

Internship Course Music 459

Internship Procedures

The basic objective of an internship is to provide professional experiences under competent and committed professional guidance. Being employed at a professional level is of major value, but is not an internship unless:

1. The task assignments are at a professional level, calling for use of skills and/or knowledge from musical studies, and
2. The internship is arranged by the student and formally approved in advance by the student's advisor and the Instructor of Record assigned to the course (in consultation with the Associate Directors for Undergraduate or Graduate Affairs).

The Internship

The Internship should consist of full or part-time time attendance at an approved music organization, or an organization related to the student's area of study that is external to the School of Music, with a competent professional staff. The supervisor must be a professional holding a responsible position in the company.

Credit

Credit for MUS 459 is from zero (0) to twelve (12) hours. The credit hours awarded will be dependent upon the duration of the internship and the quality of the evaluative material. The default credit will always be 0 credits unless a student, with the faculty advisor's support, petitions the appropriate academic committee (UG or Grad) with a detailed proposal outlining the academic nature, content, and scope of the internship. The School of Music limits credit to no more than 4 hours counting towards a student's degree. Students intending to enroll for 1 or more hours of credit should consult with the Associate Directors for Undergraduate or Graduate Affairs before beginning the process.

Under normal circumstances, semester credit will be awarded in ratio of one credit hour per 40 clock hours. A grade in the course of Satisfactory or Unsatisfactory will be awarded upon completion of all evaluative materials.

The student must register and pay tuition and fees during the term in which the internship is performed or during the term immediately following the internship in order for the course to appear on the official transcript.

Management of the Internships

The Instructor of Record, working with the student, will determine the acceptability of an internship proposal and satisfactory completion of an approved internship. For this purpose, three forms will be used:

1. Internship Request

Should be filled out by the student, signed by the professional acting as the intern supervisor and then returned to the Instructor of Record.

2. Student's Evaluation of Internship

Should be prepared by the student upon completion of the internship.

3. Professional Supervisor's Report

Should be prepared by the supervisor and returned to the Instructor of Record and to the intern.

To the extent possible, internship procedures will be self-operating. That is, if the supporting documents demonstrate an acceptable level and quality of experience, the grade of satisfactory will be awarded.