Internship THEATRE 685

Instructor Information:
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Course Description:
As a final step in moving from the academic environment to the professional arena, students will engage with a professional theatre or commercial company for the purpose of working in an internship position directly supervised by a “working professional”.

This internship will expose the student to specific work processes and products relevant to their area of interest. By engaging with craftspeople, designers, directors, and other working professionals, students will be engaged in the artistic work of the theatre at the professional standard and develop contacts and sensibilities necessary for a successful career within the industry.

All internships must be “proposed” to the production faculty and a clear plan of action for successful integration of the internship to the overall production season must be approved prior to starting any internship. Please fill out the Internship Application and submit to the appropriate supervising faculty. Criteria for completion is determined by instructor consultation and requirements listed below:

Credit / Hours of contact:
Students should enroll for the number of credits based upon a minimum number of contact hours at the internship site. Generally, 1 credit equals 45 hours of “work”… 2 = 90, 3 = 135, etc.

Course Requirements:
- Contract: Students must complete a “contract” with the host theatre/company/supervising professional that includes:
  - Work weeks
  - Expected weekly work hours/“reporting” hours
  - Supervisor contact information
  - Anticipated evaluation dates
  - Contact information for the student while on internship (e-mail, phone, blog address)
  - Anticipated duties/expectations or job description

This contract is due by the end of the first week of the internship for those who are doing semester long internship and PRIOR to the start of the internship for internships less than a semester long.

Journals may be sent in via e-mail or via “blog”. It is highly recommended that students establish a “blog site” like ones available at blogspot.com or myblog.com allowing easy journaling and communication. Blog sites may be public or limited to internship instructor access only…it’s up to the individual student. Blog entries should be your written journaling as well as supporting documentation such as photos, schedules, drawings, work lists, or other similar information.

1. Students must keep a written journal chronicling the activities of the internship, highlighting new skills and techniques learned. Journal entries should note project work undertaken, products and processes used, new skills and techniques learned, and the supervision of personnel. Entries do not have to be daily but should be, at a
minimum, twice weekly. Students should reflect on their progress in professional skills and production skills and what they will actively do to enhance those areas during the internship.

2. Students will submit a **final written summary** highlighting the activities and benefits of the internship. This summary will be reviewed by the technical faculty for grade assessment. Not completing a final summary will impact the final grade assignment even if the internship has been successful and institution supervisor recommends a superior grade.

**Evaluation:**

1. The internship supervisor of the professional institution will submit an evaluation form near the midpoint of the internship and at the completion of the internship (Exit interview). Students are encouraged to seek oral feedback on a regular basis beyond these written evaluations. Written evaluations shall be forwarded to the UWM internship supervisor.

3. The student will arrange an oral review by the UWM internship supervisor near the midpoint of the internship. This may be done by phone and must be set up by the student.

4. The student will arrange an exit interview with the UWM internship supervisor to discuss the internship and to complete a grade assessment.

**Grades:**

Grades will be determined by the instructor in consultation with the student and the professional internship supervisor.

- 25% Consistent and insightful journaling
- 50% Demonstration of progression in professional and production skills
- 25% Positive exit evaluation by professional internship supervisor

Please go to: [http://www.uwm.edu/Dept/SecU/SyllabusLinks.pdf](http://www.uwm.edu/Dept/SecU/SyllabusLinks.pdf) for additional information on academic dishonesty, drop policy, special assistance needs, etc.
INTERNSHIP APPLICATION

NAME:  

EMAIL:  

PROPOSED SEMESTER/ TIME FOR INTERNSHIP:  

SPONSORING INSTITUTION:  

AREA OF CONCENTRATION:  

CREDIT HOURS:  

(Props, Electrics, Stage Management, Costumes, etc.)  

(1-4 per semester)  

PROPOSED SUPERVISOR:  

PHONE:  

EMAIL:  

ADDRESS:  

I HAVE MADE CONTACT WITH THIS PERSON:  

YES  

NO  

PLEASE DESCRIBE YOUR PROPOSED INTERNSHIP AND HOW IT WILL BENEFIT YOU:  

OTHER DETAILS/ INFORMATION CONTRIBUTING TO FACULTY APPROVAL OF THIS INTERNSHIP (USE BACK OF PAGE AS NECESSARY)  

SIGNED:  

DATE:  
POSITIONS/ SKILLS

Scenery / Rigging
- Woodworking
- Metalworking
- Resins and casting
- Polystyrenes and Plastics
- Surface preparation and paint techniques
- Rigging techniques and solutions
- Motion control systems and installation
- Drafting (hand, CAD)
- Layout and Graphics work
- Scenic engineering
- Creative solutions and new processes

Properties
- Upholstery
- Soft Goods
- Woodworking
- Metalworking
- Casting and molding
- Painting, finishing and distressing
- Graphics and paper goods
- Crafts and Costume Crafts
- Furniture
- Set dressing
- Acquisition
- Creative solutions and new processes

Lighting
- Physics and electrical
- Systems and installation
- Documentation and back-up
- Research
- Technology upgrades and new technologies
- Creative solutions and new processes

Sound
- Recording and Engineering
- Editing
- Systems and installation
- Documentation and back-up
- Research
- Technology upgrades and new technologies
- Creative solutions and new processes

Stage Management
- Organization
  - Show rehearsal calendar/ calls
  - Tech. calendar/ calls
  - Performance calendar / calls
  - Rehearsal preparation
  - Script- tracking and blocking
  - Cue calls and shifts
  - Rehearsal Props
- Communication
  - Rehearsal Reports
  - Performance Reports
  - Prop List, Pre-set lists, Prop tracking
  - Costume changes, quick changes
- Interpersonal relations and management

Costume Design and Production
- Wardrobe
- Hair and Make-up
- Costume construction
- Tailoring
- Draping/First Hand
- Costume Design
- Management
- Costume Crafts

Professional Skills – ALL INTERNSHIPS
- Research
- Time management
- Daily
  - Project/ Show build
- Quality Control
- Safe tool use
- Inventory
- Accounting
- Estimation (labor, feasibility and cost)
- Schedules and Planning
- Computer Skills
- Communication
  - Verbal
  - Drawing
  - Written
- Organization
  - Personal
  - Group/ Project
- Leadership or ability to work with leaders
- Creative initiative