

Visit/Consultation Form

As part of student and site evaluation, faculty may visit or contact the site supervisor. This Visit/Consultation form may be digitized and data collected may be reported and stored in an online archive that can be viewed by all internship faculty for purposes of advisement of future interns. The resulting data may be used as part of the evaluation or assessment of the internship curriculum, course content, equipment/ software/hardware serves students, and to learn how students may be served better in the future.

1. If the internship could not be visited, when and how did the faculty member communicate with the on-site supervisor?

- a. Telephone
- b. Email
- c. Web Video Conference

2. Please indicate which description most closely corresponds to the internship you supervised:

- a. Recording studio or other audio production facility
- b. Record company
- c. Publishing company
- d. Live sound or performance venue company
- e. Other – please specify

3. Date of this report

4. Name of Faculty Supervisor

5. Date/time of internship visit

6. Name of company/business

7. Address/location of business

8. Name, title of on-site supervisor

9. Site supervisor's email

10. Site supervisor's phone

11. Name of student

Additional Comments:

Signed: _____ Date: _____