

RIM 4010 AUDIO INTERNSHIP SYLLABUS

Audio Production Intern Coordinator: Daniel Pfeifer
BRAGG 206 - email: dan.pfeifer@mtsu.edu - (615) 898-5944
Website: <http://riminternships.mtsu.edu>

OVERVIEW and LEARNING OUTCOMES:

The Recording Industry audio internship program is designed to provide practical experience for advanced students in a professional audio industry setting. Learn from professionals and practical training in a professional environment. An internship should further develop student competencies in production, technological, and related areas of the industry while providing practical application of theories, techniques, and concepts discussed in other courses. Additional goals of the internship program are to further develop a sense of professionalism, reasoning ability, resourcefulness, and self-reliance. Students should also establish contacts within the industry that may lead to entry-level employment.

PREREQUISITES:

- Current enrollment with good standing as an Audio Production or Recording Industry major
- Junior Standing (60 hours or more)
- Audio Production or Recording Industry Candidacy
- RIM 4100
- RIM 4400 or 4330
- Approved Internship Application and current resume/references

NOTE: All prerequisite courses must be completed with a grade of "C" or better.

NOTE: Concurrent enrollment in an internship and prerequisite course is not allowed.

NOTE: Internship providers may require additional courses in specific areas

GRADING SCALE: This is a PASS/FAIL course.

GRADING CRITERIA: Your final grade will be based upon the following:

- Satisfactory performance on the job as determined by the MTSU Internship Coordinator
- Satisfactory performance on the job as determined by the internship provider supervisor
- A signed and completed evaluation form by the internship provider supervisor
- Completion of requisite number of hours by the last day of classes
- On-time submission of all required materials:
 - o Signed and completed Confirmation of Internship form
 - o Signed and completed monthly logs of daily activities
 - o Completed Internship Completion Report
 - o A copy of the thank you note you sent to your internship provider

CREDIT HOURS:

- You may register for 1 to 6 credits per semester or summer term
- You may enroll for a maximum of 6 credit hours per semester or summer term
- No more than a combined total of 6 hours from RIM 3580 (Practicum), RIM 4000 (Music Business Internship), and/or RIM 4010 will be counted toward your Recording Industry major electives.

ATTENDANCE:

- This class does not meet on campus
- You are to secure an internship position at a qualified internship provider
- You are to complete a Confirmation of Internship form (on website)
- You are to complete the required number of hours for the number of credit hours for which you have enrolled
- During the term for which you have registered, you are required to work a minimum of 75 hours on the job for every credit hour of enrollment. (For example, a 3-credit hour internship will require a minimum of 225 hours on the job.)

MTSU COVID POLICY FOR INTERNSHIPS:

Students: If you and your internship provider agree, and if permitted by applicable public health guidelines, we will allow you to complete your internship in person or remotely and will relax the “in office” requirements if you and your internship provider choose to do so. However, the student will need to work remotely in their own home and not in the home of the internship provider. You shall share the plans you work out with your provider immediately with your faculty supervisor via email at dan.pfeifer@mtsu.edu. Timesheets will need to be uploaded via D2L or sent to your faculty supervisor via email. If you and your internship provider agree to complete an on-site internship, you do so at your own risk and you release MTSU and its agents and employees from any liability for any harm you suffer as a result of your decision to participate in the on-site internship.

Providers: To the extent possible, interns and other students working off-campus will be allowed to do so if the students and the internship provider agree and the faculty supervisors approve. The provider will be expected to follow, and require the intern to follow, all applicable public health guidance, including any required distancing or other health safeguards necessary for the protection of the student intern. If students are not comfortable working or if MTSU notifies the student and internship provider that on-site internships are terminated, the student should be excused and alternative arrangements made, if possible.

See me if you have any questions or concerns. Only students who have started their internships will be allowed a means to complete the course via alternate methods.

MTSU COVID-19 Statements

Attendance: Students should not attend an on-ground, in-person class or internships if they are ill, have any symptoms listed in the Pre-Class COVID-19 Self-Assessment, have tested positive for COVID-19, or have been in close contact with others who have tested positive. If they have tested positive or have been in close contact with someone who has, they should self-quarantine. Students are expected to keep their instructors informed regarding their status when they are absent from class and act with good faith and honesty when determining whether or not they attend class. For more information, see (https://www.mtsu.edu/policies/pending/pdfs/311-A_Class_Attendance_Policy_Amendment.pdf) and your instructor’s syllabus.

Masking: All students, faculty, and staff must be masked and observe appropriate six-foot minimum social distancing while on campus and at internship locations. Masks are defined as disposable single-use paper masks, cloth face coverings with ear loops or ties, balaclavas, gaiters, and bandanas that cover the nose and mouth. Students who cannot wear a mask for medical reasons must have a written accommodation from the Disability and Access Center (<https://www.mtsu.edu/dac/index.php>).

Zoom behavior: University Policy 540 Student Conduct (<https://www.mtsu.edu/policies/student-affairs/540.php>) stipulates that appropriate behavior is required both in person and online. Appropriate language and attire are required on Zoom, both in lecture and break-out rooms.

For additional guidance on MTSU rules, facilities, and schedules, see <https://www.mtsu.edu/coronavirus/index.php>

MONTHLY LOGS OF DAILY ACTIVITIES:

- You are required to keep a Monthly Log of Daily Activities
- These logs are to show the total hours worked during that month
- These logs are to be signed by the internship provider supervisor prior to submission
- These logs are due within 5 working days after the last day of each month
- The log for your final month of work is due by 4:30 p.m. the last day of classes (NOT the last day of finals)
- Copies of blank monthly log sheets are available as a downloadable Word file from the RIM Internship website

INTERNSHIP COMPLETION REPORT:

- At the end of the term, you are to complete the Internship Completion Report
- The Internship Completion Report is due by 4:30 p.m. the last day of classes (NOT the last day of finals)
- A copy of blank Internship Completion Report is available as a downloadable Word file from the RIM Internship website

THANK YOU NOTE:

- At the end of the term, you are to send a Thank You Note to your internship provider
- You are also to make a photocopy of the thank you note and submit it with your other final internship materials
- The copy of the Thank You Note to your employer is due by 4:30 p.m. the last day of classes (NOT the last day of finals)

MATERIAL SUBMISSION:

- Make a copy of ALL internship materials prior to submission and keep them in your file
- Submit all internship materials to the Audio Production Internship Coordinator in BRAGG 206 (you may place materials under my door if I am not in.)
- You may submit materials to the Recording Industry office
- You may scan materials and email them to dan.pfeifer@mtsu.edu
- You may submit materials by FAX (615) 494-7740

NOTE: It is your responsibility to make sure these materials are received by the stated deadline. Failure to submit internship materials on time may result in the failure of this course.

OTHER INFORMATION:

Email Addresses: Your MTSU MTmail email address is the only email address that will be used for this course.

Repeat Policy: No upper division RI courses may be attempted more than twice (i.e.: only one repeat allowed). Any attempt to repeat a course more than once is only allowed upon the recommendation by the student's advisor.

Do you have a lottery scholarship? Do you have a lottery scholarship? To retain the Tennessee Education Lottery Scholarship eligibility, you must earn a cumulative TELS GPA of 2.75 after 24 and 48 attempted hours and a cumulative TELS GPA of 3.0 thereafter. A grade of C, D, F, FA, or I in this class may negatively impact TELS eligibility. If you drop this class, withdraw, or if you stop attending this class you may lose eligibility for your lottery scholarship, and you will not be able to regain eligibility at a later time. For additional Lottery rules, please refer to your [Lottery Statement of Understanding form](#) or contact the [MT One Stop](#).

Students with Disabilities: Reasonable Accommodations for Students with Disabilities: Middle Tennessee State University is committed to campus access in accordance with Title II of the Americans with Disabilities Act and Section 504 of the Vocational Rehabilitation Act of 1973. Any student interested in reasonable accommodations can consult the [Disability & Access Center \(DAC\) website](#) and/or contact the DAC for assistance at 615-898-2783 or dacemail@mtsu.edu.

Academic Integrity: Academic integrity is a hallmark of Middle Tennessee State University. We expect students to complete academic exercises, i.e., assignments turned in for credit, that are original and appropriately credit all sources used. Academic misconduct includes, but is not limited to:

1. **Plagiarism:** The adoption or reproduction of ideas, words, statements, images, or works of another person as one's own without proper attribution. This includes self-plagiarism, which occurs when an author submits material or research from a previous academic exercise to satisfy the requirements of another exercise and uses it without proper citation of its reuse.
2. **Cheating:** Using or attempting to use unauthorized materials, information, or study aids in any academic exercise. This includes unapproved collaboration, which occurs when a student works with others on an academic exercise without the express permission of the professor. It also includes purchasing assignments or paying another person to complete a course for you.
3. **Fabrication:** Unauthorized falsification or invention of any information or citation in an academic exercise.

Going online and using information without proper citation, copying parts of other students' work, creating information to establish credibility, or using someone else's thoughts or ideas without appropriate acknowledgment is academic misconduct. If you have a question about an assignment, please ask me to clarify. All cases of academic misconduct will be reported to the Director of Student Academic Ethics and may result in failure on the test/assignment or for the course.

When students participate in behavior that is considered to be academic misconduct, the value of their education and that of their classmates is lessened, and their academic careers are jeopardized.

Civility: Please choose your words carefully and be mindful of differences in the workplace.

Title IX: Students who believe they have been harassed, discriminated against or been the victim of sexual assault, dating violence, domestic violence or stalking should contact a Title IX/Deputy Coordinator at 615-898-2185 or 615-898-2750 for assistance or review MTSU's Title IX website for resources. <http://www.mtsu.edu/titleix>

Free Tutoring: Learn how to study, get help with understanding difficult course material, receive better test grades, or simply improve your grade point average! Our FREE tutoring service is available in *study skills* and *learning strategies* that includes sessions on time management, notetaking, when and where to study, and memory principles. Tutoring is also available in several courses including biology, history, computer information systems, physics, math, psychology, chemistry, economics, recording industry, and many more. The central location for tutoring is the Tutoring Spot, located in Walker Library, but is also conducted at various other campus sites. For available tutoring opportunities, visit <http://mtsu.edu/studentsuccess/tutoring.php#on> . For questions, call the Tutoring Spot at 615-904-8014.

You're Not Alone: As a college student, you may experience a range of challenges and issues that can interfere with your physical and mental well-being, hinder your academic experience, and negatively impact your daily life. Some of these experiences may include overwhelming depression/sadness, anxiety, high levels of stress, use of alcohol/drugs, difficulty sleeping, difficulty concentrating, and/or loss of motivation. If you or any of your classmates are experiencing these issues, it is important to reach out and ask for help. Discuss your situation with a friend, a family member, your instructor, or an academic advisor. Remember: Everyone struggles. It's okay to talk about it. Ask for help. YOU ARE NOT ALONE! For assistance contact MTSU Counseling Services, KUC 326S, 615-898-2670 (free for students) or MTSU Center for Counseling and Psychological Services, Miller Education Center, 503 East Bell Street, Suite 100, Murfreesboro, TN, 615-898-2271 (Free for students).

Vote: mtsu.edu/vote

Technical Support

Students who experience technical problems including, but not limited to, logging into their course, timing out of their course, using the course web site tools, should be encouraged to contact the [MTSU Help Desk](#) online (24/7) or at 1-615-898-5345. The help desk will not help with audio, musical, or studio issues.

***This syllabus is subject to change.
Revisions will be announced via email and posted online.***

Rev. 8-20