Music 390, 490 - PROFESSIONAL AND TECHNICAL INTERNSHIP

PLEASE NOTE: Internships may be arranged throughout the year. However, students may only enroll for course credit during the fall and spring semesters (during—or after completion of—their internship)

1-6 Credit Hours; may be taken up to a maximum of 6 credit hours. Hours to be arranged

University of North Carolina at Asheville
Department of Music
One University Heights, CPO 2290
Asheville, NC 28804

Phone: 251-6489
Fax: 253-4573
Email: music@unca.edu

Description: Internship with a participating firm or organization relevant to the student's degree emphasis.

Objectives: To provide an opportunity for outstanding music students to acquire in-the-field experience before entering the job market.

Prerequisite: Departmental permission. Student is required to submit up-to-date resume and completed application form to internship coordinator. Applicant then interviews for internship position at several business concerns mutually agreed upon by applicant and coordinator; prospective supervisor is required to submit completed and signed UNCA MUSIC INTERNSHIP PROGRAM JOB DESCRIPTION FORM. If job description reflects the quality and depth of learning experience deemed appropriate by the internship coordinator for this course of study, the internship is approved and the student may then register for the course and realize the requirements upon which he or she will be evaluated by the program coordinator.

Evaluation: Students will be evaluated on the following items: log book of job-related daily activities; term paper summarizing internship experience; final written evaluation by work-site supervisor.

General Description

This program is available to students who have obtained permission of the Music Department. Each intern's program is carefully designed with the appropriate manager, director, or personnel officer of the company or institution providing the internship opportunity.

The host organization may be one for which the student would like to work after graduation. The internship offers a two-way look: the company at the student and vice versa. This gives the host organization an excellent opportunity to evaluate the potential of the student as a future employee with little cost, since the intern generally serves on an
unpaid basis. The intern understands that there is no promise by the host to offer employment. This program affords a rare opportunity for the host and the intern to get acquainted with each other with advantages for both.

Although the specific activities required for the program differ for each student and, to some extent, depend on his or her relationship with the organization in which the internship is offered, the following general criteria apply in each situation:

1. The internship is an extension of the learning process initiated in the student's degree program.

   consequently, it is suggested that all courses in the major and cognate be completed prior to the beginning of the internship.

2. The internship is approved by the Music Department and accepted by the manager, director, or appropriate officer of the company or institution cooperating with the program.

3. The internship requires: (1) a log book of job-related daily activities; (2) a term paper summarizing the student's internship experience.

4. The work-site supervisor submits a final written evaluation of the student intern.

5. The internship course is evaluated by the internship coordinator or other assigned faculty member as a part of the student's academic program (as opposed to work performed by a regular employee).

The internship director will meet with the intern and communicate with the host organization to review overall objectives of the internship. Listed below, in approximate sequence and number, are the activities in the internship program:

1. Student writes letter to Internship Coordinator requesting permission to enroll in internship program, approximate dates of internship, desired location (NYC, Nashville, Los Angeles, Asheville, etc.) and general description of project. Student must also include typed resume at this time. This material must be submitted at least three months before student intends to commence internship.

2. Internship Coordinator then verifies eligibility of applicant based on academic record. At this time, Coordinator's receipt of student's letter of request.

3. If student is deemed eligible, he/she will be notified to meet with Coordinator for help in selecting prospective host institutions. This meeting should occur within approximately two to three weeks after Coordinator's receipt of student's letter of request.
4. Student sets up appointments for interviews with prospective host institutions approved by Coordinator, within two to three weeks of initial meeting with Coordinator.

5. Student interviews with prospective host institutions. If prospective host institutions indicate interest in participating in Internship Program, they are asked to fill out UNCA Music Department JOB DESCRIPTION FORM and submit to Internship Coordinator.

6. After communicating with prospective host institutions submitting job descriptions, the Internship Coordinator evaluates the individual internship opportunities in light of the quality and depth of learning experience available to the student at each of the institutions. If the proposed internship experience is deemed appropriate for this course of study, the Internship Coordinator will communicate, in writing, his approval (usually within two weeks after receiving all completed JOB DESCRIPTION forms).

7. After receiving written approval from the Internship Coordinator of an internship at one of the prospective host institutions, the student may register for the course through the standard UNCA Registration procedures.