

INTERNSHIP APPLICATION

STUDENT INFORMATION

Name _____ Student ID _____
Phone _____ Email _____
School/s _____ Major/s _____

INTERNSHIP CONTACT INFORMATION

Institution/Organization Name _____
Address _____
Street _____ City _____ State _____ Zip _____
Supervisor _____
Supervisor Title _____
Phone _____ Email _____

OVERVIEW

An internship is a learning experience that allows a student to synthesize his or her academic learning in the field of music with the real-world operations of an organization. The objectives set by each intern will involve the application of theories and concepts in the field of music to their work experiences and a critical analysis of their findings. It is necessary for each student to design his or her own internship with the assistance of an on-site field supervisor in the chosen organization. The organization supervising the intern should be an established business not owned by the student's parents or relatives.

ACADEMIC CREDIT

Normally 10–12 hours of work per week (100–120 total hours) is awarded one unit of credit. Internships can range from .5 to 4 credits. In order to receive academic credit, students must submit the following three items by the end of finals week of the quarter in which they are enrolled:

1. A daily journal. In addition to keeping a basic log of their daily tasks, students should regularly reflect on what is being learned as an intern; what aspects of the organization are run well; what aspects they might change if given the opportunity.
2. A final paper of 7–10 pages. The paper should summarize the contents of the journal as well as reflect on the entire internship experience.
3. A letter or email from the on-site supervisor confirming the approximate number of hours worked and the tasks performed. The letter should also contain an evaluation of the student intern's work.

SIGNATURE

Student _____ Date _____

OFFICE USE/APPROVAL

Quarter to be Enrolled _____ **20** _____ Credits _____

Assistant Dean Signature _____ Date _____