INTERNSHIP CHECK-LIST

BEFORE YOUR INTERNSHIP

1. Research possible internship locations (Visit the CICD, speak with internship coordinator and/or faculty advisor)

2. Prepare your résumé and cover letter (have it reviewed by internship coordinator and/or the CICD)

3. Apply for the internship position(s)

4. Receive an offer letter/email

5. Submit the **Internship Proposal** to the Music Internship Coordinator / Receive permission from the Music Internship Coordinator.

6. Accept the position

7. Complete the following registration paperwork in consultation with your site-supervisor and faculty sponsor (<u>prior to the start of the internship!</u>)

   - Internship Registration Paperwork (all university registration deadlines apply)

   - Internship Information Form (Form A)

   - Internship Agreement (Form B) <u>For-profit organizations only</u>

DURING YOUR INTERNSHIP

Intern:

Complete Modules 1-4 (Blackboard) *Due dates to be set at the beginning of every internship term and posted on blackboard*

Track weekly hours using the internship log provided

Ask questions and receive feedback from site-supervisor throughout the internship term

Share any concerns or issues immediately with faculty sponsor

Site Supervisor:

Submit Intern Evaluation Form at the midpoint of the internship

Provide in-person feedback to the intern throughout the internship experience

Review weekly hours log and sign-off on completed hours

Faculty Sponsor:

Review Internship Modules & provide feedback/support to the intern as needed

Act as a conduit for any issues or concerns between the intern & the site supervisor

Send intern & site supervisor midpoint assessments (review assessments in person with the intern at least once during the internship period).

AT THE CONCLUSION OF YOUR INTERNSHIP

Intern:

Submit Site/Supervisor Feedback Form (Form C) *Available on Blackboard*

Site Supervisor:

Submit Final Intern Evaluation Form

Faculty Sponsor:

Review Final Intern Evaluation /Intern Self-Assessment / Site Feedback Form

Review and mentor Final Project/Presentation

Submit Final Grade (CR/NC)