

GRADUATE INTERNSHIP PROCESS and MATERIALS

MRAT 6360 Internship Website: <http://riminternships.mtsu.edu/?page=MI6-22-11>

Internship Application Process and Materials

- Fully complete a MRAT 6360 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:
 - MRAT 6360 Internship Application
 - Updated resume with references
- Your 6360 Application will serve as a POD form for the 6360 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 6360 application to the MFA or Recording Industry office and politely ask the secretary to enter the POD for you.
- You can register for the course after receiving your POD.

Goals Statement (included on the 2nd page of application)

- Prepare a goals statement that details the following:
 1. Why do you want to intern in general?
 2. What specific area of the industry do you want to intern and why?
 3. What are your career goals for after graduation and long-term?
 4. What specific learning outcomes you wish to achieve?
- Please be detailed and specific. You will be required to measure the achievement of these goals at the end of the semester. Attach additional pages as needed.

Internship Confirmation Form

- Once you are accepted by an internship provider, complete a MRAT 6360 Confirmation Form (available on the website).
- This form must be filled out, signed, & dated by you and your internship supervisor on the job.
- 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.

Journal

- Write a journal entry for each day of work performed as an intern. This journal should recap the day's activities, a reflection on your work, and contain a statement of what you learned each day. Be detailed enough to capture the information for someone reading it later will understand your experience.
- Your monthly logs will contain information regarding hours worked, so that doesn't need to be detailed here.
- You will use this journal to write your final report and will turn it in with your final internship materials at the end of the term.

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
- As part of this Completion Report, write a report that reflects upon the following:
 - I: Goal Achievement: Provide a brief explanation of how your internship goals were or were not met. What would you have done differently if given the opportunity and what you have changed about your internship situation?
 - II: Before and After: Compare and contrast what you thought you knew and understood about your field before the internship, with how you think about the same topics now. How did your view of the profession mature as a result of this experience?
 - III: Internship Value: Briefly describe what was valuable about the internship experience. How did this experience reinforce your knowledge and skill set? How did the internship prepare you for the next step in your career? What benefits did you gain from doing this internship?
 - IV: Learning Statement: What specifically did you learn from your internship experience? This is an essential element for assessment of your understanding and progress. Therefore, it is critical that you provide some meaningful feedback about what you learned from this experience.
- Be thorough and detailed enough so I can understand it without further explanation.
- Reports for 3-4 hour internships must be computer prepared and 2-3 pages in length
- Reports for 5-6 hour internships must be computer prepared and 4-6 pages in length

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