

University of Florida  
School of Theatre and Dance  
THE 6941: Internship, Acting

**Meeting Times:** To Arrange

**MFA Acting Coordinator:** Tim Altmeyer

**Office Hours:** Varies with Instructor of Record

**Credits:** 9

**Prerequisites:** Approval of MFA Acting Graduate Coordinator

**Course Description:**

Practical experience in residence with a professional theatre or equivalent.

The Professional Internship is a part of the MFA curriculum. MFA Acting students are required to complete an off-campus internship, preferably in the third year of the program. This internship is defined as a full-time, full-semester working experience with a reputable theatre company or discipline-related company or organization. Students will arrange the internship based on their career and geographic preferences. The students, in conjunction with the specific institution, may specify the duties of the internship.

**Objectives:**

Develop ethical behaviors, cultural sensitivity, teamwork skills, collegiality, and communication skills relevant to working in professional theatre and related industries.

**Requirements:**

Assistantship and Fellowship stipends continue to be paid during the internship semester. However, in order to fulfill the requirements of .5 FTE employment as well as earn 9 credits of internship credit, it is expected that students work “full-time”, approximately a total of **640 hours** (40 hours x 16 weeks).

**Intern Proposal & Application Form:**

1. Students are required to submit a letter or email from the on-site supervisor at the location of the internship explaining the expected nature of the internship and the inclusive dates of the proposed residency. The letter/proposal must include the beginning and ending dates as well as number of hours the student will be working per week.
2. Students must also fill out an application form and receive signatures approving the prospective internship from the Graduate Coordinator, Performance Area Coordinator, and the Director of the School of Theatre and Dance before beginning the internship experience. The MFA Acting Graduate Coordinator will act as the instructor of record.
3. All international students **MUST** complete a (Curricular Practical Training) CPT form with the UF International Center before starting an internship. CPT authorization is required for engaging in training or temporary employment to allow the student to gain practical

experience in the student's major field of study. Students ***may not*** engage in any of these activities without previously getting CPT approval to do so. Failure to obtain CPT approval before beginning an internship, practicum, clinical rotation or similar activity may result in an international student falling out of status.

**Report:**

Students are required to submit a report of activities (5-10 pages) detailing their duties and accomplishments during their internship experience. The student should comment on their application or growth in the following categories in their paper:

- Maintaining ethical standards
- Respect for diversity
- Cooperation/compromise
- Team-mindedness
- Oral communication skills
- Written communication skills
- Sense of responsibility
- Punctuality
- Commitment
- Professional demeanor

**Grading:**

Successful completion of the MFA Acting Internship is based on

1. Letter of review and completed internship rating sheet provided by the on-site supervisor
2. Report of activities (5-10 pages)

Both are to be submitted by the student no later than 1 week before grades are due during the internship semester.

Grading is on an S/U (pass/fail) basis.

**Academic Honesty Policy:**

UF students have the responsibility to conduct themselves in an honest and ethical manner while pursuing their studies. They are expected to abide by the UF Academic Honesty Policy, which defines an academic honesty offense as "the act of lying, cheating, or stealing academic information so that one gains academic advantage." In the context of this course, this includes conducting original research and properly citing sources for any materials (both printed and online) used in writing the supporting research paper. *Submitting work that has been plagiarized will result in a failing grade.*

For more information on the UF Academic Honor Code see:

<http://www.dso.ufl.edu/sccr/process/student-conduct-honor-code>.

**Disabilities:**

Students with disabilities requesting accommodations should first register with the Disability Resource Center (352-392-8565, [www.dso.ufl.edu/drc/](http://www.dso.ufl.edu/drc/)) by providing appropriate documentation. Once registered, students will receive an accommodation letter, which must be presented to the instructor when requesting accommodation.

**University Counseling Services:**

Contact information:

**Counseling and Wellness Center**

Phone: 352-392-1575

Web: <http://www.counseling.ufl.edu/cwc/Default.aspx>

**Course Evaluations:**

Students are expected to provide feedback on the quality of instruction in this course by completing online evaluations at <https://evaluations.ufl.edu>. Evaluations are typically open during the last two or three weeks of the semester, but students will be given specific times when they are open.

**Course Fees:**

Information about associate course fees can be found at <https://one.ufl.edu/soc/2188>