

**SUNY ONEONTA  
MUSIC INDUSTRY INTERNSHIP PROGRAM  
PROPOSED INTERNSHIP DUTIES FORM**

Semester Internship To Be Served: (ie. Fall 2014) \_\_\_\_\_

Faculty Supervisor: \_\_\_\_\_  
(to be filled in by Music Department)

Expected Graduation Date: (ie. May 2014) \_\_\_\_\_

# of credits for this internship: \_\_\_\_\_

***Duties MUST be approved by Faculty Coordinator BEFORE  
you submit your Internship Application Forms to the Music Department for registration.***

**Student Information**

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

Student Email: \_\_\_\_\_

Student Phone No: \_\_\_\_\_

**Company (Participating Agency) Information**

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

Site Sponsor Name: \_\_\_\_\_

Site Sponsor Email: \_\_\_\_\_

Site Sponsor Phone: \_\_\_\_\_

Location of Business: City/State \_\_\_\_\_

Brief description of Business or Organization: \_\_\_\_\_

To complete this section, the intern should contact the future site supervisor or responsible person at the sponsoring agency to create a list of **at least 6 specific responsibilities** that will be assigned to the intern. Please number your responses.

**Music Industry Internship Learning Outcomes**

- a. Adapt effectively to changing conditions
- b. Show understanding of industry or organization customs, practices and terminology
- c. Demonstrate professional skills that pertain directly to the internship experience
- d. Allocate of time effectively
- e. Demonstrate effective listening skills
- f. Participate well as a team member and build professional network
- g. Demonstrate appropriate workplace attitudes
- h. Demonstrate effective management of personal behavior
- i. Demonstrate ethical standards appropriate to the internship site
- j. Demonstrate effective verbal and written communication skills

Approved: \_\_\_\_\_ Date: \_\_\_\_\_