

**Cameron University**

**Department of Art, Music and Theatre Arts**

**Music Internship Handbook**

**Contents**

- Section 1: General Purpose of Program
- Section 2: Expectation of Business/non-profit Provider
- Section 3: Requirements of Participating Student Intern
- Section 4: Responsibilities of the University

## **Section 1: General Purpose of the Program**

Mission: The two primary goals are to provide a real-world experience for the student and to improve the quality of education by providing a hands-on business experience.

The student internship program provides students with opportunities to explore various careers and gain valuable work experience and knowledge regarding current practices.

Additionally, an “intraship” program applies when a student is already employed by the company with which they complete an internship. For credit to be approved, the student must be learning a new position or taking on a new project that is different from their current work.

Duration: As a general rule, the standard minimum is 40 hours of work per credit hour of enrollment. For example, if the student is interning as a church musician and participates in a one hour rehearsal and one hour of time on the performance day (usually a Sunday) every week, the student would accrue approximately 32 hours of time. The remaining 8 hours would be dedicated to pre-internship orientation, assignments, and reports as determined by the course instructor and listed in the syllabus.

This internship may be paid or unpaid. The decision to provide compensation is between the employer and the intern.

### **General Objectives**

To assist students in understanding:

- the management practices in operating a business or organization.
- the required technology, skills, equipment, and methods used.
- the various opportunities that the occupations offer.

To apply academic knowledge to hands-on situation in a real world environment. To encourage students to expand their skill base.

To expand students’ knowledge of applications within their chosen area; and Additional specific internship objectives as provided by the university instructor.

## **Section 2: Expectation of Business/non-profit Provider**

All businesses and non-profit organizations are asked to provide the following:

- A written job description for each internship slot.
- An onsite mentor or supervisor assigned to the intern throughout the program.
- Periodic communication with the instructor of record or supervising instructor. This may include, but is not limited to on-site visitations, evaluation of the intern, and a follow up visitation with the instructor upon internship completion.

Internship hosts are asked to provide an in-house orientation for each intern. Periodic meetings should be held between interns and the mentor/supervisor.

Cameron University is not involved in any negotiations between a business and an intern regarding the payment or compensation.

### **Section 3: Requirements of Participating Student Intern**

Students interested in internships must have completed 60 hours of credit with a 2.75 GPA and be classified as a Junior.

Students wishing an internship must select a site, secure site approval, and submit a typed internship proposal letter and application to a music faculty member within the appropriate content area.

If the student is requesting an intraship the student must be learning a new position or taking on a new project or completely different duties within the site.

Students will be expected to do the following:

- Complete the internship application form found in the appendix.
- Carry out responsibilities as outlined by their business/nonprofit mentor/supervisor.
- Actively seek to learn about the company and available career opportunities.
- Attend an orientation with instructor and with the employing business/nonprofit.
- Respond to periodic evaluations and visits by the instructor.
- Prepare and keep a periodic journal to be reviewed by the classroom instructor.
- Prepare a final report on the work experience according to the syllabus.
- Refer to the syllabus for any additional assignments or course requirements.

#### **Student Instruction Sheet**

Complete and submit **Student Internship Application** form by the end of the first week of the semester.

After you are approved to pursue an internship, and in advance of the semester in which you plan to complete an internship, find an organization willing to provide said internship and share with the organization a full copy of the handbook.

Obtain and submit to the faculty instructor by the end of the first week of the semester the following information:

- Full name of organization, street address and phone number
- Letter or email from proposed internship provider stating the student has the internship, title, and job description
- Proposed supervisor's name, email, and phone number
- Beginning and ending date of internship
- Foreign student waiver requirements (if necessary)
- Hours student is expected to work each week and schedule of work
- Full or part time, paid or unpaid status.

Students are required to complete all paperwork which will be gathered by the instructor of record and a copy kept in the Department Chair's office.

Students will follow the syllabus provided by the CU faculty member.

#### **Section 4: Responsibilities of the University and Instructor**

The professor of record must obtain the materials required of the student as found in section 3.

The Department of Art, Music, and Theatre Arts will keep a copy of all records and forms in the Chair's office.

The internship course instructor will obtain the Chair's signature on required forms and coordinate with the Chair to secure the appropriate course number and CRN.

The course instructor will provide the student and Department Chair a copy of the internship course syllabus as per University standards.

The course instructor will conduct periodic communications with the intern and/or the mentor as needed.

Ideally, the syllabus should indicate that evaluation is based on a final portfolio (if applicable), and client and instructor evaluations.