Course # / Title: MBU/AET/EIS/SNG 2000.02 – Internship Lab
Course Credit Hours: 0 hrs.
Semester: Fall 2009
Instructor: Tina Dishman, B.B.A.
Sarah Cates, B.B.A.
Instructor Contacts: Tina Dishman – 615.460.6892, tina.dishman@belmont.edu
Sarah Cates – 615.460.6371, sarah.cates@belmont.edu
Instructor Office Hours: By Appointment
Class Location: Massey Boardroom (see schedule below)
Meeting Time(s): 3:00 – 3:50, Wednesdays
Final Exam: No final exam will be given

Course Description:

MBU/AET/EIS/SNG 2000. Music Business Internship Lab (0). Prerequisite: Sophomore standing. This career development course addresses internship expectations, job strategies, and interviewing skills.

Course Outcomes: At the end of this course, the student will be able to:

- Create professional job search correspondence.
- Demonstrate an understanding of basic job search skills and strategies.
- Identify networking opportunities and understand the importance of harnessing them to foster career development.
- Discuss experience, qualifications, and aspirations successfully with potential employers in a professional interviewing context.

Performance Tasks: During this course, the student will:

- Construct a professional resume, cover letter and reference page.
- Complete a Career Connector profile.
- Exercise networking skills by interacting with guest speakers and industry representatives at the Internship Fair.
- Critique mock interview performances in class.

Assessment Tools: During this course, outcomes mastery will be evaluated by:

- Successful completion of professional documents, submitted to instructors for review, Career Connector profile, and pre and post-assessment surveys.
- Active participation in all class discussions.

Testing & Assignments: No tests will be given in this course. Assignments consist of:

- Professional documents – resume, cover letter, reference page. These will be submitted to instructors for review.
- Complete a Career Connector profile.
- Evaluate and make suggestions for the course through pre and post-assessment surveys.

Course & Classroom Policies

Attendance & Participation: Class participation is expected and is required to receive a passing grade; attendance and absences will be noted. No more than one class may be missed (with an excused absence) to pass the course.

Materials:

All materials required will be distributed in class.
**Grade Evaluation:** The Internship Lab is a pass/fail course. In order to pass students must successfully complete all assignments (professional documents, pre and post-assessment surveys, and Career Connector profile) and may miss no more than one class.

**Honor Code:** It is the responsibility of each student to abide by the Belmont University Honor Code. “In affirmation of the Belmont University Statement of Values, I pledge that I will not give or receive aid during examinations; I will not give or receive false or impermissible aid in course work, in the preparation of reports, or in any other type of work that is to be used by the instructor as the basis of my grade; I will not engage in any form of academic fraud. Furthermore, I will uphold my responsibility to see to it that others abide by the spirit and letter of this Honor Pledge.”

**Accommodation of Disabilities:** In compliance with Section 504 of the Rehabilitation Act and the Americans with Disabilities Act, Belmont University will provide reasonable accommodation of all medically documented disabilities. If you have a disability and would like the university to provide reasonable accommodations of the disability during this course, please notify the Office of the Dean of Students located in Beaman Student Life Center (460-6407) as soon as possible.

**Class Schedule:**

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<thead>
<tr>
<th>Date Location</th>
<th>Items Due</th>
<th>Description</th>
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<tbody>
<tr>
<td>Wednesday, October 21th 3:00 pm - 3:50 pm Massey Boardroom (4th Floor)</td>
<td>Pre-Assessment Survey</td>
<td>Course Overview and Professional Documents</td>
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<tr>
<td>Wednesday, October 28th 3:00 pm - 3:50 pm Massey Board Room (4th Floor)</td>
<td>Resume, Cover Letter, Reference Page</td>
<td>Interviewing Skills</td>
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<tr>
<td>Friday, October 30th 3:00 pm – 3:50 pm Location TBD</td>
<td>Career Connector Profile</td>
<td>Mock interviews – sign-ups will take place in class on Wednesday, October 28th</td>
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<tr>
<td>Wednesday, November 4th 3:00 pm – 3:50 pm Massey Board Room (4th Floor)</td>
<td>Career Connector Profile</td>
<td>Networking – Guest Speaker: TBD</td>
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<td>Wednesday, November 11th 3:00 pm -3:50 pm Massey Board Room</td>
<td></td>
<td>Internship Process and Career Connector; “How to approach the companies at the Intern Fair”</td>
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<tr>
<td>Friday, November 20th 10:00 am – 12:00pm Maddox Grand Atrium</td>
<td>Post Assessment Survey</td>
<td>Fall Internship Fair - Bring copies of your resume!</td>
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