

School of Music Internship Application

- Credit is available for MUS 4275 – Internship in Music Technology and Recording after completion of this Internship Agreement form with required signatures.
- Students will be billed tuition and fees for each credit hour of internship.
- The Internship Coordinator or chair will determine the credit hours allowed.

Grading scale: CR/NC

- For each internship, according to university policies, undergraduates earn 1 credit for every 40 hours of work. Students must submit their internship application prior to the start of the term and complete requirements by the end of the term.

Evaluation

- The internship coordinator determines your grade—either CR (credit) or NC (no credit). The coordinator will evaluate your internship based on the following:
 - **Analytical Journal:** Narrative activity summaries (either by e-mail or hard copy) providing updates/highlights of your internship duties and responsibilities on a weekly basis. Logs of your activities are due weekly. Pick a day of the week to prepare, submit your log, and be consistent. List the number of hours completed that week, and the cumulative hours put into your internship. Late logs are accepted only with prior approval.
 - **Analytical paper/Portfolio:** By the last day of your internship, email the coordinator a 5-page paper (doubled-spaced, one-inch margins and with standard 12-point font), including the following:
 - An overview of your major tasks, duties and projects during the internship.
 - A discussion of the internship experience reflecting your knowledge of audio recording.
 - An assessment of your internship experience.
 - Include portfolio of items relevant to the projects worked on during your internship and include written commentary on these items.
- **Letter of evaluation:** Your site supervisor must mail or email a letter of evaluation on letterhead from your internship office, directly to the internship coordinator. The supervisor should confirm that you have worked at a satisfactory performance level and that you completed the required number of work hours for academic credit.

Professionalism:

Professional behavior is very important in your internship. Students who lapse in professional judgement limit the opportunity to using their supervisor as a reference and may jeopardize the internship site for future students. The professionals at the internship site and the internship coordinator expect you to:

- Be reliable in working the days and times agreed to with your supervisor
- Be dependable in performing the work assigned
- Display a deferential attitude towards your supervisors and cordial demeanor to all
- Keep personal information about clients and office staff confidential
- Have a neat, clean, professional attire and appearance



Internship Agreement Form

This agreement establishes a relationship between Eastern Illinois University (referred to as the University) and the cooperating entity _____ (referred to as the Entity).

Student Name: _____ Student E#: _____

Student Email: _____ Student Phone: _____

of Credits: _____ # of clock hours: _____

EIU Unit Name: _____ School of Music _____ Course Number: _____ MUS 4275 _____

Entity Supervisor: _____ Entity Phone: _____

Entity Email: _____

Entity Address:

(street) (city) (state) (zip)

Start date: _____ End date: _____

1. Responsibilities of the University

- a. Approve student selection of the Entity and for registration in the internship course.
- b. Provide liability coverage for students enrolled in the internship course.
- c. Provide an internship coordinator to act as liaison between the academic unit and the entity who will:
 - i. Maintain communication with the Entity and the intern
 - ii. Assign the appropriate grade/credit for the internship course
 - iii. Instruct students on the importance of confidentiality with respect to any services the Entity may provide its clientele

2. Responsibilities of the Entity

- a. Designate a staff member responsible for coordinating, directing, and supervising the intern's experience. Such expectations include, but are not limited to, the following:
 - i. Communicate with the internship coordinator as needed
 - ii. Conduct evaluations of the intern in accordance with University expectations
 - iii. Arrange for professional working space and appropriate facilities, as needed
 - iv. Provide sufficient amount of work hours to complete internship expectation
 - v. Notify the internship coordinator of any situation that may prevent the intern from successfully completing the internship
 - vi. Orient the intern to all applicable policies and regulations of the Entity

3. Responsibilities of the Student

- a. Comply with all Entity policies and procedures concerning employee behavior and performance
- b. Submit all documents as required by both the University and the Entity as they relate to the application for, and completion of, the internship
- c. Complete the expected number of clock hours with the Entity as determined by the credits to be earned through the internship
- d. Behave in a manner that reflects the highest degree of ethical and professional conduct while performing the internship
- e. Report to the internship coordinator any conditions or occurrences that do not meet the professional expectations of the internship

Student signature Date

Entity supervisor signature Date

Dept. Internship Coordinator Date

University Dept. Chairperson Date

University Dean Date

Upon Dean approval - please return Agreement to the Internship Coordinator.

Internship Coordinator - please submit electronic copy of completed Agreement to Career Services at the following email address careers@eiu.edu.