**Internship in Professional Theatre, Theatre 685**

**Theatre Capstone, Theatre 465**

**INSTRUCTOR**  
Stephen Roy White - he, him  
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other times by apt.

**COURSE DESCRIPTION**
Toward the end of each student’s Theatre Production course of study they will engage in activities that allow them the opportunity to apply and practice the skills they have developed. The activities usually fall into one of two types of experiences:

1 – the student will engage with a professional theatre or commercial company off-campus. They will practice their skills 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 interacting with craftspeople, designers, directors, and other professionals, students will be engaged in the artistic work of the company while being challenged to meet a professional standard. In the process they will develop the contacts and sensibilities necessary for a successful career.

2 – student will undertake a self-directed project on-campus. They will practice their skills while directly supervised by UW/M faculty or guest instructors. This **capstone** will be an opportunity to engage in a realized, collaborative, creative process at a leadership level. Once complete the student will better understand the elements necessary for artistic success, and they will have a quality experience for their resume and portfolio.

All internships/capstones must be proposed for consideration. Vital to approval is a clear plan of action for integration of the internship/capstone with other curricular needs for both the student and the Theatre Production area. Approval must be granted BEFORE work begins. Please fill out and submit an Internship/Capstone Application. Criteria for completion is determined in consultation with the instructor consultation and through the requirements listed below.

**CREDITS**

**Internship** - Students calculate the anticipated contact hours for the experience and should use the following formula to determine the number of credits for which to enroll. Generally, 1 credit equates to 45 hours of ‘work’ (3 hours/week/15 weeks), 2 credits = 90 hours (6 hours/week), 3 credits = 135 hours (9 hours/week), and 4 credits = 180+ contact hours.

**Capstone** – Students can use the above formula to decide whether a proposed project will contain enough contact hours to fulfill a 3 credit capstone.

**NOTE:**
- Those total hours include the physical time ‘on the job’, prep time for the work, and required journaling activities (see below).
- Contact hours/credit listed above are minimums. Some of the best educational experiences are those where we get ‘lost in the work’. In the best educational situations it’s not uncommon for contact hours to far exceed credits.
COURSE REQUIREMENTS

Contract - Students must complete a ‘contract’ before the end of the first week of the project with the host theatre/company/project supervisor that includes:

- A calendar for the duration of the experience that indicates anticipated time spent each day/week on the project.
- Supervisor contact information
- Anticipated evaluation date(s)
- Contact information for the student while working on project
- Anticipated duties, expectations, goals, and/or job description

Journals – Students must keep a written journal chronicling their work. These entries should note activities engaged in, products and processes used, skills and techniques learned or enhanced, supervision of other personnel, etc. Entries should be made at least twice a week and include what the student will actively do to enhance these experiences in coming weeks. Entries can be ‘submitted’ by email, personal website, or blog. Blogging sites like blogspot.com or myblog.com are great choices. They can be made public or only shared with instructor. Entries should be written journaling as well as photos, drawings, work lists, and other supporting documentation.

Evaluation – students will complete the following:

- The student will submit a final written summary highlighting the activity and benefits of the internship/capstone.
- The instructor will solicit written and/or oral feedback from the direct supervisor of the project near the project’s midpoint and at the end.
- The student will arrange 2 meetings with the UW/M instructor. One to take place near the midpoint and the second at the end.

Final grade will be determined by the instructor in consultation with the student and project supervisor as follows:

- 25% Journaling. Consistent, insightful, detailed journal entries
- 50% Successful completion of the project demonstrating progression of skills
- 25% Positive mid-term and exit evaluations from instructor and supervisor

UNIVERSITY POLICIES AND PROCEDURES

http://uwm.edu/arc/ Accessibility Resource Center
http://uwm.edu/lgbtrc/ LGBTQ+ resources

Please see the links above for university guidelines and available support. Bring your needs to my attention as soon as possible. The instructor takes these topics seriously. My goal is that every student has the opportunity for success!

Note: The overall template for this syllabus and significant portions of the material are taken from syllabi created by Sandra Strawn who was the previous instructor of Theatre 685 ‘Internship in Professional Theatre’.
NAME: 

PROPOSED SEMESTER/TIME FOR INTERNSHIP: 

SPONSORING INSTITUTION: 

PROPOSED SUPERVISOR NAME: 
EMAIL: 

I HAVE MADE CONTACT WITH THIS PERSON;  YES  NO 

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

OTHER DETAILS/INFORMATION CONTRIBUTING TO FACULTY APPROVAL OF THIS EXPERIENCE (USE BACK OF PAGE IF NECESSARY): 

SIGNED:  DATE: