Music Industry Internship

Learning Outcomes and Agreement Form

Updated June 2023

This form must be completed with your internship site supervisor and returned to the instructor of MIND 401 before the end of the first full week your internship experience. *Internships must be pre-approved by the instructor of MIND 401, and you must be registered for MIND 401 when you complete your internship to receive credit.* **Please print.**

Student Name: _____ CWID: _____

E-mail Address: _____

Internship Term: ☐ Fall ☐ Winter ☐ Spring ☐ Summer _____
Year

Internship Site: _____
Business, Organization, or Entity Name

Internship Site Supervisor's Name: _____

Internship Site Supervisor's Title:

_____

Internship Supervisor's E-mail Address: _____

Internship Site Supervisor's Phone Number:

_____

Internship Starting Date: _____ Internship Ending Date: _____

Must end 1 week prior to the end of the quarter.

Scheduled Work Times (Days and Hours):

Mondays	
Tuesdays	
Wednesdays	
Thursdays	
Fridays	
Saturdays	
Sundays	

Total Hours per Week:

Minimum Required Work Hours: 90 hours/quarter
Maximum Work Hours Allowed: 180 hours/quarter

For how many ***total credit hours*** are you registered this quarter (including your Internship)?

Learning Outcomes

MIND 401: Music Industry Internship Learning Outcomes

1. Develop marketable job skills and work experience in the music industry
2. Apply knowledge, theory, and skills in a real-world, hands-on situation
3. Cultivate professional relationships and industry connections
4. Improve professional communication skills
5. Evaluate personal preparation to enter the music industry as a career

Please list the job responsibilities for your internship (as discussed and agreed with your site supervisor), and indicate how each duty meets one (or more) of the learning outcomes above (please use a separate sheet if necessary):

JOB DUTY	MEETS LEARNING OUTCOME NO.:

Agreement

STUDENT AGREEMENT

I agree to complete the job duties assigned in this document in a professional and timely manner. I understand that this internship is an educational experience with no promise of wages, benefits, or future employment in the organization in which I work. I understand that I am required to keep a daily log of the hours I work and the job duties I perform and/or activities in which I participate that must be made available to the instructor of MIND 401 at any time. Each week I will submit reports about the time spent working during this internship in a timely manner.

_____ _____

Student Signature *Date*

SITE SUPERVISOR AGREEMENT

The student listed on this form has approval to work as an intern at our business/organization during the time frame and for the number of hours listed on the first page of this form. I agree to provide direct supervision of this student as they complete the duties assigned in this document during their internship; I will not assign unrelated tasks nor will I allow others to supervise this student or assign work to them without the knowledge and permission of the instructor of MIND 401. I also agree to assess this student's work honestly and objectively through weekly progress reports and a more thorough evaluation at the end of the quarter.

_____ _____

Site Supervisor Signature *Date*

_____ _____

Second-Level Supervisor Printed Name & Signature (if required) *Date*

AGREEMENT APPROVED BY

_____ _____

MIND 401 Instructor Signature *Date*

_____ _____

MIND 401 Instructor Printed Name *E-mail Address*

Internship Final Report (3-5 page summary of experience) _____

Due Date

_____ _____

Director of the School of Music *Date*

Please return this completed form to the School of Music Office *in person* or *electronically*: mmoegle@latech.edu. Copies of this entire form shall be provided to each signatory within one week of signing. Additionally, a copy of this form will be on file in the student's advising folder, and a copy will be sent to the university's Office of Career Planning and Professional Development for their records.