#### **DRAMA AND THEATRE STUDIES**

Year 2 Student Handbook (2BA DTP) 2024-2025



OLLSCOIL NA GAILLIMHE UNIVERSITY OF GALWAY



Discipline of Drama, Theatre and Performance, School of English, Media 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 <u>finian.ogorman@universityofgalway.ie</u>

## Important Date:

First Semester				
Orientations:	Second Years: Monday September 9th, Studio 1, 12PM ( <i>in place of first session of "DT2106: Irish Theatre"</i> )			
Arts in Action	<ul> <li>Will typically be Thursday at 1PM during teaching term in semesters one and two</li> <li>Full programme to be launched in September</li> <li>All events free and open to students and may be integrated as part of your modules</li> </ul>			
Teaching – 1 <sup>st</sup> Years (UG):	Monday, 16 <sup>h</sup> September – Friday, 29 <sup>th</sup> November 2024 (11 weeks of teaching)			
Teaching – all other years:	Monday, 9 <sup>th</sup> September – Friday, 29 <sup>th</sup> November 2024 (12 weeks of teaching)			
Drama Reading & Development Week:	Monday, 14 <sup>th</sup> – Friday, 18 <sup>st</sup> October 2024			
Bank Holiday:	Monday, 28 <sup>th</sup> October 2024 (NO CLASSES)			
Informational Meeting for Third Year 2025/2026	November, O'Donoghue Centre – Date to be confirmed			
Study Week:	Monday 2 <sup>nd</sup> December to Friday, 6 <sup>th</sup> December			
Semester 1 Exams:	Monday, 9 <sup>th</sup> December – Friday 20 <sup>th</sup> December (10 days of exams)			
Christmas Holidays:	Saturday, 21 <sup>st</sup> December 2024			

Second Semester	
Teaching:	Monday, 13 <sup>th</sup> January – Friday, 4 <sup>th</sup> April (12
	weeks of teaching)
Arts in Action	Continues Thursdays at 1PM during teaching with some special
	performances.
Bank Holiday:	Monday, 5 <sup>th</sup> February (NO CLASSES_
Drama Reading &	TBD- Either Week Six or Week Seven
Development Week:	THIRD-YEAR PRODUCTION STILL MEETS DURING THIS WEEK
Third Year Production	Wednesday 6 <sup>th</sup> - Thursday 14 <sup>th</sup> March
St. Patrick's Day:	Monday, 17 <sup>th</sup> March (NO CLASSES)
Easter Holidays:	Good Friday, 18 <sup>th</sup> April - Easter Monday 21st April
Field Trip:	Monday, 7 <sup>th</sup> April to Thursday, 10 <sup>th</sup> April (if applicable)
MA Performance Lab	4 <sup>th</sup> April, 4PM, ODT
Workshop Showing:	
Study Week:	Friday, 11 <sup>th</sup> April to Thursday, 17 <sup>th</sup> April
Bank Holiday:	Monday, 5 <sup>th</sup> May (NO CLASSES)
Semester 2 Exams:	Tuesday, 22 <sup>nd</sup> April to Friday, 9 <sup>th</sup> May (13 days of exams)
Bank Holiday:	Monday, 2 <sup>nd</sup> June
Autumn Exams 2025	
Autumn Repeat Exams:	Tuesday, 5 <sup>th</sup> August to Friday, 15th August (9
	days of exams)
Bank Holiday:	Monday, 4 <sup>th</sup> August
Repeat assignments	Friday, 15 <sup>th</sup> August
due for continuous	This deadline applies to those who have failed drama modules and have to repeat them during summer.
assessment 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 DT201 Introduction to Devising

# **Timetable**

Module	Semester	Time	Venue
DT2105: Modern Drama	1	Wednesday 12-1	Studio 2 (ODT w12)
		Friday 12-1	Studio 1
DT2107 Stagecraft 2	1	Tuesday 12 - 1	ODC Theatre
		Tuesday 2-3	(BOI in Week 6)
DT2106: Irish Theatre	1	Monday 12 - 1 Monday 2 - 3	Studio 1
DT204: Introduction	2	Wednesday 12 - 1	Seminar 1
to Playwriting		Friday 12 - 1	
DT201: Introduction to Devising	2	Tuesday 12-1	Studio 2
		Tuesday 2 – 3	
DT2104 Contemporary	2	Monday 12 - 1 Monday 2 - 3	Studio 2
Theatre			

### **Staff Contacts and Office Hours**

### DRAMA AND THEATRE STUDIES STAFF CONTACTS FOR 2024-2025

- Ian R Walsh, Lecturer [Full-time], Head of Discipline DTS, ian.walsh@universityofgalway.ie
- Finian Gorman, Lecturer [full-time], Head of Undergraduate Studies in DTS <u>finian.ogorman@universityofgalway.ie</u>
- Charlotte McIvor, Senior Lecturer [full-time], Head of Postgraduate Studies in DTS, <a href="mailto:charlotte.mcivor@universityofgalway.ie">charlotte.mcivor@universityofgalway.ie</a>
- Marianne Kennedy, Lecturer [full-time], Artistic Director, O'Donoghue Centre for Drama, Theatre and Performance, DTS, <u>marianne.nichinneide@nuigalway.ie</u>
- 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), <u>miriam.haughton@nuigalway.ie</u>
- Máiréad Ní Chróinín , Druid Lecturer [part-time], Druid Academy Coordinator, <u>mairead.nichroinin@universityofgalway.ie</u>
- Michael O'Halloran, Technical Officer [part-time], DTS, michael.ohalloran@nuigalway.ie
- Aideen Wylde, Lecturer, Internships and Placements Coordinator [part-time], <u>aideen.wylde@universityofgalway.ie</u>
- Teresa O'Donovan- Administrator [part-time], DTS, drama@universityofgalway.ie

# **Teaching Staff**

Please find below contact details of most of your lecturers throughout the year.

MODULE	LECTURER	EMAIL	NOTES
DT2106	Ian R. Walsh &	ian.walsh@universityofgalway.ie	
Irish Theatre	Marianne Ní Chinnéide	marianne.nichinneide@universityofgalway.ie	
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	lan R. Walsh	ian.walsh@universityofgalway.ie	
Introduction to			
Playwriting			
DT201	Máiréad Ní	mairead.nichroinin@universityofgalway.ie	
Introduction to	Chróinín		
Devising			

DT2104	Finian		
Contemporary	O'Gorman	finian.ogorman@universityofgalway.ie	
Theatre			

## MODULE DESCRIPTIONS 2024-2025

### NOTE: Full module outlines will be available on Canvas.

## DT2105: Modern Drama Module Convenor: Dr Finian O'Gorman

This module introduces students to key theatrical experiments in modern European theatre, from the late nineteenth century to the 1960s. Students will learn how to identify, analyse and apply the dramaturgical approaches of major modern movements in drama including realism, naturalism, symbolism, expressionism, the absurd and epic theatre. Students will critically assess seminal plays that emerged from those movements and gain an understanding of how they were shaped by historical and cultural developments.

## Learning Outcomes

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

- Draw on a knowledge of modern dramaturgical conventions and approaches to critically assess the work of others.
- Devise an original performance that uses modern conventions and techniques to interrogate contemporary themes and issues.
- Reflect critically and constructively on their own practice using a knowledge of modern themes and conventions.

**Required Reading and Viewing** 

• Check Canvas for the reading that you need to do **<u>before</u>** each Friday class.

#### Assessment

- Research Exercise: 15% (375 words) [Week 6]
- Live Performance Analysis: 25% (625 words) [Week 8]
- End-of-term performance: 35% [Week 12]
- Critical reflection on approach to performance: 25% (625 words) [Week 14

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## <u>DT2106:</u> Irish Theatre <u>Module Convenor:</u> 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%
- Final essay: 50% 1500 words

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## DT204: Introduction to Playwriting Module Convenor: 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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#### **DT201** Introduction to Devising Theatre

#### Module Convenor: Máiréad Ní Chróinín

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. 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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## DT2104: Contemporary Theatre Module Convenor: Dr Finian O'Gorman

## 1. Module Outline

This module analyses seminal plays and productions from contemporary theatre and performance in the Anglophone tradition. It provides students with a grounding in some of the major theatrical paradigms that have shaped contemporary theatre practice. Plays will be analyzed 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 and sexuality, the relationship between people and place, globalization, hidden histories, the staging of violence, and the body in performance.

## 2. Learning Outcomes

Upon successful completion of this module, students will be able to:

- Analyze contemporary plays and performances by drawing on a knowledge of current theatrical paradigms.
- Reflect critically and constructively on their approach to performance.
- Devise a group performance that engages with contemporary themes and dramaturgical approaches.
- Formulate a plan for an original piece of work that engages with the field of contemporary theatre.

## 3. Assessment

- Dramaturgical Report (Week 8): 45% (1125 words)
- End-of-term Performance (Week 12): 35% (8-10 min)
- Critical Reflection on Practice (Week 14): 20% (500 words)

## 4. Reading

- Check Canvas for the reading that you need to do **before** each class. Before the Week Two class on Devised Theatre, for example, look in the Week Two folder on Canvas.
- Links to the plays that you need to view each week are listed on Canvas and linked in the schedule below.

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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 2025/2026

University	Number of	Special	Academic specialisms
	Places	features	

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	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	4	and overall academic results. One of the	On-campus theatre
Hill http://drama.unc.edu/		top-rated theatre schools in USA	allows for regular visits; strong opportunities in costume, design, and other areas. Broad theatre curriculum. Nice campus, easy to get to from Ireland.
Fraser Valley, BC, Canada https://www.ufv.ca/theatre/	2		Opportunities to get hands-on practical experience in a very beautiful part of Canada. Excellent supports for incoming students.
Curtin, Perth, Australia <u>https://haymantheatre.curtin.edu.au/s</u> <u>tudy/</u>	2	NOTE: Semester rhythm is different here. Check calendar. You will have to arrive in summer for autumn semester.	Practice-based opportunities. Perth hosts one of the world's major theatre festivals every Feb/March.
New School, New York https://www.newschool.edu	2		New York based conservatoire – very high standards but great opportunity. On-campus accommodation.
Tours, France	4	For French students first but others who have an interest may	Opportunities to gain credit for doing Drama in extra-curricular contexts. University very central and easy to get to.

	1	go if changes	
		go if spaces available	
			<b>2</b>
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	
		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	2		Chicago is one of the
https://www.uic.edu			U.S.'s most vibrant
			theatre cities. Range of
			practice-based modules
			across theatre arts.
	<u> </u>		

Who to contact

Within Drama Dr Finian O'Gorman, Third Year Internships and Placements Coordinator, Email: <u>patrick.lonergan@universityofgalway.ie</u>

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 <a href="mailto:patrick.lonergan@universityofgalway.ie">patrick.lonergan@universityofgalway.ie</a> 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.