

# USC School of Dramatic Arts

## **THTR 489 - Internship Course, Summer 2024**

Grading for this summer section begins June 26 and ends Aug. 6.

Instructor/Director of Internships: Meghan Laughlin  
Office Phone: 213-821- 2519 (*email preferred*)  
Email: [mclaughli@usc.edu](mailto:mclaughli@usc.edu)

### **This syllabus is for THTR 489 internships with a 2 – 3\* unit value**

*\*Students enrolled in the course for 4 units or more will receive a modified version via email.*

**Course Description:** An internship experience provides the student with an opportunity to explore career interests while applying knowledge and skills learned in the classroom in a work setting. The experience also helps students acquire a better understanding of what they still need to learn and provides an opportunity to build professional networks.

**Learning Objectives:** The internship will provide students with the opportunity to:

- Gain practical experience within the business environment of various facets of the entertainment industry.
- Acquire knowledge of the industry in which the internship is done.
- Apply knowledge and skills learned in the classroom in a work setting.
- Develop a greater understanding about career options while more clearly defining personal career goals.
- Experience the activities and functions of business professionals.
- Develop and refine oral and written communication skills.
- Identify areas for future knowledge and skill development.

**Brightspace Classroom:** Brightspace site is the classroom for this course. Course information and assignments can be found there, and your completed assignments should be submitted there. Please contact the instructor if you have any issues with the platform.

### **Suggested Reading:**

Texts are NOT required for the course but the books listed are recommended for any student interested in exploring career theories. These texts offer helpful insights and tools that can be put into practice today. You may find them useful to read concurrently with this experience as part of your pre-professional development.

- O’Keefe, S., *Launch Your Career: How ANY Student Can Create Relationships with Professionals and Land the Jobs and Internships They Want* Berrett-Koehler Publishers (May 18, 2021) **E-book available through [USC Library](#).**
- Holiday, R., *The Obstacle is the Way: The Timeless Art of Turning Obstacles into Triumph* New York : Portfolio/Penguin, 2014.  
*Free e-book:* <https://www.hoopladigital.com/title/11584324> (and via [Amazon](#))

Also - for those doing script coverage, worth checking out:

- ─ *I Got You Covered: The Premiere and Fun Guide to Script Coverage, Notes, and Story Analysis (The Digital Filmmaking Handbook Presents)* - by SCA professor Beverly Neufeld  
[https://www.amazon.com/Got-You-Covered-Premiere-Filmmaking-ebook/dp/B0B7VLBR7C/ref=sr\\_1\\_1?crid=UV98DHSS5PKT&keywords=beverly+neufeld&qid=1659375040&s=books&prefix=Beverly+Neufeld%2Cstripbooks%2C581&sr=1-1](https://www.amazon.com/Got-You-Covered-Premiere-Filmmaking-ebook/dp/B0B7VLBR7C/ref=sr_1_1?crid=UV98DHSS5PKT&keywords=beverly+neufeld&qid=1659375040&s=books&prefix=Beverly+Neufeld%2Cstripbooks%2C581&sr=1-1)

**The requirements of this internship are as follows:**

- Enrollment for 2 or 3 units in THTR-489, section 62941D
- 12 - 23 hours of completed work at the internship site (or remotely) per week.
- Completion of an ongoing journal, interview paper, and a final reflection paper.
- One final meeting with your faculty advisor.

**ASSIGNMENTS:**

On-going Journal Assignment:

Please journal at least once a week following work time devoted to your internship. Include thoughts, reactions and reflections. The assignment is not a chronological account, but rather a tool for reflection about your professional development and education. These journals are confidential, and you should refer to them when writing your final paper.

Interview assignment:

Schedule and conduct an interview with a staff member who either does not work in your department or you do not have regular contact with. Think about – who in the organization has a job that interests you? Ask them questions regarding their job description, their responsibilities, how they came to that position, what training and/or education was needed for the job, their previous experience in the field, and the direction they see their position going in the future with this organization (or beyond).

Write a 2-3 page paper summarizing your interview with this individual. The paper should reflect your thoughts and opinions following the conversation, consider the information they disclosed and how this assignment affects your attitude towards your internship. *Interviewing someone outside your internship organization is acceptable - see note\* below.*

*\*If you are working with a small organization (1 - 2 employees) please look beyond your internship for this assignment. Research companies (and jobs!) on LinkedIn and see if you can set up an informational interview with someone whose career or current position interests you. Ask your internship supervisor for advice/guidance. Perhaps they can make an introduction to someone...? The interview subject should not be your direct supervisor.*

2-3 pages, 12 point font, double-spaced.

**The interview paper is due by 6:00pm on Mon. July 8, 2024. Please upload the paper via Brightspace.**

## Final Reflection Paper

In your paper, please respond to the following prompts:

1. Reflect and summarize on your overall experience this past semester. (Thoughts to consider...)
  - a. Discuss the challenges and achievements you faced within your position. For challenges, how or did you overcome them?
  - b. What did you find most appealing and engaging about your internship?
  - c. Did the experience change any preconceived notions you began with?
2. Networking is an important and successful key to working in this industry. Did you have the opportunity to create effective relationships with the professionals you encountered and worked with? How do you plan on maintaining these relationships? Any observations on the importance and impact of 'relationships' in this field?
3. How did this position connect with your academic studies and future career goals? What comes next?

3 – 4 pages, 12-point font, double spaced. **Due by 5:00pm Tues., August 6. Please upload assignment via Brightspace.**

### Final One on One meeting:

***Final meetings will take place Aug. 7 and 8. Instructor will contact students to schedule a zoom meeting.***

### Grading

Midterm Interview paper 15%

Final Reflection Paper 20%

1 Meeting/check in with faculty advisor 15%

Evaluation from supervisor 50%

\*Final evaluations will be sent directly to your supervisor. When returned, the form will be reviewed by the faculty advisor and shared with the student at the final meeting.

### Grading Scale:

The final course grade is determined according to the following scale:

**Excellent:** A (4) = 100-96; A- (3.7) = 95-90

**Good:** B+ (3.3) = 89-86; B (3) = 85-84; B- (2.7) = 83-80

**Average:** C+ (2.3) = 79-76; C (2) = 75-74; C- (1.7) = 73-70

**Poor:** D (.7-1.3) = 60's;

**Fail :** F (0) = 59 and below

**Excellent** = clear understanding of the class material is coupled with original and creative insight

**Good** = class material has been understood clearly

**Average** = class material has been generally understood, but gaps in understanding remain

**Poor** = there are identifiable gaps in the understanding of class material

**Failure** = gaps in the completion of work is coupled with poor understanding of class materials