

Name: \_\_\_\_\_

**Senior Internship Checklist**  
Complete the following items *in order*.

**Semester Prior to Enrollment**

Initials Date

- Complete a transcript evaluation.  
Hannah Harrell: \_\_\_\_\_
- Meet with the Chair or Associate Chair to discuss finding an internship. The Department of Music will direct students to campus resources designed to assist students in finding internships.  
Chair/Associate Chair: \_\_\_\_\_
- Once the student has found an internship, they will work with the employer need to complete an Internship Agreement Form.
- The Chair will assign a faculty supervisor. Meet with the faculty supervisor to discuss the details of the internship.

Faculty Supervisor: \_\_\_\_\_

- Bring this checklist, along with a copy of the Internship Agreement Form, to the Music Office. The Internship Agreement Form and a photocopy of this checklist will be placed in your file.
- Enroll in MUSC 4410 (Senior Music Internship).

**Semester of Enrollment**

- Submit each component of the written component of your internship in accordance with the deadlines specified by the Senior Internship faculty supervisor.
- Submit a full draft all written work to your faculty advisor by no later than the thirteenth week of classes.
- Submit this Senior Internship Checklist along with two copies of the final version of the written work by no later than the last day of classes. The faculty supervisor will receive a copy, and they will initial below to indicate that they approve the final version. The second copy of your Senior Project will go into your file in the Music Office.

Faculty Supervisor: \_\_\_\_\_  
Print Name Initials Date

- The Senior Project and any ancillary items are on file in the Music Office. MUSC 4900 (Senior Project) has been added to the student's transcript.

Associate Chair: \_\_\_\_\_