

ROANOKE COLLEGE
INTERNSHIP REQUIREMENTS
FINE ARTS – MUSIC
MUSC 416 - Internship 1 unit

Goals of the Internship

The purpose of internships is to provide students with experiences – on-the-job training – that would be unavailable to them in the academic setting. In some cases, they also provide students with training in an area or sub-discipline that is not offered in the department, widening students' exposure to a variety of views and approaches in music.

General Internship Requirements

Internships are reserved for **advanced course work**. In order to qualify for the internship, a student must have made significant progress toward the major or minor in Music. The student should have at least Junior standing and must have departmental permission. A minimum GPA of 2.5 in the major at the time of application for the internship is required. Off-campus internships must be directed by a pre-approved organization where the work is to be done. Students must complete a minimum of 120 hours at the internship site. Compensation to the student from the organization is permissible, though not required.

Application Procedures

Students interested in pursuing an internship in Music are expected to submit an internship proposal to their advisor by the appropriate deadline. The first step in developing an internship is to speak with your advisor about possible ideas for an internship. Students should then consult with the organization with which they would like to work; the organization should provide written confirmation for the internship, which students present with their proposal.

Proposals are generally one to two pages (300-500 words, double-spaced) in length and include precise duties, the number of hours involved, the student's schedule, and the type of documentation that will be provided for the faculty to evaluate. Students should be certain to check with their advisor to determine when documentation is due. The final draft of the proposal must be signed by the student, approved by the directing professor, and signed by the Fine Arts Chair before Final Examination Week of the semester prior to the term in which the work is to be done. Internships to be performed in the fall semester must be approved in the preceding spring; those for spring semester must be approved the preceding fall; those during summer terms must be approved the preceding spring.

Guidelines for the Proposal

Format: All pertinent information should be included as shown below. Logical paragraphs should be used. Carefully delineate the work the internship will entail and show expected results. Include any materials that might be helpful to the faculty. Suggested outline:

Proposal for an Art Internship (MUSC 416)

Name

Term (in which work will be done)

ID #

Campus Box #

Site of Internship

Paragraph 1: List courses (#& title) already taken in Music

Paragraph 2: Outline or describe the organization where you will be interning and the tasks you expect to undertake

Paragraph 3: Describe the expected final results - the skills and knowledge you expect to gain from the internship

Signature of Student/Date

Signature of Supervising Professor/Date

Signature of Department Chair/Date

Final Approval: clearance for registration will be given by the Chair of the Fine Arts Department.

Schedule and Evaluation

For internships, a written record of the work and results must be submitted quarterly. Each report should include an account of hours, a description of duties and activities, examples of work, and reflection on the internship experience. These should be submitted to the sponsoring professor in weeks 3-4, 7, 10-11, and the first day of Final Examination Week of the semester. The last report should also include a summary of the experience of the internship as a whole.

Final evaluation will be accomplished in the following manner:

- a. Internships are graded pass/fail. The directing organization will recommend whether the student's work was satisfactory or unsatisfactory.
- b. As a record of the student's work, the internship supervisor will submit a confidential evaluation to the faculty sponsor. This evaluation form will be sent as a link to the supervisor from the faculty sponsor.
- c. A final written report from the student must accompany the internship.