



## INTERNSHIP PROPOSAL FORM

**Only qualified seniors majoring or minoring in Theatre, Dance or Dramatic Literature may register for TRDA 198, Internship.**

Name: \_\_\_\_\_

Major     Minor     Theatre     Dance     Dramatic Literature

Total Credit Hours Earned at the Beginning of Internship: \_\_\_\_\_

Semester:     Fall     Spring     Summer    Year \_\_\_\_\_

Course:     TRDA 198 Internship (Undergraduate)

TRDA 291 Internship (Graduate)

Number of Credit Hours ( 3 or 6) \_\_\_\_\_

Supervising Instructor: \_\_\_\_\_

Project Title: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please attach a typed, double spaced description of the proposed project. Include information concerning: 1) What you intend to do, 2) The methods you will use to accomplish your intentions, and 3) What the final result of the project will be, i.e., paper, presentation, etc.

Student's Signature \_\_\_\_\_ Date \_\_\_\_\_

Supervisor's Approval \_\_\_\_\_ Date \_\_\_\_\_

Director of Dramatic Lit Program Approval \_\_\_\_\_ Date \_\_\_\_\_  
*(Only required for a Dramatic Literature Major's Senior Capstone Experience)*

Chair's Approval \_\_\_\_\_ Date \_\_\_\_\_

## Instructions for Internship Credit in Theatre & Dance

1. Meet with the faculty advisor who will be supervising you on your Internship to discuss your proposal.
2. Complete an **Internship Proposal Form**.
3. Attach to the proposal form a detailed description of your internship, including any written assignments or other parameters for grading. **This description will take the place of a traditional course syllabus and should include all relevant details as such.**
4. Sign your Proposal Form and submit it to your supervising faculty advisor for approval/signature.
5. Once your advisor has signed the proposal form, bring it to the TRDA Main Office for the Department Chair's approval/signature. (*Note that Dramatic Literature Majors who want this internship to count for their senior capstone must also obtain approval from the Chair of the Dramatic Literature committee.*)
6. Once the Department Chair has signed off on your proposal, complete a *Standard Registration Transaction Form* (not an EZ-Form) to officially register for Internship credit. *Registration Transaction Forms (RTFs)* are available in the TRDA Main Office and should be signed by the Department Chair (as opposed to your faculty advisor).  
*\*Note: RTFs for graduate level internships should be signed by Professor Carl Gudenius.*
7. Hand your completed *Registration Transaction Form* in to the front desk of the Columbian College Dean's Office in Phillips #107.