

## Document 2:

### INTERN APPOINTMENTS

#### Hiring process

Once it has been determined that a department is in need of a particular intern, the ECMS Director will:

- Seek Intern candidates via email to all ESM professors related to that instrument/classroom/ensemble specialty requesting the names of candidates suited to teach at ECMS.
- ECMS will post the position opening on collegiate channels that are accessible to everyone on campus (Gig board, Upbeat etc.)
- Collect resume and contact info
- Contact appropriate ECMS Department Chair
- Contact recommended candidates and set up interviews with them. If needed, interview may include teaching demonstration.
- Department Chair and, if possible, instructor who will potentially serve as the intern's mentor may join Associate Dean and Director for the interview.

#### ECMS Director will:

- Produce a Teaching Contract
- Explain student assignment system
- Introduce them to entire office staff and procedures
- Introduce them to ECMS website resources (handbook, curriculum etc.)

#### Upon confirmed hiring, Department Chair will:

- Assign a Mentor to each new Intern
- Review Intern expectations and duties
- Follow up with Mentor/Intern to ensure successful contact

#### Mentor will discuss the following with newly hired Intern:

- Curriculum
- Juries / exams / Honors juries
- Recitals – classification, sign up forms, accompanists
- Studio recitals / master classes
- Meeting attendance
- Calendar year (different than ESM)
- Make-up lessons/classes/rehearsals
- ECMS diplomas
- Faculty handbook and student handbook

Last updated: February 13, 2023

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