

Intern Scholarship Program Packet ETSU Theatre & Dance/Barter Theatre

Please read and sign this document. Then, email it with to BARTERTHEATREINTERNSHIPAPPLICATION@etsu.edu with your first and last name as the email subject heading by **October 15**.

About:

The Department of Theatre & Dance Internship with Barter Theatre in Abingdon, VA serves as elective credit(s) in Theatre for one work intensive period within the chosen (and approved) Barter Theatre Department (Box Office, Costumes/Wardrobe, Lighting, Props, Scenery, Sound or Stage Management and Acting).

The ETSU Internship with Barter Theatre will entail approximately 8-10 hours of work per day, 6 days per week for up to 55 hours per week. It is important to note that the work arrangement with Barter Theatre will most likely extend beyond the normal ETSU calendar. Exact dates for the internship will be determined upon internship approval and acceptance. (Summer semester internships will run approximately mid-May through mid-August.)

Award:

The scholarship will be a last dollar scholarship to cover tuition and fees after the application of any federal or state aid (excluding loans) and ETSU or external scholarships (including the Tennessee Education Lottery Scholarship). The amount of the scholarship will vary depending on the student's residency classification and financial aid/scholarship package. Housing and a stipend will be included as part of this scholarship.

All applicants are required to file a FAFSA to receive the maximum amount of aid possible.

Criteria:

Students who meet the following criteria are encouraged to apply:

- An ETSU Junior or Senior Theatre major that has completed the theatre core requirements prior to application.
- A 2.5 minimum overall GPA and a 3.0 minimum GPA in Theatre courses.
- Transfer students must complete at least one semester as a full-time student in residence at ETSU prior to application.

Application Information

Acting Applicants-

1. Completed Application Packet (this document).
2. Headshot and Resume. The headshot should be a clear full-face front and upper shoulder picture of the applicant.
3. Name & email address of three references that can speak to the applicant's work in theatre.
4. Acting applicants are required to attend a live audition—To sign up for an audition, contact [Barter Theatre](#). The acting applicants' live audition must consist of two contrasting monologues each 1-minute in length, 16-32 bars of a song, and a resume and headshot (No props please, a chair will be available). An important portion of the application and audition process may also include an interview with representatives from the Barter Theatre.

An application submission does not guarantee a recommendation from the ETSU Department of Theatre & Dance. A recommendation from the ETSU Department of Theatre & Dance does not guarantee the approval of the internship for Barter Theatre.

Technical Applicants-

1. Application Packet (this document).
2. Headshot and Resume. The headshot should be a clear full-face front and upper shoulder picture of the applicant.
3. Name & email address of three references that can speak to the applicant's work in theatre.
4. Costumes/Wardrobe, Lighting, Props, Scenery, Sound and Stage Management applicants should provide photos of work samples (if possible) in their application packet and be prepared to discuss.

An important portion of the application process may also include an interview with representatives from the Barter Theatre. An application submission does not guarantee a recommendation from the ETSU Department of Theatre & Dance. A recommendation from the ETSU Department of Theatre & Dance does not guarantee the approval of the internship for Barter Theatre. Barter Theatre will contact the technical applicant to schedule their interview if the applicant is under consideration for selection.

Once ETSU Theatre & Dance/Barter Theatre have received the completed application packet and the interview/audition has been conducted with representatives from both entities, the applicant will be notified as soon as possible of acceptance or rejection to the internship program.



EAST TENNESSEE STATE
UNIVERSITY

Theatre and Dance

Please the following check in agreement:

____I have read pages 1-2 of this document and will follow the instructions as described.

____I will prepare portfolio and audition per the guidelines outlined above and submit this completed application packet with any additional application materials to bartertheatreinternshipapplication@etsu.edu by **October 15**.

____If granted the internship--I understand that I will inform the Chair of Theatre & Dance when I have successfully registered for THEA 4080.

____If granted the internship--I will check the D2L site associated with this course (THEA 4080) at least once per week (or as deemed by Department Chair). I will read the syllabus for the course and find copies of all pertinent paperwork posted there, and notices relating to the course and the internship experience. I will use the email tab in D2L as a means of communication with the ETSU Theatre and Dance Department Chair. *I will upload required documentation through D2L.*

____If granted the internship--I will complete a journal of my internship experience. The journal must include once weekly entries relating to the work I am asked to complete. I will date each entry, describe the work I did that week in detail (reporting at least one new skill or activity), and will give my impressions of the experiences I had while doing the work. The journal will be checked at midterm and at the end of the internship.

A final grade for the course will be given ONLY upon receipt of Final Evaluation Check-Sheet, Student Evaluation of Internship Experience, and the Internship Journal. Submit all work via D2L Dropbox.

(Student Name)

(Student Signature)

(Date)



EAST TENNESSEE STATE
UNIVERSITY

Theatre and Dance

Date: _____ E#: _____ ETSU Email: _____

(Last Name) (First Name) (Middle Name)

(Current Address) (City/State/Zip)

(Cell Phone #) (Alternate Phone #)

Estimated Graduation Date: _____
(Semester) (Year)

1. Are you a U.S. citizen (or) a Permanent Resident of the U.S.? Yes____ No____
2. If no to number 1, are you an International Student? Yes____ No____
3. Are you legally eligible to work in the U. S.? Yes____ No____
4. Do you have a valid driver's license? Yes____ No____
5. Will you have a car while in residence at Barter Theatre? Yes____ No____
6. Do you have medical insurance? *(It is highly recommended that you have medical insurance and that you carry your medical insurance cards with you at all times.)* Yes____ No____

If offered the internship and in accepting this internship, I acknowledge that no representation has been made, directly or indirectly, by anyone at East Tennessee State University or by the entity where my internship takes place that this internship will lead to employment with the entity, and I further acknowledge that my participation is in consideration of the experience and possible university credit as agreed in this document.

(Student Signature) (Date)

I certify that the information I have given is complete, true, and correct to the best of my knowledge and belief. I further affirm that I have not knowingly withheld any facts or circumstances in completing this form. I also acknowledge that the enclosed information is self-disclosed by me, and ETSU and its agents or employees do not warrant or guarantee the completeness or accuracy of the enclosed information. I further understand that any representation of information by me may cancel my Internship Program.

(Student Signature) (Date)

The student applicant bases the above information on self-disclosure. ETSU and its agents or employees do not warrant or guarantee the completeness or accuracy of the information.



Read each statement and check the ones that you understand:

- ___ If accepted into the internship, I will register for the appropriate internship course through Goldlink and make necessary arrangements for fees to be paid (fill out appropriate paperwork) by the deadline date for the semester I am in my placement.
- ___ I understand success in internship placement is not guaranteed and is dependent on a combination of important factors. I understand that Barter Theatre and ETSU representatives will evaluate my work two weeks after the beginning of the program, at midterm and again at the end of the internship experience.
- ___ If accepted into the internship, I will have an opportunity to evaluate the program once the internship is complete, and I can contact the ETSU Department Chair or my Barter Theatre Supervisor at any time if I have problems or concerns during the course of the internship.
- ___ I authorize ETSU Theatre & Dance to obtain my official transcript. I understand that my transcripts are part of my internship file.
- ___ I authorize ETSU Theatre & Dance to forward my complete internship file and credentials packet to Barter Theatre when signing this form.
- ___ If accepted into the internship, I understand that as an internship student, I am not eligible for any type of unemployment compensation when I end my assignment.
- ___ If accepted into the internship, I understand that even though I am completing my internship off campus, I must continue to abide by the all ETSU policies regarding academics, conduct, safety/security and health. I understand that these policies can be found in the Policies and Procedures section of the ETSU Undergraduate Student Catalog and that it is my responsibility to be aware of and to abide by these policies. I know violation of these policies will result in possible disciplinary action, and will potentially jeopardize my ability to receive this scholarship and complete the internship program. [ETSU Policies & Procedures](#)
- ___ I understand that working at Barter Theatre as an intern puts me in an adult living and learning situation. It is my responsibility to behave appropriately in this adult living and learning environment.
- ___ If for a medical reason or extenuating family circumstance I am unable to complete my internship arrangement, best efforts will be made by the ETSU Theatre and Dance Department Chair to provide an alternative way to earn course credit. Depending on the circumstances of the situation, scholarship monies may or may not be available.

(Student Name)

(Student Signature)

(Date)

Please submit all application materials via email to:

bartertheatreinternshipapplication@etsu.edu. Type your first and last name in the email subject line. **Application Deadline: October 15**