

**Department of Theater, Dance, and Performance Studies
Application for Internships**

THEATER 197

THEATER 197: Field Studies in Theater Practice

Supervised experience in connection with theatrical production in fields of design and construction, stage management, publicity, and/or arts management.

- Hours to be arranged.
- Must be taken on a Pass/Not Pass basis (hence, does not fulfill a minor requirement in TDPS).
- Course may be repeated.
- Units are computed on a 1 unit = 45 hours of work.
- Internships are supervised by a faculty member in the student's major department.
- Students should be keeping a 3.0 GPA in their coursework.
- There are no summer internships.
- The application is due the semester before the internship begins in the 13th week.
- CCN is processed by the 3rd week of the semester and before the internship begins.
- If you are being paid for your work, you cannot receive Theater 197 credit.
- To enroll in Theater 197, you must have successfully completed 60 units.
- You may earn up to 16 units toward graduation for courses numbered 98, 99, 197, 198, and 199.

Student Name

SID #

Student E-Mail

Student Phone Number

On-Site Instructor

On-Site Instructor Phone Number

UCB Faculty Supervisor

Course Control Number

_____	THR 197	_____	_____	_____
Semester/Year	Course Number	Section Number	Units (1-4)	GPA

Procedure:

1. Fill out these forms completely. Incomplete forms can be cause for an internship to be denied.
2. Staple a copy of your unofficial transcript to the application.
3. Working with your On-Site Instructor, complete forms and confirm your total hours of work.
4. Working with your UCB Faculty Supervisor, complete forms and confirm internship unit value.
5. Give your completed paperwork to Michael Mansfield, UG Academic Advisor, who will have the Chair review it, and then pass it on to Robin Davidson, Graduate Advisor, who will assign a CCN.
6. Michael contacts student with course control number so they may enroll in the course.
7. Student will write a self-evaluation describing the progress of the internship in the middle of the semester and again at the end, which will be discussed with the UCB Faculty Supervisor and the On-Site Instructor.

Department of Theater, Dance, and Performance Studies
On-Site Instructor Agreement
UCB Faculty Supervisor Agreement

THEATER 197

The intention of Field Studies in Theater Practice is to acquire experience and learning in the theater profession that is unavailable to you here at UCB in the same way. It is important that the internship not just be free labor, but rather, a fulfilling professional and educational experience. Credit is awarded for this course by the University of California; therefore, it is essential that both the On-Site Instructor and the UCB Faculty Supervisor understand the nature of the internship, and take responsibility for its educational purpose. The more specific all three of you can be about the scope and the nature of the internship in advance, the more likely the internship will be successful. Lack of preparation often creates misunderstandings later, so the more attention each brings to this process in advance, the stronger the internship. We hope a secondary advantage of the internship will be the professional colleagues created.

UCB Faculty Supervisors will be expected to make the following commitments to internships they agree to oversee:

1. Discuss and review the internship with student prior to submission of the Theater 197 application. Assist the intern in submitting a complete and clear internship proposal.
2. Build a relationship with the On-Site Instructor and research the suitability of the internship and the supervision.
3. Please complete the UCB Faculty Supervisor Statement of Support. The On-Site Instructor should also complete their Statement of Support.

If the proposal is accepted, the UCB Faculty Supervisor will:

1. Participate in ongoing discussions regarding the development of the internship, including but not limited to regular meetings with the student. Supervisor must be available to the student during the semester of the internship.
2. Communicate regularly with the On-Site Instructor to monitor the student's work.
3. Submit a P/NP grade in a timely fashion.

I understand and accept these responsibilities.

On-Site Instructor Signature

On-Site Instructor Phone

UCB Faculty Supervisor Signature

Supervisor Phone

Chair Signature

Date of Final Approval

UCB Faculty Supervisor Statement of Support

1. Do you know the internship applicant? Do you believe the intern has strong chances for success in this project?
2. Why do you support this particular internship for this particular student's course of study and should it be included as credit toward their major?
3. What do you know about the internship site and the On-Site Instructor? How will you create a working relationship with the On-Site Instructor to insure the chances for success of this internship?
4. Provide a detailed summary of the work to be done on the internship.
5. Using the student's self-evaluations, will you monitor the progress of the internship in the middle and at the end? Will you be able to attend the site-visit and a meeting between the three of you?

UCB Faculty Signature

Date

On-Site Instructor Statement of Support

1. Do you know the internship applicant? Do you believe the intern has strong chances for success in this project?

2. What do you know about UCB and the UCB Faculty Supervisor? How will you create a working relationship with the UCB Faculty Supervisor to insure the chances for success of this internship?

3. Provide a detailed summary of the work to be done on the internship.

4. Using the student's self-evaluations, will you be able to monitor the progress of the internship in the middle and at the end? Will you be able to attend the site-visit and a meeting between the three of you?

On-Site Instructor Signature

Date

8/28/13