

## UIC Theatre INTERNSHIP GUIDELINES

1. *An internship* is an unpaid placement at a professional, profit or not-for-profit organization. (If they offer you a stipend, that is what is referred to as an *apprenticeship* and is not eligible for UIC credit.) All internships are graded and can earn up to 4 credits per semester (a total of 8 internship credits over the course of 4 years is allowed).
2. *Who is eligible?* Students with 12 hours of upper-division courses (Juniors and Seniors in most cases) and a GPA of 3.0 or higher are welcome to take a professional internship. Approval from the department's Theatre Internship Coordinator (Professor Marshall) is also required.
3. *You choose your internships.* Check websites of theaters you know, ask other students, or check the callboard for ideas. Ideally, your internship should comprise a combination of a few areas of work with the theater or casting agency, rather than in just one area—this makes for a more well-rounded and interesting internship for *you*. You should therefore seek internships that allow all-encompassing participation in a not-for-profit arts organization: season planning, auditions, budget meetings, marketing and PR initiatives, development, front-of-house, production, design-tech. Acting internships are not permitted.
4. *Credits and Grading:* Plan on a target number of credits/hours per week. The total can change as needed over the course of the internship. Keep track of your hours and tally them up at the end of your internship. The credit hours granted are based upon the following calculations:

1 credit	3 hrs/week	or	45 hrs/semester
2 credits	6 hrs/week	or	90 hrs/semester
3 credits	9 hrs/week	or	135 hrs/semester
4 credits	12 hrs/week	or	180 hrs/semester

The host organization decides what the basis for the student grade will be, and is responsible for informing (via email or telephone) the UIC Theatre Internship Coordinator of that grade at the completion of the internship.

5. *An internship form* must be completed by the student and the host organization and given to the Theatre Internship Coordinator before the internship begins. After the Coordinator's approval, the student will then be able to register for the course, as THTR 474. The Coordinator puts the approved form in the student's file.
6. *Internships can take place* in the summer, as well as the school year. Summer internships can be registered for in the spring semester that precedes the internship, or in the fall semester after the internship has finished. Be sure to discuss this with the Theatre Internship Coordinator however, before confirming the internship with the host organization and before completing the Internship Form.



## UIC Theatre INTERNSHIP REGISTRATION FORM (THTR 474)

Student Name: \_\_\_\_\_ Date: \_\_\_\_\_ ICard No: \_\_\_\_\_

Student Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Organization Host: \_\_\_\_\_ Semester Registered: \_\_\_\_\_, 20\_\_

What will your Title or Area of Internship be?

What are your goals? In other words, why did you choose this organization specifically?

Intern Schedule, including total # of hours per week (*changes are allowed/expected*):

Describe internship duties:

Estimated Number of Credit Hours to be earned:

Student Signature:

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*For the Internship Supervisor:*

What will you grade your Intern on? What would you consider "A" work?

Organization Supervisor: \_\_\_\_\_ Organization Phone: \_\_\_\_\_

Organization Address: \_\_\_\_\_

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Approved by Prof T. Marshall  
UIC Internship Coordinator

Please bring filled out form to the UIC Internship Advisor for approval. The Advisor will send it to the department office, enabling the Intern to register for the course. This form will then go to the student's file.