

RIM 4010 AUDIO INTERNSHIP COURSE MATERIALS

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

INTERNSHIP APPLICATION PROCESS & MATERIALS:

- Fully completed RIM 4010 Internship Application (available on the website)
- Updated resume
- Current list of references
- Bring these materials to your interview with Dan Pfeifer
- You will need Dan's signature to obtain a POD to register for the course
- 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 should be filled out, signed, & dated by you and your provider
- Make a copy for yourself and submit the form by the stated deadline

MONTHLY LOGS OF DAILY ACTIVITIES:

- You are required to keep a Monthly Log of Daily Activities one you start interning
- These logs are to provide a brief description of your daily activities and hours, as well as show the total hours worked during that month.
- These logs are to be signed by you and the internship provider 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 a Excel and .pdf file on the website

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.
- Make a copy 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.