University of South Alabama  
Department of Music  
MUS 470.101, 102 – Music Business Internship (No web component)  
INTERNSHIP GUIDELINES  
Fall 2014  
Syllabus: Policies and Procedures

**Description**
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Office Hours: By appointment (8:00am-5:00pm)

**Course Description**
Internship is a program that provides qualified university students with supervised experience in production practice, management techniques, research applications, personnel matters, and other activities found in modern music industry.

**Introduction**
The internship is a work experience opportunity available to qualifying students in the Department of Music. For course credit (9-12 hours), students take entry-level employment responsibilities that are designed to introduce them to an organization’s day-to-day operations and require them to apply music business theory to practice. The internship program provides an opportunity for students planning careers in the music industry to participate in their chosen field prior to graduation. Commitment to this program results in viable work experience, guidance and direction for career planning, development of strong work habits, professional contacts and a portfolio displaying the intern’s professional accomplishments.

**Program Objectives**

**Student Objectives:**
- Develop knowledge and skills learned in the classroom
- Apply concepts and theories in a real world setting
- Understand how a professional business enterprise operates
- Make knowledgeable choices regarding career choices

**Sponsor Organization Objectives:**
- Influence training of future business leaders in the community
- Provide feedback concerning curriculum decisions
- Gain a manpower resource
- Benefit from intern’s contributions to the organization
Eligibility Criteria

The student must have, at the time of registration, the following prerequisites for the program:
1. A declared major in Music with Elective Studies in Business;
2. Completed all music business and general business courses;
3. Cumulative GPA of 2.5 or higher;
4. Approval of the Department Chair;
5. Successful completion of Keyboard Proficiency Exam;
6. Prospective interns are responsible for submitting the intern application to the Department of Music office.

UNDER NO CIRCUMSTANCE IS A STUDENT TO MISS CLASS OR BE PAID TO PARTICIPATE IN THIS INTERNSHIP!

Internship Placement

Internship opportunities may be identified by businesses or organizations, music faculty members, prospective student interns, or Career Services (http://www.southalabama.edu/careerservices/goingglobal.html).
The Department of Music does not guarantee placement.

Responsibilities
Students, supervisors in sponsoring organizations, and the University all share responsibility for this program’s success. Their duties for the period of this experience are as follows:

The Student will:
1. Submit an “Internship Agreement” prior to the beginning of the internship to the faculty supervisor;
2. Complete the required number of internship hours (40 work hours per week for fifteen weeks or the equivalent). This activity must be documented in the form of an activity report/log, maintained on a weekly basis. Entries should describe the activities performed, reflection on the experiences, and include the dates and number of hours worked;
3. Submit electronically the weekly activity reports (logs) to the faculty supervisor. Label each report as “Lastname, Week 1”, etc. A final summary of the internship experience should be submitted at the end of the internship during final exams.
4. Arrange three (3) conferences with the intern, the faculty supervisor, and the business supervisor. The first conference must be held within the first two weeks, the second should be held at the midpoint, and the final conference upon completion of the internship experience. Conferences should be in person or via telecommunications such as Skype;

The Supervisor at the Sponsoring Organization will:
1. Direct and supervise the student’s work;
2. Evaluate the intern’s performance at mid-term and at the end of the program. (See attached evaluative instrument). Sponsoring organizations may wish to use their own personnel evaluation measurements;
3. Meet the academic expectations of the Department of Music;
4. Maintain time sheets for each intern submitting copies to the faculty supervisor.
The Faculty Supervisor will:
1. Maintain close contact with the sponsoring organization’s personnel to ensure that the internship is a valuable academic experience;
2. Compile internship-related documents from the student and sponsoring organization;
3. Provide advice and counsel to student interns;
4. Collect all activity reports and other paperwork from student interns;
5. Evaluate activity reports and other paperwork submitted by students.

Evaluation
Evaluation of the intern’s performance will be supplied by both the supervisor at the sponsoring organization and the faculty supervisor. Activity reports will be reviewed for completeness. Activity reports should be submitted electronically to the faculty supervisor once every week throughout the semester. Remember, activity reports should include reflection on the daily experiences and NOT simply a list of tasks performed.

Activity reports will be evaluated on the basis of both content and writing style. The activity reports should include reflection on the overall internship experience. It is important that the student relate information from his or her educational experience to the internship experience. The final collection of activity reports should include a two-page summary of the internship experience. This summary should be typed and double-spaced on 8.5 X 11” paper. There should be a cover page containing the title, author’s name, University mailing address, email address, and telephone number.

All logs and papers must be submitted to the faculty supervisor on the date specified or by the end of the final examination period.

Grading

A final grade will be based upon the following 100 pt. scale:

1. Prompt receipt of all required documents (5 points);
2. Conference #1, within the 2nd week of internship (5 points);
3. Conference #2, at the midpoint of the internship (5 points);
4. Conference #3, upon completion of internship (5 points);
5. Quality of the student activity reports (20 points);
6. Evaluation from supervisor at sponsoring organization (25 points);
7. Evaluation from faculty supervisor (25 points);
8. Quality of final collection of activity reports and summary of the internship experience (10 points).

Total points = 100

A = 90-100
B = 80-89
C = 70-79
D = 60-69
F = 0-59
**Students with Disabilities**
In accordance with the Americans with Disabilities Act, students with bona fide disabilities will be afforded reasonable accommodation. The Office of Special Student Services (OSSS) will certify a disability and advise faculty members of reasonable accommodations. If you have a specific disability that qualifies you for academic accommodations, please notify the professor and provide certification from the Office of Special Students Services. OSSS is located at 5828 Old Shell Road at Jaguar Drive, (251-460-7212).

**Changes in Course Requirements**
Not all classes progress at the same rate thus course requirements might have to be modified as circumstances dictate. You will be given written notice if the course requirements need to be changed.

**Academic Disruption Policy**
The University of South Alabama’s policy regarding Academic Disruption is found in *The Lowdown*, in the student handbook.

[http://www.southalabama.edu/lowdown/academicdisruption.shtml](http://www.southalabama.edu/lowdown/academicdisruption.shtml): Disruptive academic behavior is defined as individual or group conduct that interrupts or interferes with any educational activity or environment, infringes upon the rights and privileges of others, results in or threatens the destruction of property and/or is otherwise prejudicial to the maintenance of order in an academic environment. Students are expected to be cordial, courteous, and respectful of faculty members and fellow students.

Cell phone usage is expressly forbidden during rehearsals.

**Student Academic Conduct Policy**
The University of South Alabama’s policy regarding Student Academic Conduct Policy is found in *The Lowdown*, the student handbook.

[http://www.southalabama.edu/lowdown/academicconductpolicy.shtml](http://www.southalabama.edu/lowdown/academicconductpolicy.shtml): The University of South Alabama is a community of scholars in which the ideals of freedom of inquiry, freedom of thought, freedom of expression, and freedom of the individual are sustained. The University is committed to supporting the exercise of any right guaranteed to individuals by the Constitution and the Code of Alabama and to educating students relative to their responsibilities.

**Course and Teacher Evaluation**
Student input for course improvement is extremely important. Course and Teacher Evaluations will be distributed each semester. Your evaluations are taken seriously and do effect change.

**JagSuccess**
Students enrolled at the 100 level of this course will receive a JagAlert approximately six weeks into the semester if course performance/attendance is unsatisfactory.

**Online Writing Support**
The University of South Alabama provides online writing tutoring services through SMARTTHINKING, an online tutoring service. SMARTTHINKING is available at [http://services.smarthinking.com](http://services.smarthinking.com).
University of South Alabama  
Department of Music  
Internship Agreement

TO BE COMPLETED BY THE INTERN

Intern Requirements:
- Register for MUS 470 (9 or 12 credit hours)
- Submit Internship Agreement to faculty supervisor prior to beginning internship
- Work 40 hours per week (or equivalent as determined by the internship supervisor)
- Schedule conferences with the faculty supervisor and internship supervisor
- Electronically submit weekly logs of activities, goals/objectives, information learned, etc.

Intern Name ____________________________________________________

J# ___________________________ Phone # ____________________________

Intern Email address ____________________________________________

Sponsoring Organization/Company __________________________________

Contact Person ___________________________________________________

Contact Phone # _______________ Email ______________________________

Semester of Internship ____________________________________________

Student Signature _______________________________________________  DATE
University of South Alabama Department of Music
Internship Evaluation Form
(To be completed by the supervisor of the sponsoring organization)

Student Name: ___________________________ Evaluation Date: ____________

Please evaluate the intern’s performance using a checkmark with regard to the following:

1. Relations with coworkers
   ___ well accepted   ___ satisfactory   ___ has some difficulty   ___ doesn’t get along with others

2. Relations with supervisor
   ___ seeks guidance   ___ accepts criticism   ___ some resentment   ___ fails to benefit

3. Attitude toward work
   ___ highly enthusiastic   ___ interested   ___ indifferent   ___ not interested

4. Quality of work
   ___ superior   ___ good   ___ fair   ___ poor

5. Dependability
   ___ very dependable   ___ usually dependable   ___ sometimes careless   ___ unreliable

6. Ability to learn
   ___ learns quickly   ___ learns at satisfactory pace   ___ learns at average pace   ___ learns slowly

7. Judgment
   ___ mature   ___ average   ___ sometimes immature   ___ immature

8. Attendance
   ___ regular   ___ irregular

9. Punctuality
   ___ regular   ___ irregular

10. Initiative
    ___ makes suggestions   ___ seldom makes suggestions   ___ no original ideas

11. Oral communication
    ___ superior   ___ good   ___ fair   ___ poor

12. Written communication
    ___ superior   ___ good   ___ fair   ___ poor

13. Knowledge of subject matter
    ___ superior   ___ good   ___ fair   ___ poor

14. Professional promise
    ___ superior   ___ good   ___ fair   ___ poor

Overall Performance of Intern (please circle)

1  2  3  4  5  6  7  8  9  10
Outstanding  Average  Unsatisfactory

______________________________________________
Signature of Evaluator