A480 Internship

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A480 consists of an on-site internship at a facility related to the student’s interests. The choice of facility and activities are left up to the student however approval must be obtained from the instructor.

1. Prior to enrolling in the internship, the student should meet with the instructor to discuss their goals and options for the internship. Students are solely responsible for making all internship arrangements.

2. Internships can be completed no earlier than the summer before the Senior year of enrollment.

3. Internships must be a minimum of 8 weeks in length working at least 20 hours per week, 160 hours total, and can be paid or unpaid. Longer internships are encouraged.

4. Once the student decides on an internship and works out an arrangement with the hosting facility, he/she must complete the internship planning sheet and submit it to Konrad Strauss. The student will then be authorized to register for A480.

5. During the internship the student must keep a daily journal outlining duties and activities.

6. Several weeks prior to completion, the student must submit the internship evaluation form to their supervisor. The evaluation needs to be completed and returned to the Audio Engineering Department. Students are responsible for confirming that the evaluation has been received by the department.

7. Upon completion of the internship the student will submit the following:
   a. Daily journal
   b. A paper of approximately 10 pages length\(^1\), including the following:
      i. A summary of the activities performed at the internship site.

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\(^1\) Paper should be double spaced, 12 point Cambria or Times New Roman font, 1.25” left & right margins, 1” top and bottom margins.
ii. A description and evaluation of the organization and normal operation of the internship site.

iii. An evaluation of the internship experience, including a discussion of the student's preparation for the internship and any recommendations for correcting any deficiencies in background or preparation.

c. Production materials. This can take the form of a CD or DVD containing projects the student worked on during the internship, charts, diagrams, microphone plots, promotional materials, photographs, etc.