

Theatre Art and Theatre Arts Education Internship Guidelines

1. Objectives

- A. To integrate classroom studies with supervised work experiences in a professional theatre environment.
- B. To develop a working relationship between MTSU Theatre, our students, and professional arts and arts education organizations.
- C. To provide practical experience and exposure to varied work methods not available on campus.

2. Eligibility

- A. Students must possess a minimum cumulative G.P.A of 2.5 at the start of the semester in which the internship occurs. NOTE: A higher G.P.A might be required for certain internships. This is at the discretion of the Faculty Advisor for the internship.
- B. Students must have successfully completed a minimum of 15 credit hours in theatre courses by the start of the semester in which the internship occurs. Production Practicums are not to be included in these 15 credit hours.
- C. Students must obtain a Permission of Department form. To be signed by both the Faculty Advisor for the internship and the Faculty of Record.
- D. Student must possess demonstrated skills in area of internship. This is to be determined by the Faculty Advisor for the internship.

3. Application Process (interested students should meet with a Faculty Advisor to establish internship guidelines)

- A. Objectives- statement of student goals and how the internship can contribute to these goals.
- B. Duration- length of internship and number of hours per week.
- C. Student responsibilities- description of internship duties.
- D. Method of evaluation- see academic requirements section.
- E. Other forms as required by specific internships.

4. Academic Requirements: Academic viability will be determined by the appropriate Theatre Arts Faculty using the following guidelines.

- A. Internship duties must be of a scope and complexity to warrant academic credit.
- B. Before embarking on an internship, the Student and Faculty Advisor must agree on a method of academic evaluation. The following would be required:
 - 1. Student will keep a journal recording experiences and observations of the Theatrical Art and/or Theatrical Arts Education process.

2. During the internship period, the Student must keep the Faculty Advisor informed of their process at predetermined intervals, no less than every two weeks.
 3. Upon completion of the internship, the Student will be required to return to campus and turn in paper(s), project(s), presentation(s), etc. to the Faculty Advisor as mutually agreed upon prior to the start of the internship. This aspect should exhibit evidence of creative accomplishment.
 4. Internships may not be taken as “Pass/Fail” or as “Audit”.
- C. In order to provide flexibility and to enable individualized attention to the internship, the following are recommended:
1. The advisor may arrange an on-site visitation during the internship period.
 2. An additional research project may be developed in tandem with the internship.
 3. Other predetermined methods of evaluation may be applied to specific cases as mutually agreed upon by the Student as well as the Faculty Advisor.
- D. Guidelines for granting credit.
1. The amount of credit to be granted should correspond with the number of work hours anticipated. The breakdown is as follows:

1 credit hour=	45 hours minimum of internship work hours.
2 credit hours=	90 hours minimum of internship work hours.
3 credit hours=	135 hours minimum of internship work hours.

The maximum credits for one internship is 3 hours.
 2. The credits earned during an internship will be upper-division.
 3. If internship program includes a stipend or salary, credit may only be given for accompanying academic work.

5. Target Theatre Art and/or Theatre Arts Education organizations.

Organizations considered for internships must meet the following requirements:

- A. Demonstrated production and/or education excellence.
- B. Skilled supervisors willing to participate in evaluation.
- C. Possess facilities and equipment that match the scope of the project in terms of quality and quantity.
- D. Provide opportunity for Student to participate on a professional level.
- E. Provide safety of Student at all times.

