**Internship Supervisor Guidelines and Responsibilities**

**Marshall University**

**School of Music**

Thank you so much for providing an internship opportunity to a Marshall University music student. We value your commitment to his or her professional development. We have just a few items for you to consider as you take on the responsibility of supervising the internship:

Work Assignments: We ask that you provide a learning opportunity in which music students may grow into their profession. Interns should take on the roles of apprentice as well as worker.

Payment: The School of Music does not require that interns be paid but, if an employer wishes to provide a stipend to cover the student’s tuition for the course, we are certain that the student would be grateful. Course costs are available at http://www.marshall.edu/tuition/2016-2017-undergraduate-tuition-and-fees/

Monthly Intern Evaluations: We kindly ask that you provide us with a short monthly evaluation of your intern (submitted online at [www.marshall.edu/XXXXX)](http://www.marshall.edu/XXXXX%29).

Final Intern Evaluation: Additionally, we ask for a longer final evaluation of your intern’s performance, also submitted online at [www.marshall.eduXXXXX](http://www.marshall.eduXXXXX).

Program Evaluation: At the end of the internship period, please help us evaluate the music internship program at Marshall University. We would like to know what we can do better to make this a good experience for both you and your intern.

Faculty Intern Supervisor: Please feel free to contact your intern’s music faculty supervisor at any time with any concerns you may have.

Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone \_\_\_\_\_\_\_\_\_\_\_\_\_ Email \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Additional Information: For more information about the music internship program, including a list of learning outcomes and course requirements, please consult the internship course syllabus or contact the intern’s faculty supervisor.