Internship Course Music 459

Internship Procedures
The basic objective of an internship is to provide professional experiences under competent and committed professional guidance. Being employed at a professional level is of major value, but is not an internship unless:

1. The task assignments are at a professional level, calling for use of skills and/or knowledge from musical studies, and
2. The internship is arranged by the student and formally approved by the student’s advisor and the Associate Director of the School of Music (SoM) in advance.

The Internship
The Internship should consist of full or part-time time attendance at an approved music organization, or an organization related to the student’s area of study that is external to the School of Music, with a competent professional staff. The supervisor must be a professional holding a responsible position in the company.

Credit
Credit for MUS 459 is from zero (0) to twelve (12) hours. Students are rarely approved to take MUS 459 for more than 0 credits. If a student requests more than 0-credit registration, the credit hours awarded will be dependent upon the duration of the internship and the quality of the evaluative material. The default credit will always be 0 credits unless a student, with the faculty advisor's support, petitions the appropriate academic committee (UG or Grad) with a detailed proposal outlining the academic nature, content, and scope of the internship. The School of Music limits credit to no more than 4 hours counting towards a student’s degree.

Under normal circumstances, semester credit will be awarded in ratio of one credit hour per 40 clock hours. A grade in the course of Satisfactory or Unsatisfactory will be awarded upon completion of all evaluative materials.

The student must register and pay tuition and fees during the term in which the internship is performed or during the term immediately following the internship in order for the course to appear on the official transcript.

Management of the Internships
The faculty advisor and Associate Director or his/her designee, working with the student, will determine the acceptability of an internship proposal and satisfactory completion of an approved internship. For this purpose, three forms will be used:

1. Internship Request
Should be filled out by the student, signed by the professional acting as the intern supervisor and then returned to Sandy Horn (Room 3074 Music Building).

2. Student's evaluation of Internship
Should be prepared by the student upon completion of the internship and returned to Sandy Horn (slhorn48@illinois.edu) in the SOM Academic Affairs Office.

3. Supervisor's report
Should be prepared by the supervisor and returned to Sandy Horn (slhorn48@illinois.edu) in the SOM Academic Affairs Office. Sandy Horn will provide a copy to the faculty advisor/instructor of record to assign the final grade.

To the extent possible, internship procedures will be self-operating. That is, if the supporting documents demonstrate an acceptable level and quality of experience, the grade of Satisfactory will be awarded.