The Internship Program

The UCLA Theater Internship Program is open to enrolled students from the Department of Theater. Only juniors, seniors and graduate students in the Theater Major or Minor are permitted to take this internship.

This course provides students with an opportunity to gain field experience in theater, film, television and entertainment organizations. Each student’s internship is a variable-time assignment in the profession. Examples of appropriate organizations are The Actors’ Gang, Center Theater Group, Comedy Central, Creative Artists Agency, DreamWorks, Geffen Playhouse, L.A. Theatre Works, MTV, Nickelodeon, and Sony Pictures Entertainment.

Students must select an organization and make direct contact with the internship coordinator at the organization to secure an internship. Please note that the Theater Department staff and internship coordinator do not provide guidance in selecting an internship.

Students receive internship credit by enrolling in Theater 195. Theater 195 is offered Fall, Winter and Spring quarters as well as in the Summer Session. Enrollment must be completed by the end of the second week of the quarter in which internship activity occurs. Please see “How to Enroll in Theater 195/498” for paperwork deadlines as well as for information on enrolling in the proper quarter.

For any questions, please email Shannon Maguire, the internship coordinator, at smaguire@tft.ucla.edu.
**How to Enroll in Theater 195**

Theater Majors have access to the Theater online internship database at [http://intranet.tft.ucla.edu/students/theater/](http://intranet.tft.ucla.edu/students/theater/). Click on “Internships” to receive access to the syllabus and all required documents.

Theater Minors should email smaguire@tft.ucla.edu to request the syllabus and required documents.

**Eligibility**

Undergraduates must meet the following requirements:

- Junior or Senior standing
- Be an active Theater Major or Minor
- Be in good academic standing (minimum of cumulative 3.0 GPA)
- Have an internship related to theater, film, television or entertainment

**Determining the number of units:**

Credit is assigned based on the number of hours worked each week during the 10-week internship or the total number of hours worked. Internships may be taken and/or repeated for a **maximum total of eight (8) units:**

- 6 hours per week (60 hours total): 2 units
- 12 hours per week (120 hours total): 4 units
- 18 hours per week (180 hours total): 6 units
- 24 hours per week (240 hours total): 8 units

**How to Enroll**

Turn in the following items to the Internship Coordinator (Shannon Maguire) **no later than the Friday of the first week of classes:**

- Proposal form (available on intranet)
- MyUCLA Contract (Shannon Maguire will get the proper signatures)
- Essay
- Acceptance letter on company letterhead
- Signed waiver form (available on intranet)
- Signed Worker’s Compensation Agreement (available on intranet)

Please email these items to smaguire@tft.ucla.edu or drop them off at 303 East Melnitz Hall.

The internship coordinator will get the proper signatures. Once all paperwork has been turned in, the Department will enroll the student in the course.
Paperwork Required

In order to enroll in Theater 195, these five items must be submitted to the internship coordinator by the end of the first week of classes:

1. **Internship Proposal Form**

2. **Theater 195 Course Contract**, which can be found on MyUCLA, under Contract Courses. You must list Theater Department Vice Chair of Undergraduate Studies Sean Metzger as the instructor. The contract can be found on MyUCLA under “Contract Courses” in the left hand column. Follow the instructions and print out the contract. Turn into the internship coordinator for proper signatures.

3. A **two-page typed essay** detailing what the student hopes to gain from the internship experience.
   Answer the following questions in the essay:
   - What do you hope to learn from this internship? What do you want to learn about the company or this line of work? In what ways would you like to grow personally and professionally from this experience?
   - What meaningful work will you be performing at your internship? What are your goals and expectations?
   - Give a short site description. What does this company do?

4. **An acceptance letter** (on company letterhead) from the sponsoring organization that states the following:
   - Length of the internship. Internship dates must coincide with Fall, Winter, Spring or Summer quarters. Enroll in the quarter in which the internship ends.
   - Description of internship activities.
   - The specific area or department within the organization where the student will work.
   - The weekly or total hours.
   - The name of the site supervisor.

5. **Signed Release of Liability and Indemnification Agreement**

6. **Signed Worker’s Compensation Agreement**
**Theater 195 duties**

**During the Internship**

Once the internship has begun, students must submit a 1-2 paragraph typed weekly journal summarizing the internship activities. The journals should be submitted beginning the first week of the internship, regardless of when the quarter begins.

These journals should be emailed to your internship advisor. This is subject to change. Please contact the internship coordinator, Shannon Maguire, at smaguire@tft.ucla.edu for your advisor's contact information at the start of your internship.

Journal entries should be submitted by Wednesday of each week for the previous week's activity. You will receive a confirmation email after you submit your first journal.

**At the Conclusion of the Internship**

When the internship is completed, submit a 3-5 page typed essay describing the internship experience and what knowledge or insight was gained.

This essay must be turned in by 5:00pm on the Thursday of 10th week.

The deadline for Summer Sessions is the Thursday of 6th week.

**Grading Structure**

- 60% Weekly Journals
- 40% Final Essay