

## **MIE GUIDED INTERNSHIP PROPOSAL GUIDELINES**

The Guided Internship Proposal should be 1-2 pages and must do the following:

- Clearly define the student's intended goals/learning outcomes for the internship;
- State inquiry questions related to the student's internship, and also any MIE@NEC coursework the student has taken/is currently taking;
- Set the stage for the student's future and career plans in music and music-in-education;
- Propose methods for internship documentation—THESE METHODS MUST INCLUDE THE MIE PORTFOLIO and contributions to the MIE@NEC NewsBlog (see Randy Wong for details on this).
- If applicable, describe a past, personal experience that helps to explain the student's inclination towards his/her choice of this internship

The Guided Internship Proposal shall be included in the student's portfolio documentation of his/her internship.

- Upon receipt of the Guided Internship Proposal, a contract will be drafted that states the following:
- State all dates/times of planned internship,
- List names, phone numbers, and e-mail addresses of the intern, mentor, contact person at host organization, and MIE Faculty Advisor
- Establish a protocol for the event of absences/tardies by the student;
- Confirm that the Internship shall only be officially recognized by the MIE@NEC Department under the conditions that:
  - (1) The student fully documents his/her internship with an individual portfolio;
  - (2) The Internship Proposal and Internship Contracts are pre-approved by the MIE Internship Committee before the start of the student's internship;
  - (3) Any conflicts that arise during the internship must be brought to the appropriate MIE Faculty Advisor for resolution, and only in the event that the Faculty Advisor deems that the conflict cannot be solved, will the Student still be allowed full credit for the internship.

### **Guided Internship Proposal Writing Tips**

Here are some ideas you can use when writing up your Guided Internship Proposal. Of course, you aren't limited to what's here; these questions are here to help guide your writing and spark your personal brainstorming. Please be sure to be detailed and thorough—the better your proposal is, the better chance you'll have of having it approved quickly.

#### **Introduce yourself, and your internship.**

- List at least three specific goals you'd like to accomplish during your Guided Internship.
- What background do you already have as a teacher?
- What traits of your own can you identify as being essential to learning?
- How will you apply your own experience as a learner towards that of being a teacher?
- What specific connections between your Guided Internship and your MIE classes have you already identified?
- How does your Guided Internship connect to your future plans as an Artist-Teacher-Scholar?

#### **What inquiry questions will your internship help to address?**

- Pose at least two open-ended inquiry questions you would like to investigate during your internship. These questions can be related specifically towards classroom teaching, or can tie in with CMIE course work you are/have done. Your inquiry questions might also be connected to the goals you've already stated.

#### **Suggest a clear strategy for documentation.**

- How are you going to focus what artifacts you include?
- To what extent will the documentation/data that you collect influence how you design assessments to be administered?
- What opportunities do you have to collect media (i.e. video footage, audio recordings, samples of student work), and what will be the best way to include these in your portfolio?
- How will you incorporate these things into your portfolio?

\*A typical internship lasts 20-30 hours over the course of a semester (1.5-2 hrs per week), but scheduling is flexible—you might, for example, spend the first month planning for it, and then actually start the hands-on work sometime after that.