

THEA 492 Internship Expectations

My internship has been approved, now what?

You will be **graded** based on the following criteria:

Electronic Journal Entries

You must write **Email** correspondence journal entries on a **Weekly** basis

The entries must be in a professional etiquette writing style

You are required to write at least **one** entry per **week**

Those entries may include but are not limited to the following:

- Varying job duties
- Number of hours worked
- Things you have learned
- How things differ from Longwood University
- New materials you have used
- New techniques used with familiar materials
- Your housing situation
- Your financial situation as it pertains to pay vs. hours worked
- Famous people you have met or worked with
- Names of designers, supervisors, and peers (where they are from, networking you have done, what you have learned from them)
- Your expectations vs. their expectations (are you equipped with the appropriate skills for the job)
- Anything else you may find relevant or have questions about
- This journal is a tool to act as an exchange of ideas between you and the faculty internship advisor

On weeks you are extremely busy, such as tech or changeovers, you are **still required** to make an entry so manage your time accordingly. However, those entries may be brief. You **must make up** for brief entries with longer, more substantial entries when you are not under time constraints.

Photographs

You must take photos of your work. As artist practitioners, it is imperative that we as faculty be able to measure the quality and rigor of your work, as well as, the theatre company in which you are employed.

You must include the following:

- **Process shots** (photos taken **during** the build of a particular project in which you were involved in some way)
- **Finished Product Photos** (close-up photos taken of the project in detail **after** it has been finished)
- **Production Photos** (photos taken of the actual production, so the project(s) in the final stage of utilization)
 - Note:** Ask your supervisor or the stage manager if you may attend photo call for the production for portfolio purposes. If you cannot, ask if there is a means for obtaining a select number of photos and the procedure in which to do so.
- You may also choose to email a few photos in your journal entries as a way to update events

Employer Evaluations

- Upon completion of your internship your employer must fill out the evaluation form which is available online. They may snail mail or email that form directly to the faculty member in charge of your internship. Please supply them with the correct contact information so that evaluations reach the faculty member in a timely fashion. The faculty contact information is available on the Longwood Theatre website. **You cannot receive a grade without this evaluation.**

Longwood University Theatre Internship Showcase Participation

- There will be a date set in the spring for the Fall semester showcase. You are required to present your internship via poster session or PowerPoint presentation (you must supply your own laptop). You will be asked to present photos and be able to talk about techniques, experiences, and job duties in a professional atmosphere. This should not be a daunting task if you have completed the requirements of the journal and taken appropriate photographs. This will be an invited event and people from outside the department will attend. You must have the materials you will be presenting approved by your faculty internship advisor a minimum of 4 days prior to the showcase so that they may offer suggestions for improvement before presenting to a larger audience.

Upon adequate completion of the presentation at the showcase a grade will be assigned in accordance with your compliance to all of the above expectations.

