

SEMESTER _____ DUE BY (Add/Drop deadline) _____ TODAY'S DATE _____

SAN FRANCISCO CONSERVATORY OF MUSIC INTERNSHIP CONTRACT

This contract must be completed prior to the student beginning an internship. It must be filed with the Professional Development Office (PDEC) and Registrar prior to the Add/Drop deadline in order to receive credit for the semester. **Retroactive credit will not be allowed.** Undergraduates must have completed two semesters before applying.

All students enrolled in an internship must complete and submit a final evaluation form to the PDEC and provide a final evaluation form to their Host Supervisor to be completed by the end of the internship assignment.

This document will serve as the basis of the student's internship grade. The PDEC, Host Supervisor, and student should mutually agree upon the objectives and responsibilities outlined within this document.

To register, this form MUST be completed and submitted to the PDEC along with the Student Waiver of Liability and Assumption of Risk prior to the start of the internship.

STUDENT INTERN

LAST NAME		FIRST NAME	
STUDENT ID NUMBER		INSTRUMENT	YEAR
ADDRESS	CITY	STATE	ZIP
PHONE	SFCM EMAIL		

HOST ORGANIZATION

NAME OF HOST ORGANIZATION			
ON-SITE SUPERVISOR / CONTACT PERSON		CONTACT TITLE	
ADDRESS	CITY	STATE	ZIP
PHONE	EXT.	EMAIL	
ORGANIZATION WEBSITE		INTERN POSITION TITLE	

(continues on other side)

INTERNSHIP AGREEMENT This section to be completed jointly by Host Supervisor and student—if necessary, attach separate page.

1. Please state the **duties and responsibilities** of the intern. What opportunities will be available for the intern? _____

2. What will be the **learning objectives** for the intern? What knowledge does the intern hope to acquire? What intellectual or functional skills will the intern develop?

3. The proposed dates and hours of this internship are: BEGINNING DATE _____ ENDING DATE _____

NUMBER OF HOURS PER WEEK (12 max) _____ TOTAL SEMESTER HOURS (weekly hours x 15) _____

4. Compensation for this internship will include:

\$____PER: ☐ HOUR ☐ WEEK ☐ MONTH ☐ PROJECT ☐ ACADEMIC CREDIT ONLY

5. Special additional provisions, if any?: _____

6. Does the host require a separate contract? ☐ YES ☐ NO *If yes, please submit a blank copy to the PDEC*

CREDIT ASSESSMENT

One graduate semester credit = 60 hours per semester (4 hours/week)

Grade Assessment

Before credit is issued, intern **must** return completed student and host evaluations AND a final reflective and evaluative component (500 word essay) to the PDEC by the internship ending date or the end of the current semester, whichever is first. **No retroactive credit will be given.**

SIGNATURES

STUDENT

DATE

HOST SUPERVISOR

DATE

FACULTY ADVISOR

DATE

INTERNATIONAL STUDENT ADVISOR DATE
(if applicable)

OFFICE USE ONLY

FINAL COURSE NUMBER

CREDIT VALUE

PDEC SIGNATURE

DATE

REGISTRAR'S SIGNATURE

DATE