DRAMA AND THEATRE STUDIES

Year 2 Student Handbook (2BA DTP) 2023-2024





Discipline of Drama, Theatre and Performance, School of English and Creative Arts, O'Donoghue Centre, University of Galway

This handbook contains an overview of your modules for Second Year in Drama and Theatre Studies.

For information on the following general Drama and Theatre Studies policies and guidelines, please refer to the undergraduate student handbook.

Who to contact

Head of Undergraduate Studies Finian O'Gorman (from 1st September) - finian.ogorman@universityofgalway.ie

Important Date:

First Semester	
Orientations:	Second Years: Monday September 4, Studio 1, 12PM (in place of first session of "DT2106: Irish Theatre")
Arts in Action	Will typically be Thursday at 1PM during teaching term in semesters one and two Full programme to be launched in September All events free and open to students and may be integrated as
	part of your modules
Teaching – 1 st Years (UG):	Monday, 18 ^h September – Friday, 24th November 2023 (10 weeks of teaching)
Teaching – all other years:	Monday, 4 th September – Friday, 24 th November 2023 (12 weeks of teaching)
Drama Reading & Development Week:	Monday, 9 th – Friday, 13 st October 2023 (Week 6)
Bank Holiday:	Monday 30th October 2023
Informational Meeting for Third Year 2024/2025	Thursday 9 th November, 5PM, O'Donoghue Centre
Study Week:	Monday 27 th November to Friday 1st December 2023
Semester 1 Exams:	Monday, 4 th December – Friday 15 th December (for all other UG Years) (10 days of exams) First year Drama, Theatre and Performance Students will be assessed by examination (practical and/or written) in first semester for this year ONLY. Please refer to full module outlines and Canvas for further information.

Christmas Holidays:	Saturday, 16 th December 2023				
Second Semester					
Teaching:	Monday, 8 th January – Thursday, 28th March 2024 (12				
	weeks of teaching)				
Arts in Action	Continues Thursdays at 1PM during teaching with some special				
	performances.				
Bank Holiday:	Monday, 1st February 2024				
Drama Reading &	TBD- Either Week Six or Week Seven				
Development Week:	THIRD-YEAR PRODUCTION STILL MEETS DURING THIS WEEK				
Third Year Production	Technical and Dress Rehearsals- Sunday 3rd - Wednesday 6 th March-9AM-5PM				
	Performances- Thursday 7 th March to Wednesday 13 th March 2024				
	 Thursday 7 March (preview), 7PM Friday 8 March, 7PM Saturday 9 March, 2PM and 7PM (Dark Sunday 10 March) Monday 11 March at 1PM and 7PM Tuesday 12 March at 7PM Wednesday 13 March at 1PM (closing performance for Arts in Action, strike to follow) 				
St. Patrick's Day:	Monday, 18th March 2024				
Easter Holidays:	Good Friday, 29th March - Easter Monday 1st April 2024				
Field Trip:	Tuesday, 2nd April to Friday, 5th April (if applicable)				
MA Performance Lab Workshop Showing:	Thursday 4 th April, 4PM, ODT				
Study Week:	Monday, 8 th April to Friday, 12 th April 2024				
Bank Holiday:	Monday, 6th May 2024				
Semester 2 Exams:	Monday, 15th April to Wednesday, 1st May 2024 (13 days of exams)				

Bank Holiday:	Monday, 3rd June 2024
Autumn Exams 2024	
Autumn Repeat Exams:	Tuesday, 6th August to Friday, 16th August 2024 (9 days of exams)
Bank Holiday:	Monday, 5 th August 2024
Repeat assignments due for continuous assessment modules	Friday, 9 th August 2024 This deadline applies to those who have failed drama modules and have to repeat them during summer.

Course Structure

In semester one, all students take DT2105 Modern Drama, DT2106 Irish Theatre and DT2107 Stagecraft 2

In semester two, all students take DT204 Introduction to Playwriting, DT2104 Contemporary Theatre and DT2109 Theatre Production Practicum

<u>Timetable</u>

Module	Semester	Time	Venue
DT2105: Modern	1	Wednesday 12-1	Studio 2
Drama		Friday 12-1	(ODT w12)
DT2107 Stagecraft 2	1	Tuesday 12 - 1 Tuesday 2-3	ODC Theatre
DT2106: Irish Theatre	1	Monday 12 - 1 Monday 2 - 3	Studio 1
DT204: Playwriting	2	Wednesday 12 - 1 Friday 12 - 1	Studio 1
DT201: Introduction to Devising	2	Tuesday 12-1 Tuesday 2 – 3	Studio 1

DT2104:	2	Monday 12 - 1	Studio 1
Contemporary		Monday 2-3	
Theatre			

Staff Contacts and Office Hours

DRAMA AND THEATRE STUDIES STAFF CONTACTS FOR 2023-2024

- Ian R Walsh, Lecturer [Full-time], Head of Discipline and Head of Postgraduate Studies in DTS, ian.walsh@universityofgalway.ie
- Finian Gorman, Lecturer [full-time], Head of Undergraduate Studies in DTS finian.ogorman@universityofgalway.ie
- Charlotte McIvor, Senior Lecturer [full-time], Head of School of English and Creative Arts, charlotte.mcivor@universityofgalway.ie
- Marianne Kennedy, Lecturer [full-time], Artistic Director, O'Donoghue Centre for Drama, Theatre and Performance, DTS, marianne.nichinneide@nuigalway.ie
- Patrick Lonergan Professor [full-time], Vice-Dean for Engagement and Student Recruitment, College of Arts, Social Science and Celtic Studies, Head of Third Year Erasmus and Exchanges, DTS and Head of Postgraduate Certificate in Creative Arts
 Management, patrick.lonergan@nuigalway.ie
- Miriam Haughton Lecturer [full-time], on research leave IRC Laureate 2023-2025), miriam.haughton@nuigalway.ie
- Máiréad Ní Chróinín, Druid Lecturer [part-time], Druid Academy Coordinator, mairead.nichroinin@universityofgalway.ie
- Teresa O'Donovan- Administrator [part-time], DTS, drama@universityofgalway.ie
- Michael O'Halloran, Technical Officer [part-time], DTS, michael.ohalloran@nuigalway.ie
- Aideen Wylde, Lecturer, Internships and Placements Coordinator [part-time], aideen.wylde@universityofgalway.ie

Teaching Staff

Please find below contact details of most of your lecturers throughout the year, this list is not yet complete and is subject to change:

MODULE	LECTURER	EMAIL	NOTES
DT2106	Ian R. Walsh	ian.walsh@universityofgalway.ie	
Irish Theatre			
DT2105	Finian	finian.ogorman@universityofgalway.ie	
Modern Drama	O'Gorman		
DT2107	Marianne Ní	marianne.nichinneide@universityofgalway.ie	
Stagecraft 2	Chinnéide &		
	Michael	michael.ohalloran@universityofgalway.ie	
	O'Halloran		
DT204	Ian R. Walsh	ian.walsh@universityofgalway.ie	
Introduction to			
Playwriting			
DT201	Aideen Wylde	aideen.wylde@universityofgalway.ie	
Introduction to			
Devising			
DT2104	Finian		
Contemporary	O'Gorman	finian.ogorman@universityofgalway.ie	
Theatre			

MODULE DESCRIPTIONS 2023-2024

NOTE: Full module outlines will be available on Canvas.

DT2105: Modern Drama

Module Convenor: Dr Finian O'Gorman

This module introduces students to some of the key theatrical experiments in modern European theatre, from the late nineteenth century to the 1960s. Students will have the opportunity to explore, through both textual analysis and practical staging, a range of plays that represent important modern movements such as realism, naturalism, symbolism, expressionism, the absurd and epic theatre. The module will place particular emphasis on how the dramaturgies of these plays were shaped by their historical and cultural contexts.

Learning Outcomes

On successful completion of this module, you will be able to:

- 1. Identify the conventions of a range of modern theatrical styles
- 2. Critically assess varying dramatic forms and functions
- 3. Situate experimental movements and seminal plays within their cultural and historical context
- 4. Research and use archival material
- 5. Formulate a critical argument addressing a specific topic or issue
- 6. Give presentations to small groups
- 7. Practice modern staging techniques and exercises useful for actors, directors, designers, critics and dramaturgs.

Assessment

- Research exercise [due Week 5]: 15% (375 words)
- Essay planning exercise [due Week 8]: 15% (375 words)
- End-of-term Performance [Week 12]: 20% (5-8 mins approx)
- End-of-term Essay: 50% (1250 words)

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DT2106: Irish Theatre

Module Convenor: Ian R. Walsh

This module explores Irish theatre from the foundation of the Irish Literary Theatre in 1897 into the contemporary period charting how plays and performances in Ireland have been in constant dialogue with changing artistic, cultural, social, and political contexts. The course will interrogate the dominating themes emerging from these works, and also, their dramaturgical forms. Each week, students will read and discuss key Irish plays, practitioners and archive materials in their cultural and theatrical contexts, aiming to form a deeper appreciation of the contours and preoccupations of the Irish theatrical tradition. Students will also engage with these materials practically through practical workshops staging scenes from key dramatic texts, exploring directing methods, acting styles and scenography.

Learning Outcomes:

On completion of this module, students will:

- Learn the key characteristics of Irish drama and be able to identify the seminal theatre practitioners in Irish theatre history.
- Understand the social and political contexts that shaped the development of Irish theatre
- Develop the ability to collaborate in a group by working towards the creation of a short devised performance or short scene
- Improve writing and critical analysis skills

Assessment:

Performance Pitch – 20%

• Performance **or** presentation: 30%

Tillal essay. 50%

• Final essay: 50% - 1500 words

<u>DT204:</u> Introduction to Playwriting <u>Module Convenor:</u> Ian R. Walsh

This module introduces students to writing for the stage through weekly practical workshops where they will complete writing tasks and analyse plays. They will learn to develop characters, write dialogue and learn how to structure stories dramaturgically as well as being introduced to different genres and styles of writing for the stage. The course draws on dramaturgical strategies including Aristotelian drama, the hero's journey and the postdramatic as a means to explore the act of contemporary playwriting. Students should be prepared to write in class, read work out loud to peers and to comment on each other's work.

Learning Outcomes:

On completion of this module students will:

- Understand and practice key dramaturgical strategies for writing for the stage
- Develop methods to create dialogue and convincing characters
- Complete a dramatic scene and be able to identity what worked theatrically in the scene.
- Practice writing for specific genres and adapting stories for the stage

Assessment:

- Short Scene 20%
- Critical Reflection on scene: 20%
- Longer scene/short play (20 minutes max playing time): 60%

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<u>DT201:</u> Introduction to Devising Theatre <u>Module Convenor:</u> Aideen Wylde

Devised theatre, or collective creation, is arguably the most useful tool for emerging theatre makers, where the resulting performance is developed out of the collaborative, improvisatory work of an ensemble. Introduction to Devising Theatre builds on foundational production skills learned in year one modules like Acting I, Stagecraft and Modern Drama, creating a forum for students to explore basic devising techniques from several leading practitioners in the field (*Complicité*, Twyla Tharp, *Empatheatre* and others). These explorations will culminate in the creation of a short original piece or pieces of theatre presented in class in week 11. These sessions are part-workshop-part-discussion based and students should be prepared for exercises and reflective processes, as a group and individually.

Learning Outcomes

- Describe, situate and implement basic principles of devised and collaborative theatre-making practices.
- Create and deliver a short, devised work-in-progress performance for an in-house audience.
- Assist in the planning and execution of thematic concept through participation in the capacity of performance, design, dramaturgy and/or management.
- Critically reflect on the mechanisms of collective creation and live production as part of a wider understanding of drama, theatre and performance practices.

Assessment

• 50% In-class and rehearsal contributions to development process and outcome of final devised piece

• 50% Personal Practice Reflective Portfolio on development process (Part I) and Critical Reflection and Outcomes Essay (Part II)

Part I: Personal Practice Reflective Portfolio

Each student will document their work on a week-by-week basis in a personal portfolio that reflects their unique approach to research, in-class learning, and further personal exploration and practice inspiration. The student will also be asked to document the evolution of the devising process undertaken in class, with weekly tracking of this development clearly outlined.

Part II: Critical Reflection and Outcomes Essay

- Define devising and collective creation with reference to at least **TWO** readings on the Secondary and Further reading list.
- Reflect on one exercise/decisive moment in class and its outcomes in practice (i.e. the draft scenes, images, movement you created) for you as an individual and for the ensemble. Discuss the challenges, breakthroughs and benefits of employing these methods in your future creative practice.
- 850 words not including supporting materials like script drafts, images etc.

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<u>DT2104:</u> Contemporary Theatre Module Convenor: Dr Finian O'Gorman

This module will analyse seminal plays and processes of production pervading contemporary theatre and performance. It will introduce students to major playwrights, theatre and performance artists, and festivals globally. Plays, performances and encounters will be analysed in conjunction with core processes of staging and production, considering their programming and reception in wider cultural and industry contexts. Dominant themes and issues stemming from this selection of works will be identified and interrogated, such as representations of gender, sexuality, and race, the relationship between people and place, globalization and neoliberalism, the staging of violence, and the body in performance. Theory will be imbricated in practice, and vice versa. Particular focus will be directed at how plays and performances respond to cultural moments and audience expectations.

Learning Outcomes

By the end of this module, a successful student will:

- Produce knowledge of the dominant processes involved in the contemporary practice of making theatre and performance.
- Possess knowledge of the dominant style(s) and tone(s) of contemporary theatre, evidenced through a research-led essay.
- Work individually and collaboratively
- Produce a performance or presentation
- Research the key historical, social and political issues informing the culture the plays/performances are written and produced in, and apply that theoretical knowledge in writing and in practice.

Assessment

In this course, students will complete either:

1. Programming Presentation: (50%)

In this presentation, you will

- Examine an existing theatre and performance venue
- Review its typical programming history
- Consider its strengths and weaknesses for contemporary audiences
- Propose a new programming mission statement for 2023.
- Work individually, in pairs or as part of a group. Please not that if working with other people, only one grade will be given for the presentation, and not separate grades per person.

OR

Performance Project (50%)

In-class performance in Week 12:

In your performance project, you will:

- Write and perform an original piece
- Deliver a performance of maximum 15 minutes
- All students must perform and be off-book.
- Consider the relevance to a contemporary audience.
- Work individually, in pairs or as part of a group. Please not that if working with other people, only one grade will be given for the presentation, and not separate grades per person.

2. Final Essay (50%)

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Overview of Preparing for Erasmus/Study Abroad Options in Year Three

1. STUDYING ABROAD

Drama and Theatre Studies offers students opportunities to study at an international university in the third year. You can go for the first or second semester, or for the entire year. Some exchanges include an element of financial support, allowing students who might not otherwise be able to afford to travel abroad the opportunity to go on an exchange. Students who wish to go on international exchange must maintain an average of at least 60% and have a good record of attendance and participation.

Terminology

The term 'Erasmus' refers to the EU scheme for mobility, which covers studying in another European country or a work placement/assistantship, where you study/work in the language of the host country

– usually Spain, France, Italy, or Germany. Erasmus exchanges include a grant to support students' travel costs. Note that these arrangements are put in place through the International Office.

'Exchange' refers to studying in another country, usually English-speaking, such as the US.

Fees, Grants and Funding

When you travel abroad, you pay your fee to University of Galway, just as students coming to University of Galway from abroad pay their home universities.

Holders of SUSI grants retain their grants while on international exchange, but you will probably need to provide a letter from the department to show that your exchange is a core part of your studies.

Students on Erasmus also receive a grant.

The university, through Galway University Foundation, has been able to provide financial support to students travelling on non-Erasmus exchanges in recent years. While this cannot be guaranteed from year to year, the opportunity should be borne in mind.

Some of our exchanges to the US provide students with free room and board. These are awarded competitively.

International universities may have costs that would not normally arise in Ireland, for items such as course readers, theatre visits, etc. Students should ensure they are aware of these costs before travelling.

Drama Exchanges 2024/2025

University	Number of Places	Special features	Academic specialisms
Berea College, Kentucky https://www.berea.edu/thr/	2	Room and board is included for free in the exchange and places are awarded on a competitive basis judged by exchange application and overall academic results.	All students participate in a work programme; for University of Galway students this has involved working in the college theatre. Opportunity to appear in productions.
University of North Carolina, Chapel Hill http://drama.unc.edu/	4	One of the top-rated theatre schools in USA	On-campus theatre allows for regular visits; strong opportunities in costume, design, and other areas. Broad theatre curriculum. Nice

	ı	I	
			campus, easy to get to from Ireland.
Fraser Valley, BC, Canada	2		Opportunities to get
https://www.ufv.ca/theatre/			hands-on practical
			experience in a very
			beautiful part of
			Canada. Excellent
			supports for incoming
			students.
Curtin, Perth, Australia	2	NOTE:	Practice-based
https://haymantheatre.curtin.edu.au/s		Semester	opportunities. Perth
tudy/		rhythm is	hosts one of the world's
		different	major theatre festivals
		here. Check	every Feb/March.
		calendar. You	
		will have to	
		arrive in	
		summer for	
		autumn	
		semester.	
New School, New York	2		New York based
https://www.newschool.edu			conservatoire – very
			high standards but great
			opportunity. On-campus
			accommodation.
Tours, France	4	For French	Opportunities to gain
		students first	credit for doing Drama
		but others	in extra-curricular
		who have an	contexts. University very
		interest may	central and easy to get
		go if spaces	to.
	_	available	
Oviedo, Spain	4	For Spanish	Opportunities to do
		students first	courses in English in
		but others	Irish Drama and other
		can go if	modules.
		spaces	
		available.	
		NOTE:	
		Be advised	
		that for the	
		autumn term,	
		exams	
		happen	
		AFTER	
		Christmas	
		holidays and	
		the semester	
		goes through	
		the end of	
		the cha of	

		January. It is advised to go in semester two if you plan to be at University of Galway second semester or do another exchange.	
University of Illinois, Chicago https://www.uic.edu	2		Chicago is one of the U.S.'s most vibrant theatre cities. Range of practice-based modules across theatre arts.

Who to contact

Within Drama

Professor Patrick Lonergan, Third Year Internships and Placements Coordinator, Email: patrick.lonergan@universityofgalway.ie

Applying to go on exchange

- Places on exchange are necessarily limited, and sometimes are awarded competitively.
- Usually a student will not be permitted to go on exchange unless they have an average of 60% in their exams in first year and second year. Languages are the exception, but these are Erasmus and not Exchanges.
- In order to protect our exchange agreements, we will only send students on exchange if we are confident that they will represent Drama and the university well. Accordingly, we are very unlikely to approve an application for exchange from any student who has shown persistent problems with lateness, absence, failure to submit work, or other lapses in basic professionalism. This will be the case even when absences etc. have been excused by the presentation of a medical certificate.

Schedule and Guidelines for Student Applications to Study Abroad

If you wish to study abroad in the first or second semester, or both semesters, of third year, please adhere to the following deadlines in second year:

October (second years only, semester one): Attend an information seminar on studying abroad in October with Drama staff and fourth year students who completed a study abroad. Precise date will be announced in September.

If you wish to undertake an exchange in the US, Canada, or Australia you express your interest in writing to <u>Patrick.lonergan@universityofgalway.ie.</u>

- If you wish to undertake an Erasmus exchange to Oviedo in Spain, or Tours in France, express your interest in writing to Patrick.lonergan@universityofgalway.ie.
- If you wish to study in Italy or Germany, you contact your language discipline directly, and they will advise you further regarding dates and availability.
- An application process will be arranged for October of second year, and students will need to complete it then.

December-April (second years only, semester two): During these dates, you will be informed if a place is available at the host institution, and how to make an application. It is then your responsibility to liaise with the host institution and University of Galway international office to provide accurate documentation by the host institution's deadline.

Assessment and Registration

Students who are on Erasmus and/or other Exchange must register with University of Galway for specific modules. Please pay attention to your college emails so that you can find out the right course codes.

Assessment for Erasmus: Students are obliged to complete the equivalent of 20 ECTS of work per semester while abroad. At least 9 ECTS per semester must be in Drama, Theatre and Performance or related subjects (e.g. Literature, Film, Music, Dance, Cultural Studies, etc.). Students should also take classes in the language of their host institution.

NOTE: If you are on Erasmus for one semester, you must complete 20 ECTs. If you are on Erasmus for both semesters, you must complete 40 ECTs.

Assessment for Exchange: Students on exchange to institutions in the US, Australia and Canada are required to complete the minimum credits demanded by the university and/or state to meet visa requirements and academic requirements. In the US, different states request a different minimum. So, please confer with the host institution and ensure your selection of courses meets the visa requirements of the state, and the academic requirements of the host institution. Please send these in writing to patrick.lonergan@universityofgalway.ie in the first week of study.

Guidelines and Recommendations

- Before deciding whether to go on exchange, undertake a detailed examination of the cost of accommodation, food, class materials and visits, etc. It is your responsibility to ensure that you find out this information before you leave and that you have adequate funds in place to cover these costs.
- On arrival in your host university, email <u>patrick.lonergan@universityofgalway.ie</u> with details of your courses and credits.
- You must send a monthly report of your activities to Drama and Theatre Studies at University of Galway (<u>patrick.lonergan@universityofgalway.ie</u>) throughout your time abroad. This can be short (a few bullet points), but it is your opportunity to bring to our attention any issues that you are facing in a timely manner.
- Express concerns or worries you have immediately with Drama staff in Galway.
- Speak to students who have previously completed an exchange to the location you are going to;
 Drama and Theatre Studies can facilitate these introductions.
- Research the theatre amenities and resources of the university is there a theatre building; is there a drama society; are there costs involved in taking theatre classes (e.g. the cost of theatre tickets)?

Many students who study abroad report that the experience is rewarding, but it may also be overwhelming and lonely at times. If you choose to study abroad, it is advisable to request contact with past students who have studied at the same host institution. It is also advisable to make contact with clubs or societies before you travel, and send an introductory email to the academic coordinator. If there is a structure for communication with peers in place, this can ease the settling-in period, which may feel alien or disorientating. Ensuring that a structure of communication with peers is in place can make a major difference to the experience abroad as a whole, and one's engagement with study on campus as well as cultural engagement throughout the semester.

Overview of Application Process for Third Year Internships

In your Third Year, you can apply to do an internship as a 30ECTs module. Applications open in spring and autumn of every year.

Through this experience, you will perform a role or roles as an intern with a host theatre company.

The student may nominate the host theatre company or companies, and a request will be administered through Drama, Theatre and Performance. Students are not guaranteed their first preferences, and internships will only be made available to students who have achieved a 2.1 or higher with exemplary attendance and participation records in the first and second years.

Internships will be normally decided as part of a competitive application process and are subject to a student's high marks (above 60), previous regular attendance and the ability of a partner theatre company to provide typically 4-5 weeks of full-time working hours.

We evaluate applications with representatives from the programme board of the BA in Drama, Theatre and Performance and assess attendance, participation, and academic achievement as well as materials submitted (CV, statement of purpose for internships). Each year, we receive more applications than we can accommodate.

If the programme board allows your application to move forward, please bear in mind:

- Internships can only be arranged when the university is satisfied that the experience will meet appropriate educational and professional development aims. We also have to consider supervisory arrangements, insurance, and related matters.
- Internships will be organised by the department, and cannot be organised by students themselves.
- Students should expect to need to do an interview with any company before an internship can be offered. We then enter in a period of negotiation with them, and you will need to bear in mind that due to the small team-based nature of theatre work, this negotiation can be lengthy and frequently falls through.
- In the event that an internship falls through during negotiations and an alternative cannot be arranged, students then do modules or the production.
- When students apply for an internship, decisions about where to send them are based on the skills students wish to develop (e.g. marketing, script development, administration), and on the availability of suitable spaces.
- Any student applying for an internship should be willing to accept an internship in Galway if
 offered one. Internships in other locations may be possible (e.g. Dublin, Cork) but decisions
 about where to send students can only be made in relation to academic and professional
 criteria.

• Internships will normally only be in professional theatre companies that the university has an existing relationship with. In practice, this is likely to be limited to Arts Council funded organisations in Galway and Dublin.

Workload

Third Year Internships constitute 30 ECTs.

As this is a full semester's workload, this experience constitutes 600 hours of work combined-which represents work done in the office/theatre as full-time work hours and research and critical reflection tasks designed to help you consolidate the experiences you have had and use them in the service of forward-planning.

Please bear in mind that the on-site element of internships does not run for the full semester and this experience involves significant independent and self-directed work.

For full information if you are doing this module, please refer to the Third Year Handbook.

INTERNSHIP AGREEMENT (STANDARD)

- 1. Internships are unpaid. Students are responsible for their own transportation, accommodation and subsistence costs while working.
- 2. An internship is a professional working experience. Interns are required to attend punctually (normally from 9 to 5 or 10 to 6) each day, Monday to Friday, and at other times as required by the company.

APPROVED WORK DATES AND SCHEDULE (FILL	
IN BELOW):	
Start Date:	
End Date:	
Hours per week:	
(including note of any irregular distribution of hours over internship period)	

- 3. Interns should present themselves in personal attire that is appropriate to the working environment.
- 4. Persistent lateness or underperformance will result in the early termination of an internship.
- 5. Requests for periods of leave should be made in advance and, where possible, should be identified during the application process.
- 6. While on internship, students are still engaged in formal University Galway activity and are thus subject to the University of Galway code of conduct.
- 7. Interns must be mindful at all times that they represent University of Galway and that their

conduct will have an impact on the availability of future internships for subsequent students.

- 8. Students on internships must respect the confidentiality of the host organisation and the university, and must under no circumstances reveal any sensitive or confidential information about either organisation. In particular, comments or photographs relating to internships on social networking sites (Facebook, Twitter, Snapchat, Instagram), blogs, or other public fora are strictly prohibited unless approved in advance by the student's immediate supervisor at the company.
- 9. Where interns experience any difficulties in meeting the responsibilities associated with the internship, these should be brought to the attention of University of Galway personnel as early as possible.