



## San Francisco Conservatory of Music Internship Program

The following information outlines the San Francisco Conservatory of Music (SFCM) internship program, facilitated by its Professional Development and Engagement Center (PDEC).

**Internships for credit must be educational and experiential opportunities that meet the criteria established by SFCM and approved by the PDEC.** This means that learning objectives must be clearly identified, the student is expected to shadow/learn, and the employer is expected to provide an opportunity for the student to learn a skill, process, or other business function. There must be educational value to the work being performed and a qualified staff member must supervise the student.

In addition, the following criteria must be applied to determine whether an internship or training program distinguishes internship status from employee status, especially for unpaid internships (per U.S. Department of Labor Wage and Hour Division):

1. **The internship, even though it includes actual operation of the facilities of the employer, is similar to training which would be given in an education environment;**
2. **The internship experience is for the benefit of the intern;**
3. **The intern does not displace regular employees, but works under close supervision of existing staff;**
4. **The employer that provides the training derives no immediate advantage from the activities of the intern, and on occasion its operations may actually be impeded;**
5. **The intern is not necessarily entitled to a job at the conclusion of the internship;**
6. **The employer and the intern understand that the intern is not entitled to wages for the time spent in the internship.**

### **INTERNSHIP FOR CREDIT**

Internships may earn academic credit, or be paid, but not both. However, students can be reimbursed for travel costs and other expenses directly associated with the position.

**Internships may last from 4-12 hours/week, earning 1 credit per 4 hours (1-3 credits).** Fall and Spring semester internships are treated the same as an academic course, and, as such must follow the academic calendar with regard to first/last day and breaks/holidays. Summer internships can be more flexible and will earn credit towards the following Fall semester.

**Students must register for credit within the standard registration period.** Any internship credits required to bring a student into full-time status must be added within the Add/Drop period. Internship credits that would bring a student into overload units will only be considered within the standard Add/Drop

period pending compliance with other rules of overload units through the Registrar. The student must follow the Registrar's formal procedures to drop internship credit.

### **ELIGIBILITY REQUIREMENTS**

Bachelor students must spend at least two semesters on campus before undertaking an internship, except under special circumstances approved by their faculty advisor, the Registrar, and the PDEC. Masters and PSD students can begin internships any time.

### **FINDING AN INTERNSHIP**

The PDEC has established relationships with several arts organizations in the Bay Area and is continually creating more partnerships for our students. Internship listings and application can be found on the PDEC website ([sfcm.edu/pdec/internships](http://sfcm.edu/pdec/internships)). Students are welcome to research internships on their own and submit them to the PDEC for credit approval. Students are also encouraged to make an appointment through the PDEC website to receive guidance on their internship search and have their resume and cover letter reviewed. Submitting these two documents through the online application form is the initial step of the application process. After a screening process by the PDEC, the hosting organization will set up interviews with applicants and notify the PDEC of their selection(s).

### **INTERNSHIP CONTRACT**

The Internship Contract outlines the basic work agreement between the intern and the host—that is, what duties the intern will have, what s/he will learn, and the hours and days the intern will work. **Students are responsible for completing and submitting the PDEC Internship Contract and Waiver of Liability prior to beginning an internship.** The contract must be signed by the student and the on-site supervisor, then returned to the PDEC for review. The PDEC will sign the completed contract once it includes all necessary signatures. The PDEC will then submit the contract to the Registrar's Office by the Add/Drop deadline in order to ensure the student receives credit.

### **INTERNSHIP COMPLETION**

At the end of the internship both the student and the on-site supervisor will evaluate the experience through confidential, online Evaluation Forms provided by the PDEC. Students will also complete a 500-word reflective essay discussing whether they met the intended learning outcomes and describing what they learned throughout the course of the internship. The forms and reflective essay must be turned into the PDEC by the last day of classes to ensure grading proper credit.

### **QUESTIONS?**

Contact Ryan Brown, Associate Dean of Professional Development, at [rbrown@sfcm.edu](mailto:rbrown@sfcm.edu) or 415.503.6309.