Overview:
This course provides an opportunity for students to develop hands-on experiences in the music industry. Interns will receive mentorship from music and business professionals, make connections, and build practical skills to manage and promote their careers. These experiences will also help students develop a professional portfolio with a track record of music business and arts administration experience, making them more competitive in the marketplace. A variety of internship opportunities are available through several musical organizations in the vibrant DFW community. Students will be placed with an organization based on their interests and goals and will be given an internship contract for the semester. The contract will be signed by the student, the internship organization mentor, and the Director, Dr. Claure.

Throughout the semester, Dr. Claure will be in regular contact with the organization mentor and with the intern to evaluate the progress of the internship. Interns will submit a final paper (2 pages) describing and assessing the internship experience: lessons learned, what was accomplished, and challenges faced. Interns will also keep an ongoing log of work done, contacts made, observations about the specific organization, and copies of any materials produced. All of these materials will be incorporated into the final paper. At the end of the semester, the organization mentor will provide a brief evaluation of the intern’s performance which will be used along with the intern's final paper to assign a grade for the internship.

Grading system:
Student report 50%
Internship supervisor report 50%

Below is the contract that both students and interns are required to sign at the beginning of the internship.
CAREER DEVELOPMENT AND ENTREPRENEURSHIP IN MUSIC
Internship Program Agreement

<table>
<thead>
<tr>
<th>NAME OF INTERN</th>
<th>Degree Program</th>
<th>E-mail Address</th>
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<tr>
<th>INTERNSHIP SUPERVISOR</th>
<th>TITLE</th>
<th>ORGANIZATION</th>
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| E-mail Address | Phone |

Semester for Internship (Fall or Spring and Year). Start and end date of internship will match the schedule of classes for that semester).

Internship credit load, weekly time commitment, and anticipated schedule
(1-credit internship=approximately 3 hours/week, 2-credits= approximately 6 hours/week, 3 credits= approximately 9 hours/week.) The weekly schedule may be flexible and include remote work.

INTERNSHIP PROJECTS AND DUTIES

The intern will keep a weekly journal of all work, listing specific projects or duties performed during the internship. The semester-long journal and copies of materials produced will be attached to a final two-page (double spaced, 12-point font) reflection paper describing the internship: what you did, challenges you encountered, how you overcame them, contacts made, what you learned, and what you thought about the experience and organization. The intern will submit these materials no later than the last day of class for the semester. The Director of Career Development and Entrepreneurship in Music, Dr. Fabiana Claure, will be in contact throughout the semester with the internship supervisor and the intern to evaluate the progress of the internship. At the end of the semester, the internship supervisor agrees to write a brief evaluation of the intern’s performance. The intern’s final paper, semester journal, and accompanying materials as well as the internship supervisor’s evaluation will all be used to assign the final grade for the internship.

Intern’s Signature                      Date

Internship Supervisor’s Signature     Date