



Sound Recording Technology

Department of Music

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## INTERNSHIP GUIDELINES

The Internship experience is an important bridge between academic preparation and career development. It is the goal of the University of Massachusetts Lowell's Sound Recording Technology program to have all senior-year students undertake an Internship at a professional firm involved in some facet of audio.

The following Internship Guidelines must be followed. Any deviations cannot be considered without the specific written authorization of the Coordinator of Sound Recording Technology, given prior to the internship experience.

1. The Internship may only be undertaken after the student has successfully completed the course 78.450 "Recording Industry." Rare exceptions will be made only with permission from the Coordinator of SRT.
2. The student must have a cumulative grade point average of 2.5 or higher and a GPA of 3.0 in SRT and Support Courses prior to undertaking the Internship, to insure that students are academically prepared for the study.
3. The Internship shall be for a period of fifteen weeks. A minimum of twenty hours per week is to be spent at the location of the Internship Sponsor, working as assigned. It is expected that twenty hours per week will be the norm; additional hours are strongly encouraged, but not required.
4. The Internship is registered under course number 78.493 "Internship in Sound Recording Technology," for six credit hours. The Intern may be registered as a part-time student during the semester of the Internship. If the student will be a part-time student, appropriate forms must be filed for part-time student status, and the student must have health insurance.
5. The student/intern shall be considered a full-time student undertaking studies with the Intern Sponsor. The sponsor shall be functioning as participating in the education of the student, and not be held responsible for Workman's Compensation, Disability Insurance, Unemployment Insurance and other legal obligations normally assumed for regular employees. The Intern shall provide his or her own accident and health insurance.
6. Where circumstances are appropriate, the Internship Sponsor may arrange to reimburse the Intern for housing, board, travel, and incidental expenses. Direct compensation is not expected or required.
7. The student will solicit the Internship, and interview with the Internship Sponsor prior to the beginning of the internship experience. In the event that a prospective Internship Sponsor solicits the SRT program and the Coordinator of SRT recommends a student, it remains the student's responsibility to interview and otherwise secure the Internship under the guidance of the Coordinator of SRT.

## Obligations of the Intern

1. The Intern will work no less than twenty hours per week, at hours specified by the Sponsor, and for the direct benefit of the Sponsor. The Intern will function in the same manner as an employee, and will perform duties as outlined in the Sponsor's "Acceptance Letter."
2. The Intern will undertake all tasks requested by the Sponsor, as reliably as possible and at the best of their ability.
3. The Intern is responsible for arranging or filing the following documents with the Coordinator, prior to beginning the Internship:
  - two (2) completed copies of the "Internship Application;"
  - an "Acceptance Letter" from the Internship Sponsor, to be mailed directly to the Coordinator of SRT
4. The student will keep an "Internship Journal" throughout the internship experience. On a daily basis, the student will record:
  - their work activities and experience gained,
  - procedural insights and impressions of the experience,
  - observations of the duties of other workers, and how their duties related to those of others,
  - entries on clients, equipment, projects, etc.,
  - a Summary of the experience will conclude the journal.
5. The Intern is responsible for filing the "Internship Journal" with the Coordinator of SRT, near the completion of the Internship:
  - the student must submit the "Internship Journal" to their Internship Sponsor for their endorsement as to its general accuracy;
  - the student will then deliver it to the Coordinator of SRT.
6. The "Internship Journal" is due at the beginning of Finals Week of the Semester in which the Internship is performed.
7. The grade for the Internship will be determined by the Coordinator of SRT upon review of the "Internship Journal," the written evaluations of the Internship Sponsor, conversations with the student and the Internship Sponsor, and any observations of the student in the work environment.

## Obligations of the Internship Sponsor

1. An "Acceptance Letter" from the Internship Sponsor to the Coordinator of Sound Recording Technology is required to establish the Internship. The letter must contain the following:
  - name of the sponsoring firm;
  - name, position, and signature of the individual who will directly supervise the student (the Internship Supervisor);
  - agreement to the terms of this document;
  - dates of the Internship period, with minimum and maximum weekly hours expected of the student;
  - nature of the duties the Intern will be expected to perform.
2. The Sponsor shall have the Intern perform the duties specified, during the agreed upon hours.
3. The Sponsor shall evaluate the performance of the intern in the following ways:
  - at Mid-Semester and at the end of the Semester, a form will be supplied by the University whereby the sponsor will evaluate the intern's performance and progress;
  - near the end of the Internship, the Sponsor will read the student's "Internship Journal," and endorse its general accuracy;
  - the Coordinator of SRT may call the Sponsor to check on the student's progress and to seek clarification of the Sponsor's evaluations; understanding time constraints, such calls will be kept to a minimum.
4. The Sponsor shall never require the Intern to perform duties that are:
  - illegal
  - unduly hazardous
  - duties that a regular employee would not perform
5. The Sponsor may dismiss the Intern for just cause at any time.
6. The Internship Sponsor makes no commitment for future employment of the Intern, except as mutually agreed upon by the sponsor and the Intern *after* the Internship has begun.
7. It is to be understood by the Internship Sponsor that the student is in residence with their firm as part of their degree studies, and the purpose of the internship is educational, as well as practical on-the-job experience.