INTERNERSHIP 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 (prior to the start of the internship!)
   - Internship Registration Paperwork (all university registration deadlines apply)
   - Internship Information Form (Form A)
   - Internship Agreement (Form B) For-profit organizations only

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)