

Proposal Form for Music Internship Credits
MUPD 499 Internship: Music Professional Development (3 credits)
Schulich School of Music (SSM), McGill University

The completed application must be submitted to the Music Student Affairs Office before the following deadlines. Late applications will not be considered.

- November 30, 2018 for a special project proposal for Winter 2019
- April 30, 2019 for a special project proposal for Summer 2019
- June 28, 2019 for a special project proposal for Fall 2019

Name: _____ **Student Number:** _____

Degree/Program: _____ **Program Year:** _____

Project Title: _____

Host Organization: _____

Supervisor's Name at the Host Organization: _____

Internship Start and End Date: _____

Paid or non-paid internship: Paid Non-paid

Term of Registration: Winter 2019 Fall 2019 Summer 2019

Contact information for supervisor in the host organization:

Name: _____ **E-mail:** _____

Mailing address: _____ **Phone:** _____

***SSM Advisor's Name:** _____

SSM Advisor's Signature: _____ **Date:** _____

Student's Signature: _____ **Date:** _____

**The special project must be supervised by a member of the tenure-stream or ranked Contract Academic Staff.*

Description of the internship: 2 pages. Attach to this document. The description should include the following information.

- description of the host organization.
- the project objectives, including learning goals and activities; must include at least 150 hours of work.
- how this project will contribute to the student's development.
- means of evaluation (e.g. business plan, log of activities, report on what the student learned, research paper, composition or recording, performance, or some combination, including the relative weight of each component in the grade).

Prerequisites:

- Completed 30 credits in a 90-credit program, or 45 credits in a 120-credit program
 - Minimum CGPA: 2.70.
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Approval:

Date

Signature of SSM Internship Coordinator

Date

Signature of Department Chair

Date

Signature of Associate Dean – Academic & Student Affairs

- If the special project is approved, Student Affairs Office will notify you of the approval, and add the special project to your MINERVA student records on your behalf.
- If the special project is outside of Montreal, you must, in addition, complete a Travel Registry on MINERVA and attend a pre-departure info session prior to the project's commencement.
- The host organization's supervisor should submit a written report on your internship's performance to your SSM advisor for grade assessment.
- You are also required to submit an experience report to your SSM advisor for grade assessment.