

UNIVERSITY OF THE
PACIFIC
Conservatory of Music

Breakthrough Internship Fund Application Instructions

Students that have been formally accepted by an internship host firm to undertake an academic (for credit) internship as part of the degree program may apply for support to offset some portion of their living expenses during that internship. Students may apply for any academic term they will be undertaking the internship away from the Stockton campus and their family home. Only students in good academic standing and majoring in Music Industry, Music Management and Arts & Entertainment are eligible for consideration.

How to Apply

1. Secure written confirmation from the host firm that you have been invited to undertake an academic internship with their firm. Please be sure this includes the name and title of the internship coordinator or supervisor at the firm, as well as the company name, location, and beginning and end dates for the internship.
2. Personal statement – draft a personal statement explaining why you chose this firm for your academic internship, what you hope to learn while completing it, and how you see this internship fitting into both your future educational and career goals. *Please include your current GPA and number of units completed toward graduation.*
3. Projected Budget -- Do a thorough job of researching your housing, commute and estimated food costs for the time frame you will be engaged in your internship. Consult with your faculty advisor to help insure you are completing your projected budget accurately. If you or your family will be contributing a portion of the necessary financial support, please list that on the spreadsheet with your total expenses.
4. Inquire as to whether any financial or in-kind support is available, such as salary or one-time stipend, from your internship host firm. Include this information and the amount you will receive or alternately, declare that that no financial support of any type is available on the budget spreadsheet.
5. Submit the paperwork electronically along with your full contact information to:

Professor Keith Hatschek
Music Management Program Director
Faye Spanos Concert Hall, room 205
khatschek@pacific.edu
209-946-2443

Please note, there is a limit on how many awards may be given each term, and the applications are viewed on a rolling schedule. In the event of multiple submissions, priority may be given to students with the most completed units. As a result, turning in your application as early as possible will increase your chances of receiving an award, assuming that you meet all of the award criteria. Students may only receive the award one time. An email acknowledgement will be sent after your application materials are received.

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