

UCLA Herb Alpert School of Music – Music Industry Minor
Internship Information Sheet

Name of student _____

Name of company _____

Activities/mission of company _____

Year the company was founded _____

Contact name and title _____

Contact Address _____

Contact Phone Number _____

Contact Fax Number _____

Contact Email Address _____

Website Address _____

General description of intern duties _____

Number of hours the intern will work per week _____

(Please note that UCLA students must work 12 hours per week in order to get course credit for this internship)

With approximately how many paid employees would the intern interact? _____

How many interns does your office currently have? _____

Briefly describe your history/experience working with college interns.

I certify that the above information is correct.

Signature of contact person

Date

If you have questions, please contact Shannon Regan Hickman, Assistant to the Director of the School of Music – sregan@arts.ucla.edu/310-206-9593 or Merrilyn Pace, Director, UCLA Arts Student Services – mpace@arts.ucla.edu/310-825-9707

