

Syllabus: MU 4489 Internship: Music Industry Spring 2010

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Office: Butler G7 (Office Hours TBA)
Credits: 12
Location: based on specific internship assignments

COURSE DESCRIPTION:

A 14-week internship in the music industry intended as a capstone experience for the Bachelor of Music in Music with Elective Studies in Business or Emphasis in Music Technology. Internships may take place in the fields of music products retail and wholesale, arts management, marketing, promotions, recording, and/or production. Students are encouraged to make contact with potential internship programs well before their internship semester.

Music Industry internships are usually done in the final semester following completion of the student's other required coursework.

COURSE OBJECTIVES:

Learning objectives for internships will reflect the individualized nature of this capstone experience. A list of objectives, specific to each internship, is included with the Internship Approval Form. However, all music industry internships share an underlying set of course objectives in common:

1. Obtain "hands-on" job experience in the music industry
2. Observe professionals in the field
3. Gain a broadened understanding of problems and careers in the music industry
4. Obtain educationally directed field instruction
5. Apply knowledge, theory, and understanding in a job situation
6. Develop marketable skills

COURSE REQUIREMENTS

Textbooks/Required Reading

None. Occasional reserve readings may be posted. Site supervisors may assign reading/study material as needed

Assignments

Daily work assignments will be given by the on-site internship supervisor. A list of expected duties and learning objectives must be submitted to the faculty supervisor during the internship application and approval process before the internship begins. The faculty supervisor will consult with the on-site supervisor periodically in order to ensure these duties and objectives are being met. In addition to the daily work assignments given by the on-site supervisor, students enrolled in MU 4489 must also complete the following:

Weekly Journal (online). Each student will submit weekly journal entries documenting and explaining their activities. These journal entries will be posted online via Blackboard for review and comment by the faculty supervisor.

Internship Portfolio. Each student will prepare a portfolio of materials created during the internship. These materials will include artifacts created during the course of the internship related to at least three separate projects on which the intern has worked. The portfolio must be accompanied by a written commentary on the internship and the work completed, addressed to a general audience (i.e., potential employers). An updated résumé must also accompany the portfolio. Portfolios may be submitted online or as hard copies.

Exit Survey. Each student must complete a brief online survey at the conclusion of the internship in order to receive a grade in the course.

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Grades

Grades are based on timely completion of journal entries, submission of a project portfolio, and evaluation by the on-site supervisor. Specific grading criteria for each assignment will be found on the course web site (Blackboard). In general, Assignments will be graded according to the following:

Letter	%	GP	Criteria
A	95 – 100%	4.0	Exceptional. Well-prepared, insightful, and thorough.
A-	90 – 95%	3.7	
B+	87 – 90%	3.3	Good. Demonstrates a basic understanding of the material, and competent execution, perhaps with minor flaws
B	84 – 87%	3.0	
B-	80 – 84%	2.7	
C+	77 – 80%	2.3	Fair. Demonstrates a less-than-firm grasp of the material; missing elements; multiple factual/grammar/spelling errors
C	74 – 77%	2.0	
C-	70 – 74%	1.7	
D+	67 – 70%	1.3	Poor. Demonstrates a lack of effort or understanding of the material. Multiple errors, missing elements, or failure to follow assignment instructions
D	64 – 67%	1.0	
D-	60 – 64%	0.7	
F	< 60%	0.0	Missing, incomplete, plagiarized

Grades are weighted as follows:

- **Weekly Journal:** 20% of the final grade
- **Portfolio:** 30% of the final grade
- **Supervisor's evaluations:** 50% of the final grade.

The on-site supervisor will be contacted periodically for updates on the intern's performance. Formal evaluations will be completed at the midterm point and at the completion of the internship.

Basic Expectations

Mansfield University students working as interns in the field are expected to demonstrate a high degree of courtesy and professionalism at all times. Student interns must keep their appointed hours and arrive punctually. They must carry out their assigned duties to the best of their ability. They must deal with others in a courteous and polite manner. Beyond that, interns should present themselves well and approach their work with a helpful attitude. Internships sometimes become real jobs. Treat this as an audition.

Academic Integrity

Students are expected to submit original work. Where resources and sources of information are used, credit must be given to the original source. Any form of cheating or unprofessional conduct may result in failure of the course or other sanctions determined by the faculty supervisor. Additional information concerning academic integrity can be found in *The Mountie Manual*.

Attendance

Regular and punctual attendance is expected. Documented excuses because of illness, serious mitigating circumstances, or absences because of official university representation will be accepted. Attendance will be monitored by the on-site internship supervisor. Unexcused absences deemed unacceptable by the on-site supervisor may result in a failing grade.

Exceptionalities

Any students with documented psychological or learning disorders or other significant medical conditions that may affect their learning should work through Mr. William Chabala in our Counseling Center (Phone: 662-4798; e-mail wchabala@mansfield.edu) to provide me with the appropriate letter so that I may serve their particular needs more effectively. If you have an exceptionality that requires class or testing accommodations, Mr. Chabala will work with us to identify and implement appropriate interventions.