

**University of Florida**  
**School of Theatre and Dance**  
**THE 6941: Internship (Acting)**

**MFA Acting Coordinator:** Tim Altmeyer

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

**Meeting Times:** To Arrange

**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>.

**Accommodations for students with disabilities:** Students with disabilities who experience learning barriers and would like to request academic accommodations should connect with the disability Resource Center. It is important for students to share their accommodation letter with the instructor and discuss their access needs, as early as possible in the semester <https://disability.ufl.edu/get-started/>

## **Campus Resources:**

### Health and Wellness

- *U Matter, We Care:* If you or someone you know is in distress, please contact [umatter@ufl.edu](mailto:umatter@ufl.edu), 352-392-1575, or visit U Matter, We Care website (<https://umatter.ufl.edu/>) to refer or report a concern and a team member will reach out to the student in distress.
- *Counseling and Wellness Center:* Visit the Counseling and Wellness Center website ([counseling.ufl.edu](https://counseling.ufl.edu)) or call 352-392-1575 for information on crisis services as well as non-crisis services.
- *Student Health Care Center:* Call 352-392-1161 for 24/7 information to help you find the care you need, or visit the Student Health Care Center website (<https://shcc.ufl.edu/>).
- *University Police Department:* Visit UF Police Department website (<https://police.ufl.edu/>) or call 352-392-1111 (or 9-1-1 for emergencies).
- *UF Health Shands Emergency Room / Trauma Center:* For immediate medical care call 352-733-0111 or go to the emergency room at 1515 SW Archer Road,
- Gainesville, FL 32608; Visit the UF Health Emergency Room and Trauma Center website (<https://shcc.ufl.edu/>).
- *GatorWell Health Promotion Services:* For prevention services focused on optimal wellbeing, including Wellness Coaching for Academic Success, visit the GatorWell website (<https://gatorwell.ufsa.ufl.edu/>) or call 352-273-4450.

### Academic Resources

- *Writing Studio:* <https://writing.ufl.edu/writing-studio/> --2215 Turlington Hall, 352-846-1138. For help brainstorming, formatting, and writing papers.
- *Library Support:* <http://cms.uflib.ufl.edu/ask>. Various ways to receive assistance with respect to using the libraries or finding resources.
- *E-learning technical support:* Contact the UF Computing Help Desk at 352-392-4357 or via e-mail at [helpdesk@ufl.edu](mailto:helpdesk@ufl.edu).

## **Course Evaluations:**

Students are expected to provide professional and respectful feedback on the quality of instruction in this course by completing course evaluations online via GatorEvals. Guidance on how to give feedback in a professional and respectful manner is available at <https://gatorevals.ua.ufl.edu/students/>. Students will be notified when the evaluation period opens, and can complete evaluations through the email they receive from GatorEvals, in their Canvas course menu under GatorEvals, or via <https://ufl.bluera.com/ufl/>.