

AUDIO INTERNSHIP PROCESS and MATERIALS

RIM 4010 Internship Website: <http://riminternships.mtsu.edu/?page=RI06-22-11>

Internship Application Process and Materials

- Fully complete a RIM 4010 Internship Application in ink (available on the website).
- Update your resume.
- Update/create a current list of references.
- Schedule an appointment for an interview with the Intern Coordinator and bring:
 - RIM 4010 Internship Application
 - Updated resume with references
- Your 4010 Application will serve as a POD form for the 4010 class.
- You will need the Intern Coordinator's signature on the application to obtain a POD to register for the course.
- INCOMPLETE APPLICATION MATERIALS WILL NOT BE ACCEPTED.
- Take your signed 4010 application to the Recording Industry office and politely ask the secretary to enter the POD for you.
- You can register for the course after receiving your POD.

Internship Confirmation Form

- Once you are accepted by an internship provider, complete a RIM 4010 Confirmation Form (available on the website).
- This form must be filled out, signed, & dated by you and your on-the-job internship supervisor.
- Make a copy for yourself and submit the form by the stated deadline.
- INCOMPLETE FORMS WILL NOT BE ACCEPTED.

Monthly Logs of Daily

- You are required to keep a Monthly Log of Daily Activities once you start interning and as your internship progresses.
- These logs are to provide a brief description of your daily activities and the hours you worked, as well as show the total hours worked during that month.
- These logs are to be signed by you and your on-the-job internship supervisor prior to submission.
- Make a copy for yourself and submit the log by the stated deadline.
- These logs are due within 5 working days after the end of each month.
- The log for your final month of work is due with the final internship materials.
- A blank monthly log sheet is available as an Excel and .pdf file on the website.
- INCOMPLETE LOGS WILL NOT BE ACCEPTED.

Internship Completion Report

- At the end of the term, you are to complete the Internship Completion Report.
- The Internship Completion Report is available as a Word and .pdf file on the website.

Thank You Note

- At the end of the term, please send a Thank You Note to your internship provider.
- Please buy and send a card, not just an email.

- Make a copy (scan/cellphone photo) and submit it with your final internship materials.

Final Submission

- All final internship materials are due by 4:30pm on the last day of class.
- INCOMPLETE MATERIALS WILL NOT BE ACCEPTED.

Evaluation

- Intern Coordinator will send an evaluation directly to your on-the-job internship supervisor.
- Your on-the-job internship supervisor will return your evaluation directly to Intern Coordinator.
- You will not be involved in this process.
- Your grade will be based on:
 - The completion of the minimum number logged hours.
 - On-the-job internship supervisor evaluation
 - On-time submission of internship materials
 - Quality and completeness of internship materials
 - Overall evaluation by the Audio Internship Coordinator