Internship Syllabus

Fall 2009

<table>
<thead>
<tr>
<th>Course # / Title / Credit:</th>
<th>MBU 3000</th>
<th>Music Business Internship</th>
<th>1-6CR</th>
</tr>
</thead>
<tbody>
<tr>
<td>AET 3000</td>
<td>Audio Engineering Technology Internship</td>
<td>1-6 CR</td>
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<tr>
<td>EIS 3000</td>
<td>Entertainment Industry Studies Internship</td>
<td>1-6 CR</td>
<td></td>
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<tr>
<td>SNG 3000</td>
<td>Songwriting Internship</td>
<td>1-6 CR</td>
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Semester: Fall 2009

Class Location: @ Internship Site

Contacts:
- Instructor: Jessie Watts
  
jessie.watts@belmont.edu
- Barbara Massey Hall, Room 246
- 615.460.6438
- 615-460-5516 (fax)

Office Hours: Monday - Friday, 8:00 AM – 4:30 PM
Closed for lunch 12:00 – 1:00

Final Exam: Evaluations are in lieu of final exam.

Educational Objectives of the Mike Curb College of Entertainment & Music: 1) To provide a personalized, career-oriented and practical education that emphasizes leadership, innovation, private enterprise and entrepreneurship. 2) To equip students with the tools to think critically, communicate effectively, accept responsibility, make successful decisions, and prosper in diverse work environments. 3) To emphasize quality classroom instruction within the parameters of ethical Christian principles.

Course Description:

AET 3000. Audio Engineering Internship (1-5). Prerequisites: AET 2000, AET 1380, AET 2090, AET 3190, junior standing, and a minimum of 2.8 Belmont cumulative G.P.A. This formal career education assignment enables students to intern at entertainment business organizations for a selected period of time. An internship may be repeated.

EIS 3000. Entertainment Industry Studies Internship (1-5). Prerequisites: EIS 2000, EIS 1220, EIS 2350, junior standing, and a minimum of 2.8 Belmont cumulative G.P.A. This formal career education assignment enables students to intern at entertainment business organizations for a selected period of time. An internship may be repeated.

MBU 3000. Music Business Internship (1-5). Prerequisites: MBU 2000, MBU 1110, MBU 2520, MBU 3450, junior standing, and a minimum of 2.8 Belmont cumulative G.P.A. This formal career education assignment enables students to intern at entertainment business organizations for a selected period of time. An internship may be repeated.

SNG 3000. Songwriting Internship (1-5). Prerequisites: SNG 2000, SNG 2110, junior standing, and a minimum of 2.8 Belmont cumulative G.P.A. This formal career education assignment enables students to intern at entertainment business organizations for a selected period of time. An internship may be repeated.

Learning Outcomes: Following successful completion of this course, the student should be able to:

- obtain practical experience in the entertainment & music industry;
- acquire marketable skills and make valuable industry contacts;
➢ apply music business/audio technology theories and principles to specific situations within their internship experience; and

➢ observe and reflect on professional behavior in the music industry.

Performance Criteria: See attached rubric.

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.

Course Requirements:

1. Attendance:

Intern is required to spend the minimum number of hours for the number of credit hours registered at the internship site. If you registered for:

1 credit hour, you must work 10 hours per week for a total of 150 hours for the Fall session

2 credit hours, you must work 12 hours per week for a total of 180 hours for the Fall session

3 credit hours, you must work 15 hours per week for a total of 225 hours for the Fall session

4 credit hours, you must work 20 hours per week for a total of 300 hours for the Fall session

5 credit hours, you must work 25 hours per week (Not recommended-375 hours)

6 credit hours, you must work 30 hours per week (Not recommended-450 hours)

Site supervisor will be asked to verify hours.

2. Materials:

Student/Company Contract (Belmont University's Internship Agreement) (Internship Form 1)

Student Company Information Form (submission online) (Internship Form 2)

Mid-term Evaluation from company (submission online) (Internship Form 3)

Final Evaluation - from company (submission online) (Internship Form 4)

Internship Experience Evaluation (submission online) (Internship Form 5)

3. Assignments:

1. Complete & submit the Student/Company Contract

2. Complete & submit Student Company Information (online)
3. Discuss performance with Internship Supervisor for mid-term & final evaluation

4. Submit Internship Experience Evaluation (online)

5. Send thank you letter/note to supervisor @ Internship Site

The Final Grade will be an “I” until all assignments, including the Internship Site Evaluations, are submitted to Coordinator.

4. Testing:

- Mid-term & Final evaluations submitted by the Internship Supervisor are in lieu of final exam.
- Must receive a 70% or better (a raw score of 56 or above) from Internship Site Evaluations to Pass Internship.

5. Assignment Schedule:

<table>
<thead>
<tr>
<th>Assignment</th>
<th>Due Dates</th>
</tr>
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<tbody>
<tr>
<td>Attend Internship Orientation. Location TBD.</td>
<td>TBD.</td>
</tr>
<tr>
<td>Student Company Information Form (online submission) (Internship Form 2)</td>
<td>One week from date of email from Internship Coordinator</td>
</tr>
<tr>
<td>Belmont University / Internship Agreement (Internship Form 3)</td>
<td>One week from start date of Internship</td>
</tr>
<tr>
<td>Mid-term evaluation from Internship Supervisor (online submission)</td>
<td>Wednesday, Oct. 14, 2009</td>
</tr>
<tr>
<td>Final evaluation from Internship Supervisor (online submission)</td>
<td>Friday, Dec. 4th, 2009</td>
</tr>
<tr>
<td>Internship Experience Evaluation (online submission) (Internship Form 6)</td>
<td>Friday, Dec. 4th, 2009</td>
</tr>
<tr>
<td>Thank you note to Internship Supervisor</td>
<td>upon completion of Internship</td>
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**Mid-Term & Final Evaluation:**

- Link to the form will be emailed to Internship Supervisor in advance of due date.
- Qualities and behaviors to be evaluated:
  - dependability (prompt, follows directions, meets obligations);
  - punctual (arrived on time – times absent, times tardy);
  - adaptability (catches on quickly, follows detailed instructions, flexibility);
  - ability to get along (cooperative, well-mannered, socially & emotionally stable);
  - attitude (enthusiastic, team player, positive thinking, desire to improve and learn);
  - initiative (ability to work without supervision, self-motivating);
  - responsibility & judgment (asks for help/advice as needed, decision making skills); &
  - accepts suggestions (eager to improve, seeks assistance, follows through).
- There are eighty points possible, must make 56 points to pass.

**Thank You Note:**

- Send a thank you note to your supervisor. It can be a formal note, but would probably be more appropriate if it is simply a personalized, handwritten note and mailed. Express your appreciation for allowing you to be at their company this semester and how much it has meant to you. Giving a small gift is also appropriate, if desired.
- You do not have to send a copy of the thank you note to the Internship Coordinator or the Instructor…this is strictly something that will benefit you in the future and should be something that you want to do.

**Performance Criteria Rubric:**

The Mid-Term and Final Evaluation are meant to be strong indicators of the Intern's performance over the semester. Certain situations will result in an F automatically:

If at any point in the internship you are asked not to return for the remainder of the semester, you will receive an F.

The student’s performance on each criterion will be graded using the following rubric (grading scale):

<table>
<thead>
<tr>
<th>Rating</th>
<th>Points Awarded</th>
<th>Description of Judging Criteria</th>
</tr>
</thead>
<tbody>
<tr>
<td>Excellent</td>
<td>70 - 100</td>
<td>Completed by supervisor and submitted by due date with a raw score of 56 or above. Final grade is given by Internship Coordinator, not by the company supervisor.</td>
</tr>
<tr>
<td>Unacceptable</td>
<td>Below 69</td>
<td>Raw score of 55 or below. Final grade is given by Internship Coordinator, not by the company supervisor.</td>
</tr>
</tbody>
</table>

***As with real life, sometimes you may encounter a difficult situation at your internship. It may be a personality conflict, being treated disrespectfully by your supervisor, being asked to do something that is not in line with Belmont's (or your own) values. Please do not try to handle these situations on your own. I will gladly help you work through any issues. If you have any concerns about your internship, please come and voice them to me (BMH 246). The sooner the better.***