

## Internship Checklist

\_\_\_\_\_ Attend an Orientation Session. Fill out orientation roll sheet

\_\_\_\_\_ Make appointment and visit the Career Services office

\_\_\_\_\_ Fill out student application online about 2-3 days before registration

(Once approved by the internship coordinator, the RIM Department secretary will enter a POD for your section as soon as possible.)

\_\_\_\_\_ After visiting career services office to have your resume reviewed and submitted there, email or fax a copy of your resume to the intern coordinator.

\_\_\_\_\_ Register for your internship hours on RaiderNet.

\_\_\_\_\_ Print out your Internship forms from this web site, including:

- \* This checklist
- \* Monthly "Log of Hours" sheets (one for each month)
- \* A "Confirmation of Internship" form
- \* A "Completion Report" form

\_\_\_\_\_ Find an Internship Company if you don't already have something lined up.

Nashville Interns: Review Music Business partners by linking to the database through this site. If you want to intern with a company that is not in the database, they must be approved first. Have them fill out the application at [www.ineedinterns.com](http://www.ineedinterns.com). Internship companies not already approved by MTSU will need to be contacted by the internship coordinator before actual internship can be secured.

Out-of-town interns: Make an appointment with internship coordinator to discuss your options. Be sure to begin your search process several weeks, or even months, before pursuing an out-of-town internship. Plan on having an interview in the city before your internship is confirmed. Few companies in NY or LA accept interns over the phone."

### **At the beginning:**

\_\_\_\_\_ Select one or two top prospects for your internship and call the intern contact at the company to set up an interview. (If the internship contact has changed, please let the internship coordinator know.)

\_\_\_\_\_ After you have been offered an internship and have accepted it, fill out the Confirmation of Internship form and have your supervisor at the company sign it. After it is signed, fax it to 615.527.0274.

**Each day and month:**

\_\_\_\_\_ As you work your hours for your internship, keep a daily log of hour on the sheets provided in the forms section of this web site.

\_\_\_\_\_ Fax your logs to the internship coordinator @ 615.527.0274 at the end of each month--within 5 days. This fax number appears on all forms and documents.

\_\_\_\_\_ Check on D2L or [www.rim4000.com](http://www.rim4000.com) to see if your documents have been received by the coordinator.

\_\_\_\_\_ Fill out a supervisor contact form toward the end of the semester.

**At the end:**

\_\_\_\_\_ Submit your completion report form, a copy of your thank you letter and the last log sheet by no later than the last day of classes (NOT the last day of finals.)

\_\_\_\_\_ Read the textbook *The Future of Music: Manifesto for the Digital Music Revolution* if you have failed to turn in all forms on time and write 3-page book report.

MAKE COPIES of EVERYTHING before submitting any form.