

**Coffeyville Community College**

**THTR-168**  
**COURSE SYLLABUS**  
**FOR**  
**THEATRE INTERNSHIP**

**Mark Frank**  
**Instructor**

**COURSE NUMBER:** THTR-168 **COURSE TITLE:** Theatre Internship

**CREDIT HOURS:** 2

**INSTRUCTOR:** Mark Frank

**OFFICE LOCATION:** 170 Arts and Sciences Building

**PHONE:** 620-251-7700 ext. 2145 (office)

**OFFICE HOURS:** See posted schedule on office door

**E-MAIL:** markf@coffeyville.edu

**PREREQUISITE(S):** Instructor permission

**REQUIRED TEXT AND MATERIALS:** A notebook (other articles provided)

**COURSE DESCRIPTION:**

This course consists of practical work experience in the theatre performance, or technical theatre in the sceneshop of the college theatre. Students and their job supervisors will report on the students' hours worked and their experiences in technical or performance theatre, emphasizing the development of workplace skills. The course will present ideas and practical knowledge as well as provide the hows and whys of technical and performance theatre positions.

**EXPECTED LEARNER OUTCOMES:**

1. Develop skills necessary to obtain employment in technical or performance theatre and reach career objectives.
2. Acquire training in theatre skills related to career objectives.
3. Demonstrate good workplace skills during the internship employment.
4. Demonstrate confidence with operation of all theatre equipment used in execution of his or her job.

**LEARNING TASKS & ACTIVITIES:**

Before the class, the student will discuss career theatre goals with the instructor and write goals down in their journal. The instructor will assist the student in finding an appropriate theatre intern position in technical, performance or business during the summer of school year. The student will complete 45 hours of

internship per credit hour, under the supervision of the cooperating employer or agency.

The student must keep a written daily log in journal to discuss with supervisor or employer on experiences gained in the work place.

**ATTENDANCE  
POLICY:**

Students are expected as interns to attend all theatre sessions. The class is treated like a job in the professional theatre world. It is the responsibility of the student to make definite arrangements with the instructor and/or news director if an absence is unavoidable. It must be understood that the student has been assigned a job in the sceneshop or on stage as a performer and if the student does not do the job they will be dropped from the internship. Calling to let the instructor know you are absent does not constitute an EXCUSED absence.

**COURSE  
SCHEDULING:**

This course is an independent study course and the instruction time is scheduled by appointment. The instructor will work with the student to decide on a schedule that is suitable. If possible a class time will be decided upon by students and instructor.

**ASSESSMENT OF  
OUTCOMES:**

Student's outcomes will be assessed by the following criteria, with 20% of the overall assessment based on each item:

1. Written/oral evaluation by the job supervisor/employer/instructor
2. Demonstration of skills learned by the student
3. Self evaluation of employment by the student
4. Recommendation by employer for future employment
5. Instructor inspection/critique/analysis/review of student's work.

100-90%–A  
89-80%–B  
79-70%–C  
69-60%–D  
59- 0%–F

Incompletes given at the semester end will only be given if previously agreed upon by the student and instructor with a specific time designated for the completion of the incomplete work. \*Please note college's policy on incompletes as stated in the college catalog.

**COURSE  
OUTLINE:**

Weeks 1-4 Evaluation by Instructor  
Weeks 5-8 Evaluation by Instructor and Midterm Conference  
Weeks 9-12 Evaluation of Instructor/Review of Journal  
Weeks 13-16 Evaluation of Instructor and Final Exam. Review  
and conference on daily theatre journal.

\*Must turn in log sheet the last day of class. 90 hours must be logged in for credit. Hours not completed will result in the following:

80-90 hours = A  
70-79 hours = B  
60-69 hours = C  
50-59 hours = D  
49 or below = F

Hours must be completed by finals week. You are not only graded by your hours but also the quality of your work--See page 2 under Assessment of Outcomes.

Hours must be logged (see log sheet) and turned in by finals week and a meeting must be set up with the instructor following the course to review the course work by student. Log sheet must be signed by supervisor.

**SYLLABUS  
ADDITIONS:**

No work is accepted late. Work is due on the due date. Only a school sponsored activity, a college visit or a doctor's not will be accepted for an excused absence.

Plagiarism or cheating by a student in this class will result in the student receiving an "F" for the course.

Being late is regarded as an absence in this class.

All written papers must be typed, 12 point, Times New Roman font, and double spaced.

If a student is absent more than four times (unexcused) from this class they will be dropped.

Tests and quizzes may not be made up. If you miss a test/quiz due to an excused absence then arrangements must be made to make the test/quiz before the test/quiz is given.

Disruptive conduct in this class will result in one warning and then dismissal permanently from this class.

You must bring paper, writing utensil, and the correct text for the class every day or you may ask to leave the class.

Talking during films or lectures will result in dismissal from the class.

## COMPETENCIES:

### DEVELOP SKILLS NECESSARY TO OBTAIN EMPLOYMENT IN THEATRE AND REACH CAREER OBJECTIVES.

1. Identify theatre employment opportunities related to the student's career objective. (Knowledge)
2. Outline the student's employment capabilities. (Analysis)
3. Prepare an effective resume. (Synthesis)
4. Demonstrate successful interview techniques. (Application)

### ACQUIRE TRAINING IN THEATRE SKILLS (PERFORMANCE/TECHNICAL/BUSINESS) RELATED TO CAREER OBJECTIVES

1. Define employment responsibilities and develop theatre skills needed to complete responsibilities. (Application)
2. Demonstrate courteous assistance to customers and visitors, in sharing theatre knowledge. (Application)
3. Follow proper safety regulations at all times, including when operating sceneshop power tools and theatre equipment and when climbing the catwalks or working with lights. (Application)
4. Evaluate the internship experience to the instructor everyday by writing experiences in daily journal. (Evaluation)

### DEMONSTRATE GOOD WORKPLACE SKILLS DURING INTERNSHIP EMPLOYMENT

1. Demonstrate responsibility by faithfully and punctually reporting to work as scheduled, and calling employer when illness or emergency prohibit this. (Application)
2. Accurately follow instructors, completing assignments in an efficient and timely manner. (Application)
3. Prioritize tasks when required, practice good time management, and work with the theatre director to complete activities most effectively. (Synthesis)
4. Demonstrate initiative and resourcefulness in dealing with problems, and in devising and suggesting more efficient ways of getting a job done, when appropriate. (Synthesis)
5. Cooperate well with other employees when working in a team to complete assigned tasks. (Application)
6. Learn to improve performance or correct mistakes if these are pointed out, and deal gracefully with any criticism. (Application)

**This syllabus is subject to revision with prior notification to the student by the instructor.**

