

**Cameron University**  
**Department of Art, Music and Theatre Arts**  
**Theatre Arts Internship Handbook**

**Contents**

- Section 1: General purpose of Program
- Section 2: Expectation of Business/non-profit Provider
- Section 3: Requirements of Participating Student Intern
- Section 4: Responsibilities of the University

## **Section 1: General Purpose of this Program**

*Mission:* The two primary goals are to provide a real-world experience for the student and to improve the quality of education by providing a hands-on business experience.

The Student Internship program provides students with Opportunities to explore various careers and gain valuable work experience and knowledge regarding current practices.

Additionally, an “intraship” program applies when a student is already employed by the company with which they complete an internship. For credit to be given the student must be learning a new position or taking on new projects that are different from their current work.

*Duration:* As a general rule, the standard minimum is 40 total hours for a 1-credit hour internship. An increase in internship credit hours would result in an increase in the required number of work hours: 80 for a 2- credit hour internship, 120 work hours for a 3-credit hour internship, etc. For example, if the student is interning as a stage hand and participates in a three hour rehearsal five times a week the student would accrue approximately 15 hours of time for each week. For the run of the production if they put in three hours of time on each of the performance days, the student would accrue approximately 3 hours of time for every performance. The remaining hours would be dedicated to pre-internship orientation, assignments, reports as determined by the course instructor and other duties as assigned and listed in the syllabus.

This internship may be paid or unpaid. The decision to provide compensation is between the employer and the intern.

### *General Objectives*

To assist students in understanding:

- the management practices in operating a business or organization.
- the required technology, skills, equipment, and methods used.
- the various opportunities that the occupations offer.

To apply academic knowledge to hands-on situation in a real world environment.

To encourage students to expand their skill base.

To expand students’ knowledge of applications within their chosen area; and Additional specific internship objectives as provided by the university instructor.

**Section 2: Expectation of Business/non-profit Provider**

All businesses and non-profit organizations are asked to provide the following:

- A written job description for each internship slot.
- An onsite mentor or supervisor assigned to the intern throughout the program.
- Periodic communication with the instructor of record or supervising instructor.

Internship hosts are asked to provide an in-house orientation for each intern. Periodic meetings should be held between interns and the mentor/supervisor.

Cameron University is not involved in any negotiations between a business and an intern regarding the payment or compensation.

### **Section 3: Requirements of the Participating Student Intern**

Students interested in internships must have completed 30 hours of credit with a 2.50 GPA and be classified as a sophomore.

Students wishing an internship must select a site, secure site approval, and submit a typed internship proposal letter and application to a theatre faculty member within the appropriate content area.

Students will be expected to do the following:

- Complete the **Student Internship Application** form.
- Carry out responsibilities as outlined by their business/nonprofit mentor/supervisor.
- Actively seek to learn about the company and available career opportunities.
- Attend an orientation with instructor and with the employing business/nonprofit, if physically possible.
- Respond to periodic evaluations by the instructor.
- Prepare and keep a journal to be reviewed by the classroom instructor.
- Prepare a final report on the work experience according to the syllabus.
- Refer to the syllabus for any additional assignments or course requirements.

#### **Student Instruction Sheet**

Locate an organization that offers internships before applying or enrolling in the internship class (THTR 4921-6).

Complete and submit the Student Internship Application form by the end of the 8th week of the Semester prior to the internship.

Obtain and submit to the faculty instructor by the end of the eighth week of the semester the following information:

- Full name of organization, street address and phone number
- Letter or email from proposed internship provider stating the student has the internship, title, and job description.
- Proposed supervisor's name, email, and phone number
- Beginning and ending date of internship
- Foreign student waiver requirements (if necessary)
- Hours student is expected to work each week and schedule of work
- Full or part time, paid or unpaid status.

Students are required to complete all paperwork which will be gathered by the instructor of record and a copy kept in the Department Chair's office.

Students will follow the syllabus provided by the CU faculty member.

**Section 4: Responsibilities of the University and Instructor**

The professor of record must obtain the materials required of the student as found in section 3.

The Department of Art, Music, and Theatre Arts will keep a copy of all records and forms in the Chair's office.

Internship course instructor will obtain the Chair's signature on required forms.

The course instructor will provide the student and chair a copy of the internship syllabus as per University standards.

The course instructor will conduct periodic communications with the intern and/or the mentor as needed.

Ideally, the syllabus should indicate that evaluation is based on a final portfolio (if applicable), client and instructor evaluation.