



**Manhattan
School of Music**
**THE CENTER FOR CAREER READINESS
& COMMUNITY IMPACT**

INTERNSHIP DEFINITION¹

1. The experience must be an extension of the classroom: a learning experience that provides for applying the knowledge gained in the classroom. It must not be simply to advance the operations of the employer or be the work that a regular employee would routinely perform.
2. The skills or knowledge learned must be transferable to other employment settings.
3. The experience has a defined beginning and end, and a job description with desired qualifications.
4. There are clearly defined learning objectives/goals related to the professional goals of the student's academic coursework.
5. There is supervision by a professional with expertise and educational and/or professional background in the field of the experience.
6. There is routine feedback by the experienced supervisor.
7. There are resources, equipment, and facilities provided by the host employer that support learning objectives/goals.

MSM INTERNSHIP GUIDELINES

- Internships are offered during the **fall and/or spring semesters**. We do not facilitate summer internships at the current time.
- Internship students are required to work **10 hours per week** for the academic semester (14 weeks).
- Internships are offered to juniors, seniors, PS, PPD, DMA1, and DMA2 candidates.
- Internships are offered for **3 academic credits** and are unpaid.
- Students will submit:
 - ✓ An online weekly journal that includes work completed, contacts made, observations about the organization, and copies of written materials produced.
 - ✓ A weekly log of their hours worked.

1. <https://www.naceweb.org/about-us/advocacy/position-statements/position-statement-us-internships/>

- ✓ Monthly updates about the progress of their internship and work completed.
- ✓ A final paper (3 pages/750 words), summarizing their internship experience, at the end of the internship.
- Internship supervisor(s):
 - ✓ Agree to submit a mid-semester assessment form at the completion of week 7, detailing the intern's punctuality, adaptability, and performance.
 - ✓ Agree to submit a completed evaluation form of the intern's performance at the end of the semester.

If you are interested in offering an internship within your organization, please email **Chris Vaughn** (Director, Center for Career Readiness & Community Impact) at cvaughn@msmnyc.edu with a description of your internship opportunity.