

INTERNSHIPS

music industry
and
music recording
majors

Studying this manual is the first step in preparing for, finding, and completing your internship. It should be read thoroughly and referred to often as your first resource of information, before, during, and after your internship. If you have questions not answered in this document, then you should consult with the departmental internship director or the office of career services.

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Introduction

The internship is perhaps the most important experience you will have during your tenure as a student. It is the time in which you will apply the skills and knowledge that you have acquired in your studies. It is a test of your readiness to finally leave school and go into the 'real world'. It is the opportunity in which you will establish a reputation that will follow and/or precede you when you seek employment in the future.

The internship is also where you will learn what is currently happening in your chosen profession. You'll meet professionals and clients who can help, or hamper, your future career. Job possibilities in the industry will become clearer. Networking opportunities will arise.

You will be expected to act as a professional adult. Sponsors will not tolerate behaviors that may have been allowed in classrooms or on campus. Doing the least amount of work possible just to get by could result in the internship's termination. Not showing initiative or paying attention in a class hurts only you (usually). Doing so in a professional internship location can result in the loss of clients, business, and income for your sponsor. So your sponsor is not expected to tolerate the actions that you may have gotten away with in the past. Being on time for your internship, personal hygiene, proper dress, being quiet, being respectful (even if you don't agree), being observant, showing initiative, and more are all characteristics that will determine the quality of your internship, and the reputation that you create.

The internship is a class that takes place off campus. Requirements of the class/ internship such as papers, reports, journal, etc. are as important as for any other class you have taken. The internship is the same as the student teaching experience required of music education majors.

You will find that the classes that you have taken in your major were not designed to teach you every possible skill or piece of knowledge that you'll ever need. Indeed that would be impossible. The classes you've taken were designed to prepare you to think, reason, and adapt to any situation. No two internships are the same. No set of expectations are the same. You must take the things you have learned and apply them to new situations on a daily basis. If you have been diligent in getting the most out of your time and opportunities at the college, then you are ready for your internship.

A successful internship is vital. Those who see the internship as an opportunity instead of just another hoop to jump through to get a diploma, will benefit the most from the experience. The reputations of both you and the college are at stake. The impression you make can determine if the sponsor will accept future LVC interns. The possibility of the internship leading to a job, either through the location or by networking, is real. Take advantage of every opportunity, great and small. You are setting the precedent for the rest of your professional life.

Paid or Unpaid

For the most part, the music business is a cottage industry. Record labels, studios, etc., usually have few employees, especially with the flux the industry is in. This is in contrast to corporate entities like insurance companies with a human resource person whose job it is to find, filter, and interview potential interns. Smaller businesses are likely to have less income and fewer funds set aside for interns. Some sponsors may provide a stipend to help offset expenses such as travel, lunch, etc.

arguments for and against paid and unpaid internships

paid: pro

The obvious pro is that the intern gets an income while interning. This is an advantage when relocating to locations where an intern has to get an apartment, pay bills, buy groceries, etc.

paid: con

The negative about a paid internship is that the expectations of the sponsor may differ greatly than for unpaid interns. The supervisor may be less forgiving of mistakes and may assign more non-internship related tasks.

unpaid: pro

A sponsor who doesn't pay interns usually realizes that his/her role is more of as a mentor than a boss. The supervisor is often the actual owner of the business. This means that there may be more leeway in scheduling, a more forgiving learning curve, and more hands-on experience. Sometimes a sense of guilt may prompt the sponsor to allow an unpaid intern further into the real workings of the business.

unpaid: con

The disadvantage of an unpaid internship is the likelihood that the intern will have to find a part-time job in addition to the internship. This can lead to fatigue, and worst of all, time conflicts which could potentially cause missed unique opportunities such as working with famous clients or taking part in special events that would be of great benefit, both educationally and as resume builders.

These are observations and there will be exceptions. The point is that you should not let whether an internship is paid or unpaid be the deciding factor in choosing an internship. Choose the internship that best fits and prepares you for your future occupation.

Don't forget that in a paid internship, the sponsor will hold taxes, social security, and other withholdings so that even a paid internship may not be as lucrative as believed.

It is also possible that the sponsor will consider the intern to be 'subcontracted' and therefore not withhold any money. The responsibility of paying taxes and other withholdings then falls on the intern. Unless the sponsor makes it clear otherwise, he/she will claim the payments as an expense and the IRS will have at least a record of payments to the intern.

Big or Small

Large well known locations, especially corporate locations, often advertise that they offer internships. This means that the applicant pool can be large and interns are easy to find, thus they can be considered almost expendable. Working at a large location, like MTV, does look good on a future resume and could lead to great networking opportunities. The quality of the internship, especially compared to a one-on-one mentoring role of smaller intern locations, may be lacking. Being one of many interns could hamper individualized educational experiences. The choice of the recognition of interning with a large or famous location, or the possible more hands-on experience of smaller locations where help is needed, should be considered. Again, these are considerations and exceptions to both apply.

Who

All Lebanon Valley College music business and music recording majors must complete an internship as part of the required curriculum of their respective majors. This guide is meant only for students in those majors.

"In the music business bigger is not necessarily better. In fact, I believe smaller is actually better."
Chuck Kaye, Dreamworks, SBK Publishing

When

Music business and recording majors may do their internships after completing their junior level required classes. Having enough credits to be considered a junior by the college, as in those who transfer in from other majors or schools, does *not* qualify students to begin their internships before completing the junior level class requirements of their respective majors.

The internship may take place during the summer or spring semesters after completing the junior level requirements. Internships are *not* allowed during the fall semester or over the course of other breaks such as Christmas break.

Credits and Hours

Internship credit hours are grouped into threes: 3, 6, 9, and 12 credits.

It is possible to accomplish more than one internship. For example, a student can apply for a 3 credit internship followed by another 9 credit internship in another location.

Only one internship is allowed at a time. *Those who double major in MRT and MBS must accomplish two internships that do not coincide in time or placement.*

Internship Length

The normal college credit-to-hour ratio is 1 credit = 45 hours. For example: 3 credits = 135 hours over the course of a semester.

The internship must be a semester in length, 13- 15 weeks. *An internship cannot be compressed into a shorter time span, even if the required hours are completed.*

A full-time internship is considered to be 12 credits. All other internships are considered to be part time.

It is highly recommended that you attempt as many hours at the internship as possible, regardless of the number of credits registered. The internship is the most important experience you will have before graduating.

Where

Internships can take place at any *approved* location that is in some way related to the student's major. It is possible for some overlap in majors to occur such as a recording major working for a publisher or a business major working for a recording studio.

Internship approval is done by the director of the internship program *before* you apply for an internship. This is to make sure the you are ready and that the location offers a quality internship experience.

Unless approved by the internship director, only *one* student can intern at a location at a time.

Some considerations to keep in mind while looking for an internship:

Positive –

- The location is a legitimate practicing business.
- The longer the business has existed, the better.
- The location has a good reputation.
- The location involves social interaction and communications skills.
- The location is new to you.
- The internship leads to networking in other areas of the industry.

Negative –

- The location belongs to a friend or relative.
 - why*: It is important to learn to meet and work with new people. Working for or with friends isn't the same as learning to satisfy the demands of a new boss.
- The location is also the place of the student's employment.
 - why*: there is a difference in being an intern and an employee. The internship is an educational experience and the sponsor is responsible for mentoring. A job is an obligation performed for pay.
- The internship is online and done from home or dorm.
 - why*: It is important to meet and interact with people in person. Using social and communication skills is vital for success after graduation.

Could go either way –

- The location is in a garage, dorm, or someone's house. It is possible that there is a home office or studio that is the place of business, this could be OK. It's important to determine if the location is legit and professional.

Spring Internships

full time internships

A full internship (12 credits) in the spring of your senior year (after junior level classes have been completed in your major) allows for you to waive required music classes such as lessons, ensemble, recital attendance, and piano class.

non-full time internships

3, 6, and 9 credit internships are considered to be part time internships and all requirements for music majors must be met (lesson, recitals, ensemble, etc.).

Registering for any class (either at LVC or elsewhere), including ensembles (jazz band, marching band, etc.), giving recitals, lessons, or taking part in other college functions (plays, newspaper, etc.) during the spring internship semester automatically negates the waiver even if the internship is 12 credits. In other words, if you are on campus and take part in any college function, your internship will not be full time. The reason is that the requirements are waived so that you can leave the area.

All requirements for graduation, including all classes, lessons, a recital (if required), recital attendance, ensembles, etc. must be completed before applying for a full time internship.

If there are classes that still must be taken, it is recommended that you do your internship during the summer before or after the last semester.

registration

Spring semester internships can not be registered on-line. A physical add-drop registration form (usually on the music office counter) must be filled out and signed by your advisor. You don't have to get your internship location approved before you register, but must get it approved before applying for internships.

The course numbers are: MBS-400 (music business) and MRT-400 (music recording)

school breaks and vacations

Internships do NOT follow the normal school calendar concerning breaks and holidays. You must not expect your sponsor to abide by any school schedule. This includes Dutchman Day, spring break, Easter break, etc. The internship is similar to student teaching and other 'external' experiences for which the LVC calendar also does not apply.

Dates are approximate.

Years are for reference only to show order of events.

<p>September Sep 1, 2010</p> <p>Begin to think about the kind of internship you'd like to do. It should be an internship in some area of the industry in which you hope to find a job.</p> <p>Meet with your advisor to discuss whether or not a spring internship is feasible.</p>	<p>November Nov 25, 2010</p> <p>Attend the MIC conference with the intent to talk to panelists about possible internships.</p> <p>Submit the internship application to the internship director.</p> <p>Once approved, begin to contact potential internship locations (not before).</p>
<p>October Oct 1, 2010</p> <p>Begin your resume.</p> <p>Visit the career services data base to seek the internship opportunities listed there.</p> <p>Have career services look at your resume for suggestions.</p> <p>Meet with the internship director to discuss possible locations and to go over your resume.</p> <p>Research internship locations.</p>	<p>December Dec 1, 2010</p> <p>Register for the spring internship at continuing education office.</p> <p>Choose where you will intern and make sure you are accepted.</p> <p>Have all paperwork completed including the sponsor form.</p> <p>Give copies of all paperwork to the</p> <ol style="list-style-type: none"> 1. Cont. Ed when you register. 2. Career services to put into the data bank, 3. The internship director.
	<p>Midterm Mar 20, 2011</p> <p>Your sponsors will be contacted to fill out a midterm evaluation in March</p>
	<p>End of internship May 5, 2011</p> <p>Begin to finish up internship.</p> <p>Write paper, have journal signed, and send both to the internship director.</p> <p>Your sponsor will submit a signed hard copy final evaluation to be mailed or given to intern to deliver with other paperwork.</p> <p>Make sure all paperwork has been submitted</p>
	<p>Begin Internship Jan 15, 2011 – May 1, 2011</p> <p>Begin the internship when semester begins</p>

Summer Internships

A student who has completed the required junior level classes of the major may do an internship during the summer. Being considered a junior by the college because of acquiring enough credits does not qualify students to intern during the summer if they have not fulfilled the junior level expectations of their respective programs.

Typically, summer internships take place either before the final academic year (senior), or after completing the senior level requirements.

If the internship takes place during the summer, all required classes, including recital attendance, lessons, and ensemble must be signed up for during the fall and spring semesters.

graduation

Students planning to intern during the summer after their final required classes may march in the graduation ceremonies at the end of the spring semester. The diploma will not be delivered until the internship is completed.

registration

Summer internship registration does not take place online or through the registrars office. It takes place in the Continuing Education office next to the registrars office. All paperwork must be completed by the end of the spring semester.

payment

Summer internships are not covered by scholarships or loans. They must be paid in the continuing education office before beginning the internship. A credit is \$300+. Check with the continuing education office for current rates.

insurance

Unlike normal semesters, other than for liability, college insurance (health) does not cover the intern during the summer unless the student has paid for extra insurance through the college. If an intern or intern sponsor has questions about insurance, he/she should contact the continuing education office or the director of internships.

summer internship length

The summer internship should last for 12 – 15 weeks, just like a normal semester. Accelerated or shortened internships are not allowed except by special permission by the internship director.

Approval for the summer internship must be granted by the internship director during the spring semester before the summer internship begins.

school breaks and vacations

Internships do NOT revolve around the normal school calendar concerning breaks and holidays. Interns must not expect the intern sponsor to abide by any school schedule. This includes spring break, Easter break, etc. The internship is similar to student teaching and other 'external' experiences for which the LVC calendar also does not apply.

Internship Suggested Time-line Summer Internship.

Dates are approximate.

Years are for reference only to show order of events.

<p>February Feb 1 Begin to think about the kind of internship you'd like to do. It should be an internship in some area of the industry in which you hope to find a job.</p> <p>Meet with your advisor to discuss rather or not a spring internship is feasible.</p>	<p>April Apr 1 Submit the internship application to the internship director.</p> <p>Once approved, begin to contact potential internship locations (not before).</p>	<p>Late April Apr 20 Register for the internship at continuing education office.</p> <p>Choose where you will intern and make sure you are accepted.</p> <p>Have all paperwork completed including the sponsor form.</p> <p>Give copies of all paperwork to the</p> <ol style="list-style-type: none"> 1. Cont. Ed when you register. 2. Career services to put into the data bank, 3. The internship director. 	<p>Midterm Jul 7 Your sponsors will be contacted to fill out a midterm evaluation in early July</p>	<p>Finish up Aug 1 Begin to finish up internship.</p> <p>Write paper, have journal signed, and send both to the internship director.</p>
<p>March Mar 1 Research internship locations. Begin your resume.</p> <p>Visit the career services data base to seek the internship opportunities listed there.</p> <p>Have career services look at your resume for suggestions.</p> <p>Meet with the internship director to discuss possible locations and to go over your resume.</p> <p>Research internship locations.</p>	<p>May: June May 20 – Jun 5 Begin the internship at end of May to early June</p>	<p>Final Evaluation Aug 7 Your sponsor will submit a signed hard copy final evaluation to be mailed or given to intern to deliver with other paperwork.</p> <p>Make sure all paperwork has been submitted</p>		
Summer				

All interns must create a resume and have it approved by both career services and the internship director *before* applying for internships. The reason is that once contacted, a potential sponsor will very likely ask to see a resume. Whipping up a quick resume to send will not only not present an intern in the best light, but also appear unprofessional in its preparation, thus not impressing potential sponsors.

The people in career services are experts in creating resumes. They offer workshops that you should attend to learn how to create the best resume possible.

Find a resume template, either online or within the word processing software, and use it. The format must be even, professional, and pleasing to the eye. It is the first look by a sponsor of the kind of work you do. If the resume is unprofessional and shabby on first glance, then you've created a negative impression. If you don't take care of small details like making sure all of the borders don't line up, then why would they expect you to be different with their business? If there are misspelled words and bad grammar, especially with spell checkers available, how could they trust you with finances or communications with clients?

The following points are just guides to keep in mind as you create your resume. Since most MRT and MBS majors don't intern in corporate settings, there are some different angles of approach.

While creating your resume, keep in mind:

Nobody gets a job by the resume.

A good resume will create a conversation between you and the sponsor. Being told "I'll be in touch" after reading a resume is not a promising sign of interest.

A good resume is also the very first impression that you make on a sponsor. If a you don't take the time to create a professional, well thought out resume, why would a sponsor trust you with his business?

Keep the resume simple.

Because the industry is so small, MRT and MBS majors will most likely deal directly with the owner him/herself. Large locations like MTV or SONY will have human resources people filter the resumes.

If the resume is read by someone in a small business, most likely it will be read in between clients or jobs. So a good resume in this case should be easily scanned for pertinent information. If there is a lot of text, it is likely that the resume will be set aside to be read later...and probably forgotten. Keep it to one page!

Put your best foot forward.

The question that goes through a sponsor's mind, is how much training, time and effort will it take to bring you, the intern, up to speed? So he/she will look for what you have *done*. Not what classes have been taken, but specifically how much experience will you bring to the job.

Resumes are read from the top down. Beginning at the top, after the contact information, you should put specific things that you have done that are similar to the jobs done at the intern location. These can be projects completed for class, such as recording a string quartet or large choir, creating a functioning business plan, helping host MIC, etc. Think about every little thing you've done, both in and out of classes, and make a list to include on the resume.

Know your audience.

You should always research the location you hope to intern. A sponsor wants to know that you are already familiar with what takes place in the business. If it is a studio, and the studio does not use ProTools, then don't list ProTools as a skill, but rather digital audio software. If you put ProTools, you just informed the sponsor that you don't know how to use the program he/she uses, thus creating a negative impulse. If the location does use ProTools, then include that since it lets the sponsor know that you'll be able to jump in with little training. Same with graphic programs, audio mixers, Web programs, etc.

Every resume must be customized to each location. Creating a resume that is obviously being sent to 50 locations tells the sponsor that you really don't care about his/her business, that you're just trying to satisfy the requirement for graduation.

Cover page

Whereas the resume is concise and to the point, the cover page is written in the narrative.

Imagine yourself on an elevator going to the top floor with someone you'd like to work for. What would you say in the short time together that would best impress the person? Every cover page should be in a conversational tone introducing yourself, why the sponsor is the *only* person you want to intern for, when and how you'll check back to make sure the sponsor received the resume, and all pertinent contact information, followed by your signature.

The Webpage for Career Service is

<http://www.lvc.edu/career-services/>

It offers online resources, databases, information about internships, workshops, and preparation guidance.

The office is located in the Job Center in the bottom floor of Mund at the foot of the stairs. You can make an appointment online at their Webpage.

You owe it to yourself to take advantage of what they offer!



Paperwork

log

All interns must keep a daily log of internship activities.

The log (diary) should contain:

- Hours worked
- Date (month/day/year)
- Activities of the day
- What was learned from the activity
- Factual notes (cool things you learn that you should remember...session notes, contact information, etc.)
- Contact information
- Etc.

The log should be kept in a notebook and hand written (legibly). Don't type the log...the idea is to write stuff while fresh in your mind. The log is for YOU to refer to in the future.

The log will be initialed on the first page by the intern sponsor for accuracy verification. It's important that you remember this if you plan to put anything negative about your internship in the log. There may also be confidential things that your sponsor may not want to be included, so always check with your sponsor about this.

The log can be returned to you if you request it. This is recommended if you have kept good notes that you can refer to in the future.

final paper

All interns will write a reflective paper about the total internship experience.

Suggestions of subjects include:

- What was learned, good and bad
- The history of the company
- What you wish you'd done different
- Quality of the experience
- How the internship affects your future plans.
- Etc.

There is no required format (APA, MLA, etc.) for the paper.

Grammar, writing, spelling, etc. are expected to be of upper-class/professional level.

There is no page number requirement, though a 3 month long internship should result in more than just a couple of pages of reflection.

The paper will not be read by your sponsor and will be kept confidential.

Paperwork (cont.)

weekly reports

All interns must submit an online form of weekly internship activities. Failure to file the reports will affect the final grade.

The url is

<http://lostsurfer.net/lostsurfer.net/internform.html>

internship online weekly form

This form must be filled out and sent every week of the internship. If it doesn't work, then email the info to snyder@lvc.edu

Name:	<input style="width: 90%;" type="text"/>
week?	<input style="width: 90%;" type="text" value="1"/>
Hours worked Monday	<input style="width: 90%;" type="text"/>
Hours worked Tuesday	<input style="width: 90%;" type="text"/>
Hours worked Wednesday	<input style="width: 90%;" type="text"/>
Hours worked Thursday	<input style="width: 90%;" type="text"/>
Hours worked Friday	<input style="width: 90%;" type="text"/>
Hours worked Saturday	<input style="width: 90%;" type="text"/>
Hours worked Sunday	<input style="width: 90%;" type="text"/>
Total hours worked	<input style="width: 90%;" type="text"/>
Briefly describe what you did this week (internship related)	<div style="border: 1px solid #ccc; height: 60px; width: 90%;"></div>
Email Address:	<input style="width: 90%;" type="text"/>

[form mail](#)

Intern Application

(must be filled-out before applying to proposed sponsor).

PRINT CLEARLY!

The internship has been approved by your advisor: yes no (if no, see your advisor before submitting this app)

Semester applied for: Spring Summer

Student info:

Major

Address during internship

Street

City, State, Zip

Phone number during Internship (Include area code):

Alternative phone number if available:

E-mail address during Internship:

Proposed Internship location/company

Name:

City, State

Type of internship (studio, label, etc.)

Why you chose this location (use back if necessary).

Print, fill out, and turn in to Prof. Snyder,

Date submitted: _____

your signature _____

Sponsor Application

To be filled out by the sponsor. Copies of all forms must be submitted to: Career Services 2. Registrars Office 3. Internship Director

Lebanon Valley College - MRT/MBS Internship Program

Please print, fill out, and return by mail (address at the bottom) or the student before the internship begins.

Please also read and sign the sponsor obligations following this section.

*Sponsor Information: Please Print Clearly

Company:

Intern Supervisor Name:

Intern Supervisor Position in Company:

Contact and Business Number: WORK: () Cell: ()

E-mail:

Address (street, city, state, zip):

Proposed Intern Work Schedule
(note that this can be an approximation and is not binding)

Date Internship Begins: _____ Ends: _____

Work Hours

Mon: _____ Tues: _____ Wed: _____ Thurs: _____

Fri: _____ Sat: _____ Sun: _____

Is this a paid internship? yes no Will the intern be considered to be: employee subcontractor

Will a stipend be offered for expenses?

(Note: Paid and unpaid internships are equally valid. Financial support of any kind is not required.)

Sponsor Application (cont.)

page 2

Job Description

Please provide a brief outline of types of activities and responsibilities in which the intern will be involved.

Intern _____ has been accepted and will be as an internship in accordance with the rules and guidelines set forth by the MRT/MBS Internship Program of Lebanon Valley.

(signature of intern supervisor) _____

(date) _____

Any further statements, clarifications, etc. you wish to include:

please return as soon as possible to:

- * Prof. Jeff Snyder: Internship Director
- * Department of Music
- * Lebanon Valley College
- * Annville, PA 17003
- * 717-867-6277 Office / 717-867-6390 FAX
- * E-mail: Snyder@lvc.edu

This application must be received and approved before the Internship can begin. Thank you for supporting the students!

Obligations of the Internship Sponsor

This form must be read, signed, and dated by the sponsor before the internship begins. A copy should be kept by the sponsor.

A sponsor application (included above this document) must be filled out and returned to the Internship Director to establish the Internship. The application must be received before the intern begins the internship. The application contains the following:

- Duties specified
- Agreed upon hours

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 delivered by the intern (or can be downloaded from this Web site) whereby the sponsor will evaluate the Intern's performance and progress.
- Near the end of the Internship, the Sponsor will read the Intern's Internship Journal, and endorse its general accuracy by signing and dating it.
- The Director of the Internship Program may call or visit the Sponsor to check on the Intern's progress and to seek clarification of the Sponsor's evaluations. Understanding time constraints in the professional environment, such calls or visits will be kept to a minimum. There will be plenty of advance notice.

The Sponsor shall never require the Intern to perform duties that are:

- Illegal
- Unduly hazardous
- Duties that a regular employee would not perform
- Beyond the scope of the purposes of the internship

The Sponsor may dismiss the Intern for just cause at any time.

- If a sponsor wishes to terminate the internship, for any just reason, the sponsor should contact the internship supervisor as soon as possible. The supervisor will withdraw the intern from the internship.

The intern supervisor may pull the intern from the internship for just cause at any time.

- Withdrawing an intern by the supervisor will take place only if the sponsor does not meet stated requirements, conditions, and legalities of the internship as stated in the acceptance form.

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.

It is to be understood by the Internship Sponsor that the Intern is in residence with the firm as part of his/her degree studies, and the purpose of the Internship is educational as well as practical on-the-job experience.

The sponsor will fill out all required internship documentation in time for the intern to meet deadlines.

The sponsor will mentor the intern. This includes discussing with the intern the intern's job performance as well as suggestions about future employment possibilities and recommended additional needed skills.

If a student is paid for services on a regular basis, the student will be considered to be employed by the sponsor and the sponsor will be responsible for Workman's Compensation, Disability Insurance, Unemployment Insurance, and other legal obligations normally assumed for employees. LVC will not be held responsible for stated responsibilities.

Where circumstances are appropriate, the Internship Sponsor may arrange (and is encouraged) to reimburse the Intern for housing, board, travel, and incidental expenses.

I (the intern supervisor) have read, understand, and agree to follow the internship sponsor obligations.

Name (print) _____

signature _____

Date _____

Some dos and don't suggestions by Christopher Knab – Fourfront Media & Music

DO....

- Be on time, and better yet, be the first one in, and the last to leave.
- Be hungry to learn.
- Be friendly. Introduce yourself to co-workers, even if you have not been introduced to everyone during orientation...and network often.
- Complete the tasks given to you before taking on other work.
- Make yourself invaluable to the company. (Look for things to do.)
- Make friends with co-workers, and offer to do some of their grunt work.
- Volunteer to take on the responsibilities of a worker who is ill, or going on vacation.
- Be willing to do the most menial of tasks. Even the most boring and repetitive work should be eagerly undertaken.
- Cover phones while co-workers are on break or at lunch.
- Ask permission to use any equipment, software or computer programs.
- Offer to help prepare for any studio-setup or tear-down, or to prepare any business reports.
- Organize the information you need to know to carry out your work.
- Create your own databases of any staff members, and their job titles.
- Know that as an intern you are not being trained to take a manager's or executive's job, so do everything you can to learn the jobs that lead to those positions..
- Feel free to take the initiative when you the time is right.
- Make things easier for your employer or supervisor, they will remember you for that.
- Offer your help when you notice help is needed.
- Keep in touch once you are gone. Stop by and say hello!
- Get a letter of recommendation, and send the company a thank you note for hiring you and giving you the opportunity to work for them
- Phone your boss or supervisor first, if you aren't going to show up.
- Say thank you when any promo CDs or concert tickets, or free studio time are offered
- Attend as many concerts and events that are not your favorite music. (You will learn a lot by doing this.)

DON'T....

- Ask for free things like CDs, tickets or studio time right away
- Look like you are lost. Avoid standing around.
- Get involved in long conversations during work hours with co-workers, or celebrity guests who may be conducting business in your workplace.
- Offer your opinion on how you would run things if you were in charge
- Cop an attitude of any non-professional kind, even if you're being paid.
- Make any personal phone calls in front of co-workers during your shift
- Cruise the internet on your company's time
- Get caught reading magazines or sloughing off on the job in any way.
- Ask at any time "NOW, what should I do?"
- Be offended if someone snaps at you. (Everyone has bad hair days)
- Talk dirt about any recording artists, producers, or other companies while in the presence of co-workers, or at any networking functions. (It's a small world and you never know who your co-workers, boss, or supervisor knows, has dated, has worked with etc.)

 Copied from suggested reading: *Do's and Don'ts For Audio and Other Music Oriented Interns: Or, How to Impress Your Internship Employer and Become Successful in the Recording Industry.*

<http://www.musicbizacademy.com/knab/articles/interns.htm>

INTERNSHIP

This document was created for students looking to complete the internship requirements of the music business and music recording programs of Lebanon Valley College. The music department, college, or other individuals other than the author are not responsible for its content.

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