl, Preston
Phillips, Todd
Woods, Jeremy
Stacy, Melody
Mills, Tress
Cannaday, Mel
Teague, Jennifer
Castillo, Elisa
Vasquez, Danny
Hathaway, Brian
Spear, Chad
Pritchitt, Christin
Reeves, Robert
Nipper, Robin

Copeland, Wes
Herrington, Nicole
Hamm, Lori
Morris, Joe
Barra, Staci 02-03
Ramirez, Jorge 03-04
Piechocki, Steven 04-05
Orr, Erin
Estelle, Tim 04-05
Kennedy, Chris 06-07
Seilheimer, Savannah 07-08
Hollins, Xzavien 09-10
Hathway, David 10-11
Jefferson, Lamar 12-13

ATC

McAlpin, Robert
Spurlock, SuzaBeth
Dunn, Courtney
Fowler, David
Williams, Kelly
Whilden, Wendy
Heerssen, Josh 04-05
Tegtmeier, Dave
Loyd, Todd
Fisher, Vickie
Jordan, Kyle
Flores, Stacey
Yarede, Alyssa
Mees, Eric
Israel, Joyous
Hamre, Carol
Hahn, Josh
Harris, Brandy
Swift, Melissa 03-04
Reed, Michelle Davison 03-04
Heerssen, Joshua
Paschke, Missy 04-05
Estelle, Timothy 04-05
Cole, Justin 06-07
McDaniel, Sean 07-08
Glover, Julie 09-10
Nelson, Brittany 10-11
MacAulay, Sara 12-13

Climb Theatre

Hightower, Quimby
Link, Crystal
Dancer, Chason
Witkowitz, Brian
Estrada, Joshua 03-04

Dallas Children's Theatre

Geiter, Kim
Lyle, Matt
Johnson, Amanda 04-05
Witkowitz, Steven 06-07
Whitney, Zane Jr. 08-09
Garcia, Jon 12-13

Theatre Three

Neubrand, Christina
Speck, Michael 04-05
Hopper, Eric 04-05
Mooney, Lane 05-06

A.D. Players

Vickery, Paul
Blake, Sarah 07-08
Weir, Blake 11-12

Guthrie Theater

Smith-Nelson, Whitney
Flores, Chris 07-08
Rosenberger, Meghan 08-09
Zednick, Ashley 09-10

Texas Commission for the Arts

Ferguson, Heidi Aaron Rouse

Germany

Enter, David

Arena Stage Theatre- Washington, D. C.

Swiere, Shirley 03-04

Olympic West

Abshire, Matt 03-04

Disney on Ice

Tilkemeier, Lindsey

Arkansas Arts Center

Sumrow, Kate 04-05

Washington National Opera

Hill, Randall Scott 10-11

Alley Theatre

Cook, Jason 10-11

Stanphill, Samantha 10-11

Lewis, Margaret 11-12

Dean, Caitlin 12-13

TimeLine Theatre

Kolbo, Rosie 11-12

Tucker, Arrie 12-13

Casa Manana

Bauer, Janette 11-12

Hartke, Grace 12-13

Porchlight Music Theatre

Pullam, Kory 12-13