



Setting the Stage

KUTZTOWN
UNIVERSITY

MUSIC INTERNSHIPS
INFORMATION & FORMS

www.kutztown.edu/music



Department of Music

Student Name: _____

Semester/Year: Fall _____ Spring _____

Summer/Year: Session I _____ Session II _____

Internship Package Cover Sheet
MUS 391-4: Field Experience in Music
(To be completed by supervising faculty member)

PLEASE READ THE ATTACHED INTERNSHIP PROGRAM STUDENT INSTRUCTIONS

All items listed below must be attached to every internship application package before submitting it to the Department of Music – OM 114

_____ **Official Request to Take Internship** form to be processed by Registrar

_____ **Student's Resume**

_____ **Student's Proposal** including explanation of why the prospective site would be of significant value to the further development of the student's skills and a list of the tasks that an intern might be expected to perform.

_____ **Company Information** Form with contact information

_____ Internship Agreement (if required)

_____ Photocopy or the original of **MUS 391-4: Internship Assessment Agreement** form

**PLEASE DO NOT SUBMIT AN INTERNSHIP APPLICATION PACKAGE UNLESS
ALL ITEMS LISTED ABOVE ARE COMPLETED, SIGNED & ATTACHED**

Has the student have completed Fundamentals of Music Business? _____ YES _____ NO

As of now, student has met all academic requirements?
(2.5 GPA in the major and a 2.0 GPA overall) _____ YES _____ NO

Has the student completed the CDC Career Exploration Certificate? _____ YES _____ NO

Faculty Supervisor Signature: _____ Date _____

Department Chair Signature: _____ Date _____

**Kutztown University
DEPARTMENT OF MUSIC**

**Internship
(MUS 391-4: Field Experience in Music)
Policies, Procedures & Forms**

INTRODUCTION AND PURPOSE

MUS 391-4 (Field Experience in Music) is a required 3-12 credit course in which students work part-time to full-time for one semester or over a summer at a cooperating site that has been approved by the department. The purpose of the course is to provide students with the opportunity to apply the knowledge and skills acquired in their Commercial Music or Music Business curriculum and to provide them with “real world” industry experience.

By working under supervision, students can receive the experience necessary to become effective music industry staff members. This realistic on-the-job internship experience is especially valuable for preparing students to enter the job market.

UNIVERSITY INTERNSHIP POLICIES

- A. The internship experience will generally follow the University calendar.
- B. Interns will work at their assigned locations for an average weekly minimum of either 30 hours during the 14 class weeks of the Fall and Spring semesters or 35 hours during the 12 weeks of the Summer internship period for a 12-credit hour internship. This means that the intern must work for at least 420 hours over a minimum of 14 or 12 weeks, depending on when the internship is taken. The specific work days and times are to be arranged between the location and the intern. For a **3-credit hour** internship a minimum of **105 hours** must be completed or 210 for a 6 credit hour internship.

**PLEASE NOTE: THE SEMESTER IS 14 WEEKS AND STUDENTS ARE
EXPECTED TO WORK THE ENTIRE 14 WEEKS (OR 12 DURING A SUMMER
INTERNSHIP).**

- C. Interns are expected to follow all policies and regulations of their internship locations, provided that doing so will not present a conflict with any policy of the Department of Music or the University. If there are conflicts, the intern should notify their faculty supervisor immediately.

WHO IS ELIGIBLE

Students must complete the Career Exploration Certificate program through the Career Development Office. A 2.0 overall GPA, and 2.5 GPA in music courses are required for all internships offered by the Department of Music. MUS 121: Fundamentals of Music Business MUST be completed prior to applying for any internship. MUS 292: Audio Engineering 1 MUST be completed if applying for an internship in the recording industry.

WHEN TO APPLY

Students that have completed MUS 121: Fundamentals of Music Business may apply for an internship. Those students applying for an internship in the recording industry MUST complete Audio Engineering I prior to the internship. Students are encouraged to complete a part-time internship their junior year with the possibility to complete another more in-depth internship their senior year. MUS 450: Performing Arts Administration will help students find placements in the business side of the music industry. Application deadlines for materials to be turned into the Department of Music are as follows:

Spring Internships
DUE – January 15

Summer I Internships
DUE – May 1

Summer II Internships
DUE – June 1

Fall Internships
DUE – August 15

The specific due dates will be strictly adhered to. In the absence of documentation of an excuse recognized as valid in the current edition of The Key, any student who fails to submit required materials by the announced deadline will not be permitted to intern during the requested semester unless they submit a request for a waiver that is approved by the department chair. Again, students are strongly urged not to wait until the last minute to submit their applications.

PREPARING FOR THE INTERNSHIP

Complete the Career Exploration Certification program through the Career Development Office. Determine the skills and knowledge you have to offer an employer.

Determine what you want to gain from the experience:

What are my career objectives?

How will this internship help me further those goals?

What skills or knowledge do I want to gain?

Talk with your faculty advisor, a faculty member, or meet with a Career Development staff member to help you clarify the type of experience you would like to have.

Create/update your resume and cover letter (visit www.kutztown.edu/resumes for assistance)

Submit resume to Handshake for review.

Secure references.

Prepare for interviewing.

SEARCH FOR INTERNSHIPS

Students are responsible for finding their own internship location. Active internship searches are listed on Handshake. Students can also visit the Department of Music Internship page for music specific internship providers. An internal KU database listing of previous internship providers is available to faculty to share with students. An online student created database of previous internship providers is also available. Internships are **not** granted automatically. Students must complete and submit the required forms, résumé, and any other necessary application materials described below.

Once an internship site has been secured you must complete:

1. A proposal including an explanation of why the internship would be of significant value to the development of further skills and a description of the tasks that you might be expected to perform.
2. Your current resume
3. Assessment Agreement
4. Request to Take Internship form (The music internship courses are MUS 391-4: Field Experience in Music)
5. Company Information Form
6. Internship Agreement form completed by Internship Site if no KU student has completed an internship with them previously or if not on file.

The student must review the information and application with the faculty supervisor who has been assigned. The internship supervisor signs off on all forms and forwards to the department chair for approval along with the Internship Package Cover Sheet to be completed by the faculty supervisor. Copies of all forms should be placed in the student's file, appropriately forwarded, and returned to the faculty supervisor. At this point, the internship application package should be complete.

REGISTRATION

Registration is completed by having the Request to Take Internship form forwarded to the Department Chair, then Dean, then Registrar. Tuition and Fees - Your invoice notification will direct you to MyKU to view your invoice and the due date for payment.

FACULTY SUPERVISION

Interns will be assigned a specific faculty member as their faculty supervisor throughout their intern semester. It is the faculty supervisor who assigns the grade based upon the *Assessment Agreement*. If an intern has any difficulties or concerns regarding the internship, he or she should consult with the faculty supervisor, who will make every effort to resolve any conflict that might arise. Please be aware that the Site Supervisor may also contact the faculty supervisor to alert them of any issues. You can be dismissed from the internship which would result in a failing grade.

Department of Music

MUS 391-4: Assessment Agreement

This assessment must be followed by both the student and faculty supervisor.

The internship is intended to be primarily a learning experience. Therefore, part of the structure of the internship requires the student to think about how the job at hand relates to the larger picture of the music industry in general and to the education that the student has received in the classroom. To that end, the following are required of all interns:

1. **Weekly Reports:** The intern must report to the faculty supervisor by e-mail or D2L at least ONCE EACH WEEK during the internship period. Failure to make weekly reports may be cause for receiving a failing grade for the internship. The email report should be a brief statement regarding progress in accomplishing the Music Learning Outcomes and the student's description of internship activities. To ensure privacy, interns should not send email to faculty from the internship site.
2. Faculty /Site Consultation: A Music Department internship faculty supervisor may request a brief on-site or other consultation with the internship site supervisor to ascertain the student's responsibilities and progress in the internship. The faculty member will also communicate separately with the student about the internship experience.
3. A **Final Report** in narrative form which includes:
 - a. A summary of the student's activities and accomplishments during the internship;
 - b. A discussion of what the student learned about the music industry during the internship including the demonstration of technology based skills;
 - c. A discussion of the internship site's business model, as the student understands it;
 - d. A reflection on what the student learned about management and operating systems of the music industry during the internship, including:
 - i. The organization's culture, and
 - ii. A description of what they did well and what they could do better and how;
 - iii. Complete and submit the online [KU Music Internship Recommendation Form](#)
 - e. A comparison of the work experience to the student's previous classroom experience, including:
 - i. How the student's classroom experience prepared him/her for the internship, and
 - ii. How the student believes the internship prepared them for future employment;
 - f. A discussion of what the student learned about his/her career opportunities and expectations;
4. **Updated Resume** based upon experiences and projects, turn in a copy to your faculty advisor.
5. The **Statement of Hours Worked** must be completed by the student showing a computation of total hours worked during the internship on a week by week basis. The Statement of Hours must be SIGNED AND DATED by the student. The hours should be verifiable by examining the weekly emails and by speaking with the intern supervisor.
6. The **Learning Outcomes Form** should be completed and submitted to your Faculty Supervisor with other required work at the conclusion of the internship.

7. Organization's supervisor evaluation:

- a. Meet with your supervisor to review your work and transition any projects. Offer to assist the organization in marketing the internship to other students. Ask your supervisor to serve as a reference and write a ***recommendation letter*** for you. A copy of the recommendation should be supplied to the faculty supervisor.
- b. Internship Agency Evaluation: Near the end of the internship, the faculty supervisor will send a brief evaluation form to the on-site supervisor for assessment of the student's work.
On-Site Supervisor Evaluation of Student Intern

8. Write a ***Thank You Letter*** to your site supervisor and provide a copy to your faculty supervisor.

Submit assignments either by email or D2L to your Faculty Supervisor.

Required assignments must be received by the faculty supervisor upon completion of required internship contact hours and no later than the last day of classes for the semester in which the internship has been registered and completed.

The student will not receive a grade for the internship until the Faculty Supervisor has received the successfully completed assignments and the faculty supervisor has evaluated them.

By signing below I am aware of the requirements that must be submitted at the end of the internship:

Student Intern: _____

Date: _____

Faculty Supervisor: _____

Date: _____

Internship Agreement
Kutztown University of Pennsylvania

This agreement is made by and between Kutztown University of Pennsylvania (hereinafter referred to as University), an educational institution in Pennsylvania's State System of Higher Education, Commonwealth of Pennsylvania, and **Location Name, Address, City, State and Zip** (hereinafter referred to as Organization).

The University offers degree programs in a wide variety of disciplines, which are academically enhanced by practical experiences outside of the additional classroom setting. For this agreement, the Organization shall provide practical experience pursuant to the terms of this agreement and serve as an internship site offering facilities, resources, and supervision to students. Both parties agree to the following:

Duties and Responsibilities of the University

1. The University will be responsible for practicum and internships that are conducted during a regular academic semester(s). The University and the Organization agree to schedule the internship hours to mutually benefit all parties involved.
2. The University shall certify eligibility for students registering internships for academic credit. Approved students will have the appropriate educational background and skills consistent with the advertised internship and departmental requirements for participation.
3. The University determines the amount of academic credit to be earned through the internship and establishes all academic requirements that the student must meet to earn the credit. The University establishes a grading system and criteria to earn the grade upon completion of the internship.
4. The University will assign a faculty member to monitor and evaluate the student's performance during the internship. The University will assume all costs associated with faculty supervision of the intern.
5. The University, at the beginning of the internship term, will provide the Organization with all evaluation materials and the expected timeline for submission.
6. The University agrees to advise students of any known policies, procedures, and requirements of the internship as specified by the Organization.
7. The University, at the beginning of the internship term, will inform the Organization of course requirements such as the intern's attendance at the weekly internship class and meetings/seminars or activities that may take the intern away from the assignment.

8. The University may request termination of the internship placement for any student not complying with University guidelines and procedures for the internship program if the Organization has been notified in advance.
9. The Organization understands that as an Agency of the Commonwealth, the University is prohibited from purchasing insurance. As a public university and state instrumentality, there is no statutory authority to purchase insurance and it does not possess insurance documentation. Instead, it participates in the Commonwealth's Tort Claims Self-Insurance Program administered by the Bureau of Risk and Insurance Management of the Pennsylvania Department of General Services. This program covers Commonwealth/University-owned property, employees, and officials acting within the scope of their employment, and claims arising out of the University's performance under this Agreement, subject to the provisions of the Tort Claims Act, 42 Pa. C.S.A. §§8521, et seq.

Duties and Responsibilities of the Organization

1. The Organization agrees to prepare an internship job description that outlines the duties and responsibilities of the intern. The University will use this document to determine the suitability of the internship for academic credit. Should changes to the job description be necessary after the internship is approved, the Organization agrees to notify the University of such changes.
2. The Organization agrees to notify the University of any field experience participation requirements, such as background investigations, drug testing, and health screenings.
3. The Organization acknowledges it will not be compensated by the University for the field experience, and the Organization shall be solely responsible for determining the amount of compensation, if any, received by the student. The Organization will inform the University if students will receive an hourly wage, stipend or if they will serve in a non-paid capacity.
4. The Organization agrees to advise students of any policies, procedures, and requirements of the internship with which the Organization expects the student to comply.
5. The Organization agrees to provide suitable space and resources for the student to complete the field experience assignment. The Organization will provide orientation, training, and supervision.
6. The Organization shall provide mutually agreed upon information on a student's field experience.
7. The Organization agrees to maintain contact with the faculty supervisor regarding concerns and/or feedback regarding the progression of the internship field experience.

8. The Organization agrees to make every possible accommodation to the University's request for a faculty site visit during the internship. The Organization also agrees to allow the student to attend University-required internship meetings/seminars during the internship.
9. The Organization agrees to complete a formal evaluation of the student's performance of the experience utilizing the evaluation protocol provided.
10. Should the Organization become dissatisfied with the performance of a student, the Organization may request removal of the student. This should occur only after the Faculty Advisor has been notified in advance and a satisfactory resolution cannot be obtained.

Mutual Terms and Conditions

1. This Agreement will last for five (5) years from the date of the final signature below. Either the University or the Organization may terminate this agreement with 90 days' written notice. Should the Organization wish to terminate the agreement prior to the completion of a semester/term, any student intern(s) will have the opportunity to complete their internship. In the event of a substantial breach, either party may terminate this agreement.
2. Notice of termination, and any other notice required or permitted to be given hereunder to either party shall be deemed given if hand delivered or sent by registered or certified mail, return receipt requested, or by overnight mail delivery for which evidence of delivery is obtained by the sender addressed as follows:
 - a.
Kutztown University
Attn: Dr. Carl Sheperis
15200 Kutztown Rd.
Kutztown, PA 19530

Organization Address on File

3. The laws of the Commonwealth of Pennsylvania shall govern this Agreement.
4. The relationship between the parties to this Agreement to each other is that of independent contractors. The relationship of the parties to this contract and to each other shall not be construed to constitute a partnership, joint venture, or any other relationship, other than that of independent contractors.
5. Neither of the parties shall assume any liabilities to each other. As to liability to each other or death to persons, or damages to property, the parties do not waive any defense as a result of entering into this contract. This provision shall not be construed to limit the Commonwealth's rights, claims, or defenses, which arise as a matter of law pursuant to any provisions of this contract. This provision shall not be construed

to limit the sovereign immunity of the Commonwealth or of Pennsylvania's State System of Higher Education or the University.

6. The parties agree to continue their respective policies of nondiscrimination based on Title VI of the Civil Rights Act of 1964 in regard to sex, age, race, color, creed, national origin, Title IX of the Education Amendments of 1972, and other applicable laws, as well as the provisions of the Americans with Disabilities Act.
7. University students are protected by Title IX of the Education Amendments of 1972 and other applicable laws, as well as the provisions of Section 504 of the Rehabilitation Act of 1973 (as amended) and the Americans with Disabilities Act (ADA) of 1990. The Organization agrees to cooperate with the University in any investigations arising from claims of harassment or discrimination made by a participating student.
8. The Organization agrees to cooperate with the University in its investigation of claims of discrimination, including investigation of any allegations of sexual harassment or sexual assault, dating violence, domestic violence, or stalking by a student participating in the program.
9. Reporting of Sexual Violence and Sexual Harassment: The Organization shall report any incident in which a student is the victim of sexual assault, dating violence, domestic violence, stalking or sexual harassment to the University Title IX Coordinator, Bradley Davis, Esq., Kutztown University, 2A Old Main, Kutztown, PA, 19530 (610-683-4782; brdavis@kutztown.edu).
10. The Organization shall protect the confidentiality of student records as dictated by the Family Educational Rights and Privacy Act (FERPA) and shall release no information absent written consent of the student unless required to do so by law or as dictated by the terms of this Agreement.
11. This Agreement represents the entire understanding between the parties. This Agreement shall only be modified in writing with the same formality as the original Agreement.

The authorized representatives of the parties have executed this Agreement as of the date indicated below.

Kutztown University of Pennsylvania

Location Name

Authorized Signature

Authorized Signature

Lorin Basden Arnold, Provost and Vice
President for Academic Affairs
Name/Title

Name/Title

EFFECTIVE DATE OF AGREEMENT: _____
(date of last signature)

Approved by Pennsylvania's State System of Higher Education Legal Counsel 01/24



Internship/Field Experience Registration Approval Form

Completed form must be submitted to the Registrar's Office with all required signatures no later than the end of the first week of the term.

STUDENT INFORMATION:

Student's Name: _____ Student's ID: _____
Local Address: _____
Student Signature: _____ Date: _____
Expected Date of Graduation: Year: _____ Semester: _____
KU E-Mail Address: _____ Phone #: _____

COURSE INFORMATION:

Please check one: Graduate/Post Baccalaureate Certification Student Undergraduate Student

Indicate the Year for the request: _____

Indicate the Semester or Session: Fall Spring Summer I Summer II Summer 10 Weeks

COURSE REQUESTED:

PREFIX: _____ NO.: _____ COURSE TITLE: _____ # of Credits: _____

COURSE PROFESSOR:

If the course start, midterm, and end dates are different from the semester or session in which the course is being taught, please enter these dates for Verification of Attendance purposes. The student should consult with their advisor to complete this section if necessary.

Start Date: _____ Midterm: _____ End Date: _____

Completion of this form indicates that a student has met all requirements for an internship/field experience, per the program and may register for the course. Once registration is completed, the student will have until the start of the fourth week of the term for spring, fall, or summer 10-week to secure a site for the internship and submit the Internship/Field Experience Site Approval form. For summer I or II (5-week) terms, the form must be submitted by the start of the second week.

Should a student not achieve a placement by the stated deadline, the student will be directed to withdraw from the course. Failure to do so will result in a failing grade being assigned.

PRINT Advisor's Name	Advisor's Signature	Date	
Dept. Chairperson's Signature	Date	Dean of College or Designee's Signature	Date
Assistant/Director of Clinical Education (COE Only)	Date	Dean of Graduate Studies Signature <i>(For graduate students only)</i>	Date

Form 1 of 2

Final approval requires submission of the 'Internship /Field Experience Site Approval Form' with all required internship/field experience information.



Internship/Field Experience Site Approval Form

Completed form must be submitted to the Registrar's Office with all **required signatures** no later than the start of the fourth week of the term (fall/spring/summer 10 weeks). For Summer I or II, submission must be by the start of the second week.

STUDENT INFORMATION:

Student's Name: _____ Student's ID: _____
Local Address: _____
Student Signature: _____ Date: _____
Expected Date of Graduation: Year: _____ Semester: _____
KU E-Mail Address: _____ Phone #: _____

COURSE INFORMATION:

Please check one: Graduate/Post Baccalaureate Certification Student Undergraduate Student

Indicate the Year for the request: _____

Indicate the Semester or Session: Fall Spring Summer I Summer II Summer 10 Weeks

COURSE ENROLLED IN:

PREFIX: _____ NO.: _____ COURSE TITLE: _____ # of Credits: _____

INTERNSHIP/FIELD EXPERIENCE INFORMATION:

Internship/Field Experience Site
Site Address
City, State, Zip
Website

Supervisor Name
Supervisor E-Mail
Supervisor Phone
Industry

Modality of Internship: In-Person Hybrid Remote

Is this a paid internship? Yes No

Signatures of the department chairperson, Director of Clinical Education (COE Only), supervising professor, and the dean (or designee) of the college in which the course is taught are **required**.

Department Chairperson's signature indicates that there is a current agreement between the University and the placement site.

PRINT Professor's Name	Professor's Signature	Date
Director of Clinical Education/Designee (COE Only)	Date	Dept. Chairperson's Signature
Dean of College or Designee's Signature	Date	



Department of Music

COMPANY INFORMATION FORM
(For Music Internships)

If the organization is NOT listed on Handshake, and has not previously had an intern from KU they will need to complete the **Internship Agreement** form.

(PLEASE PRINT)

1. Organization: _____

2. Company Website: _____

3. Internship Position/Title: _____

4. Internship Supervisor: _____

Phone: _____

E-mail: _____

Signature: _____

MUSIC INTERNSHIP
STUDENT STATEMENT OF HOURS WORKED FORM

**No later than the last day of your internship,
submit this form along with your Learning Outcomes Form to your faculty supervisor.**

Directions to the Student Intern: Please indicate the total number of hours you worked at your internship site each week. **SIGN AND DATE** this form to **VERIFY** the INTERSHIP HOURS listed.

Example: If your work hours looked like this for the week of June 1-7:	June 1	3 hours
	June 2	5 hours
	June 3	4 hours
	June 4	0 hours
	June 5	<u>5 hours</u>
	Total:	17 Hours

Your summary of hours (as indicated in the chart below) should look like this:

Week	Total Hours
Example: June 1-7, 20__	17 hours
Total hours served for this internship (Add all the hours you've indicated)	Total hours

Student Signature _____ **Date** _____

MUSIC INDUSTRY INTERNSHIP LEARNING OUTCOMES FORM

**No later than the last day of your internship,
submit this form along with your Learning Outcomes Form to your assigned Faculty
Supervisor**

The following information will be used as part of the assessment of your internship learning experience. This information will **NOT** be shared with your internship agency or internship supervisor.

Student Name: _____

Where you interned: _____
(Company/Internship site name)

Company Internship Supervisor: _____
(Name and Title, if known)

Starting Date of your Internship _____ Ending Date of your Internship_____

On what days of the week did you serve your internship: _____

What were your hours of work?

Arrived: _____ Left: _____ Total Hours per week: _____

Please submit answers to the following questions regarding your internship:

- 1) Intern duties: *What were your specific duties and responsibilities during the internship?*

- 2) Learning: *What did you learn during the internship (please include specific skills and basic music business concepts)?*

- 3) Career Preparation: *How did the internship offer opportunities to meet people or make contacts that will help with your future education or employment?*

4) *Would you recommend this internship to another student? Why or why not?*

5) *How has this internship affected your career or graduate school plans? Please explain.*

6) Supervisor rating: *Was your on-site supervisor helpful and instructive? Please give reasons and examples for your answer.*

7) *Please give a brief example of how each Music Learning Outcome was met during your internship.*

	Demonstrate technology-based skills used in the music industry.
Example	
	Describe management and operating systems of the music industry.
Example	
	Develop verbal and written communication skills
Example	
	Learn to allocate time effectively
Example	
	Develop effective listening skills
Example	
	Learn to participate well as a team member and build a strong professional network
Example	
	Be able to adapt effectively to changing conditions
Example	
	Develop Individual responsibility
Example	
	Understand and manage personal behavior, ethics and attitudes
Example	
	Understand, observe and practice ethical standards of the internship site
Example	

Internship Site Supervisor Evaluation of Student Intern

Student Intern Name: _____

Term Internship Served: (ie Fall 21) _____

Internship Company/Organization:	
Internship Company/Organization Address	Internship Company/Organization Supervisor
Internship Supervisor Email:	Internship Supervisor Telephone:

Internship Site Supervisor Evaluation of Student Intern						
At the conclusion of the internship, the intern is able to:	Performance Rating				Score	
	Needs Improvement	Meets Expectations	Excellent			
	1	2	3	4	5	6
1. Show understanding of industry organization customs, practice						
2. Demonstrate Professional Skills that pertain directly to the internship experience						
3. Demonstrate effective verbal and written communication skills						
4. Allocate time effectively						
5. Demonstrate effective listening skills						
6. Participate well as a team member and build a strong professional network						
7. Adapt effectively to changing conditions						
8. Demonstrate appropriate workplace attitudes						
9. Demonstrate effective management of personal behavior						
10. Demonstrate ethical standards appropriate to the internship site						
Total Score						

Internship Site Supervisor Comments: Please use this space to make comments about this intern's knowledge and performance. Upon completion of this internship, would this student be an effective employee at your company or similar site? Thank you.

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Internship Site Supervisor Signature: _____ Date: _____