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THTR 396-661: Internship in Theatre

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INTERNSHIP IN THEATRE SYLLABUS  
THTR 396

Theatre Arts and Technology Program  
Department of Humanities -- NJIT

The Purpose of Internships

The intern program is designed to give in-the-field experience to department majors who are interested in Theatre. Our ideal is to place students in the workplace where they will be able to expand upon ideas, concepts and experiences derived from their coursework at the university. An internship affords students the opportunity to gain practical experience from working closely with, and under the supervision of, professional people in the field of Theatre production.

Qualifications

The basic qualifications for an internship sponsored by the department are:
- Junior or senior status
- Major or minor in Theater Arts and Technology

Department Considerations

Students represent themselves on an internship, but they also represent the THAT Program. Internships rely upon positive rapport with host institutions necessary to future internship opportunities. An honest evaluation from both the host institution and the intern at the end of the semester is vital to developing and maintaining positive internship opportunities. For these reasons the Program wants to send out students who are mature, responsible and capable of furthering the internship process.

Structure of the internship

A 3-credit internship requires a minimum of 126 hours spent working at a host institution over the course of one semester or summer session. This works out to roughly 9 hours per week for 14 weeks, but usually varies greatly depending on the unique schedule of each production, not to mention unplanned changes and adjustments that frequently occur.

Many host institutions require a minimum of one full day of work a week, and many more require two full days. Some host institutions require a minimum of 20 – 25 hours per week to be considered at all. These can be quite valuable because of the opportunity they afford students to spend more time in a working environment, but may only be possible during the summer. It is always best to plan the timing of an internship well in advance, and to arrange one in the last semester of study before graduating which could readily lead to full-time employment at the host institution.
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Internship Requirements

1. Interns must meet with the faculty coordinator at the beginning of the process to get instructions, forms, and a form letter for host institution.
2. Interns must meet with the faculty coordinator at the end of the process to recap what they have learned and discuss supervisor’s evaluation.
3. The Intern must give a letter of course registration to the host supervisor.
4. Interns must keep a daily journal of internship experiences. The date and number of hours worked should be noted on a separate calendar and signed off weekly by the host institute supervisor.
5. The intern is to email the coordinator every two weeks journal entries, hours worked, and a report on progress and process of internship. These emails will be kept in the intern’s file to augment the final evaluation at the end of the internship.
6. After completing the work hours (and not leaving the host company with an incomplete project that the intern might be directly involved) the Intern must give the Supervisor a REVIEW FORM to fill out, give a suggested grade, scan and email to the Faculty Advisor.

Evaluation

The internship coordinator will be the overall evaluator of the student’s internship. The final grade will take into account the evaluation of the on-site supervisor, but will be based more on the quality of the email reports sent in.

In rare circumstances, a successfully completed internship may lead to another internship at the same host institution if the internship coordinator considers it of significant value for the student. In most cases, a second internship is arranged with another host institution. Students may take two 3/4-credit internships, for a total of 6 internship credits.

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