

Syllabus for PERF 310/THTRE 499

Performing Arts Internship

Instructor: Will Coeur

Room: N/A

Office: Carver 0326

Office Hours: MWF 10:00 am - 11:00 am

Email: wcoeur@iastate.edu

Course Goals

The goal of this course is to give students exposure to non-academic experiences in the performing arts that will help develop on-the-job independence and problem-solving skills.

Requirements

1. Obtaining and satisfactorily completing a qualifying internship opportunity based on the criteria of the course.
2. Completion of Internship Description Survey on Canvas before the end of the first week of classes so I can confirm it meets the proper criteria.
3. Submission of the Qualtrics Internship Experience Survey upon completion of internship or Wednesday of Finals week for the term in which the internship took place, whichever comes first.
4. Direct Supervisor's submission of the Qualtrics Internship Review Survey before the Wednesday of Finals week for the term in which the internship took place.
5. An active ISU email account.

Definition of a Qualifying Internship

For an internship to count for PERF 310 or THTRE 499, the internship must be approved by the Instructor of Record (even if it has been soft approved by another faculty or advisor) and meet a certain criteria. An internship, for the purposes of this course, shall be defined as any of the following:

- An opportunity to shadow an established performing arts professional on a project for a period of no less than 4 weeks at an average of at least 4 hours/week.
- An opportunity to exercise the student's performing arts skills on a realized production for some form of monetary compensation.
- Unique internship opportunities that do not meet these requirements may be approved on a case-by-case basis at the discretion of the Instructor of Record.

Internship Requirements, Recommendations, and Clarifications

Requirements

PERF Majors are required to complete two separate internships during their tenure at Iowa State University. Those internships cannot both be with the same company even if they are different positions within that company.

Recommendations

Students are encouraged to use this course as a reason to go out into the world. As such, it is HIGHLY recommended that a student pursue at least one of their two internships outside a 30-mile radius of Ames. This can mean anything outside of the Ames area, as far away as China or as near as Des Moines, IA, as long as it is at least 30 miles away.

Clarifications

Performing Arts Workshops and Camps

Teaching through Performing Arts Workshops or Camps may qualify as Internships under specific conditions:

- The student is teaching weekly for a period of no less than 4 weeks for an average of at least 4 hours/week.
- The subject of the workshop or camp must be Performing Arts or Theatrical Design themed.

One time or one-week workshops will not be accepted, regardless of hours worked.

Community Theatre

While students are encouraged to pursue opportunities with professional companies, community theatre work may be approved if a student's contribution to the production is properly compensated and the Instructor of Record deems the company capable of providing mentorship and guidance comparable to a professional company.

Retroactive Internships

As a rule, I do not accept internships retroactively. That means if you did something that would potentially qualify as an internship last semester, but you did not enroll into the course until this semester, you will need to complete another internship. I will only accept an internship retroactively in very specific situations (often the kind out of the student's control) and on an extremely case-by-case basis.

Completing This Course

This course is pass/fail, so completing it is fairly straight-forward. To pass this course:

1. Complete your internship. Do the job you were brought in to do. If you are released from your position early due to not meeting the expectations or job duties as laid out by your employer, it is an indication that you failed your internship and, by extension, this course. Completion of your internship is 50% of your grade.
2. Complete your Internship Experience Survey on Qualtrics (link on Canvas). This is a required survey that lets you share what you learned during your internship, as well as an optional section that lets you privately share whether you think the company is a good fit for future ISU students to use for their internships. This optional sections also helps me look for red flags in companies that may be abusing students to help future students avoid any pitfalls you may have encountered. This survey counts as 40% of your grade.
3. Have your Direct Supervisor complete your Internship Review Survey on Qualtrics (link on Canvas). This quick survey allows your supervisor to rate your performance. This survey counts as 20% of your grade. If the supervisor you indicate in your response survey does not complete this survey I will reach out to them directly for feedback. Please emphasize that this survey should take them less than 3 minutes to fill out.

Iowa State University Policies

The following policies are universal of all Iowa State University courses and must be abided by at all times.

Academic Dishonesty

The class will follow Iowa State University's policy on academic dishonesty. Anyone suspected of academic dishonesty will be reported to the Dean of Students Office.

Accessibility Statement

Iowa State University is committed to assuring that all educational activities are free from discrimination and harassment based on disability status. Students requesting accommodations for a documented disability are required to work directly with staff in Student Accessibility Services (SAS) to establish eligibility and learn about related processes before accommodations will be identified. After eligibility is established, SAS staff will create and issue a Notification Letter for each course listing approved reasonable accommodations. This document will be made available to the student and instructor either electronically or in hard-copy every semester. Students and instructors are encouraged to review contents of the Notification Letters as early in the semester as possible to identify a specific, timely plan to deliver/receive the indicated accommodations. Reasonable accommodations are not retroactive in nature and are not intended to be an unfair advantage. Additional information or assistance is available online at www.sas.dso.iastate.edu, by contacting SAS staff by email at accessibility@iastate.edu, or by calling 515-294-7220. Student Accessibility Services is a unit in the Dean of Students Office located at 1076 Student Services Building.

Prep Week

This class follows the Iowa State University Dead Week policy as noted in section 10.6.4 of the Faculty Handbook.

Discrimination and Harassment

Iowa State University does not discriminate on the basis of race, color, age, ethnicity, religion, national origin, pregnancy, sexual orientation, gender identity, genetic information, sex, marital status, disability, or status as a U.S. Veteran. Inquiries regarding non-discrimination policies may be directed to Office of Equal Opportunity, 3410 Beardshear Hall, 515 Morrill Road, Ames, Iowa 50011 Telephone: 515-294-7612, Hotline: 515-294-1222, Email: eooffice@iastate.edu.

Religious Accommodation

Iowa State University welcomes diversity of religious beliefs and practices, recognizing the contributions differing experiences and viewpoints can bring to the community. There may be times when an academic requirement conflicts with religious observances and practices. If that happens, students may request the reasonable accommodation for religious practices. In all cases, you must put your request in writing. The instructor will review the situation in an effort to provide a reasonable accommodation when possible to do so without fundamentally altering a course. For students, you should first discuss the conflict and your requested accommodation with your professor at the earliest possible time. You or your instructor may also seek assistance from the Dean of Students Office at 515-294-1020 or the Office of Equal Opportunity at 515-294-7612.

Free Expression

Iowa State University supports and upholds the First Amendment protection of freedom of speech and the principle of academic freedom in order to foster a learning environment where open inquiry and the vigorous debate of a diversity of ideas are encouraged. Students will not be penalized for the content or viewpoints of their speech as long as student expression in a class context is germane to the subject matter of the class and conveyed in an appropriate manner.