OVERVIEW and LEARNING OUTCOMES:
The Recording Industry internship program is designed to provide practical experience for advanced students in a professional recording industry setting. 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 a Recording Industry major
- Senior Standing (90 hours or more)
- Audio Production Sub-core: RIM 4190, RIM 4200, and RIM 4400
- Approved Internship Application and current resume/references

NOTE: All prerequisite courses must be completed with a grade of “C” or better. (A grade of C- does not count in a prerequisite course.)

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 (in packet and 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.)

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 included in your Internship Packet and 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 included in your Internship Packet and 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 COMM 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.
LOTTERY SCHOLARSHIP:
Do you have a lottery scholarship? To retain 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. You may qualify with a 2.75 cumulative GPA after 72 attempted hours (and subsequent semesters), if you are enrolled full-time and maintain a semester GPA of at least 3.0. A grade of C, D, F, FA, or I in this class may negatively impact TELS eligibility. Dropping or stopping attendance in a class after 14 days may also impact eligibility; if you withdraw from or stop attending this class and it results in an enrollment status of less than full time, you may lose eligibility for your lottery scholarship. Lottery recipients are eligible to receive the scholarship for a maximum of five years from the date of initial enrollment, or until reaching 120 TELS attempted hours or earning a bachelor degree. For additional Lottery rules, please refer to your Lottery Statement of Understanding form http://mtsu.edu/financialaid/forms/Lottery%20Statement%20of%20Understanding%202013-14.pdf or contact the Financial Aid Office at 898-2830.

ACADEMIC MISCONDUCT
Middle Tennessee State University takes a strong stance against academic misconduct. Academic Misconduct includes, but is not limited to, plagiarism, cheating, fabrication, or any such act. For purposes of this section, the following definitions apply:

(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. The term academic exercise includes all forms of work submitted for credit or hours.

(3) Fabrication: Unauthorized falsification or invention of any information or citation in an academic exercise.

To be clear, going online and taking information without proper citations, copying parts of other student’s work, creating information for the purposes of making your paper seem more official, or anything involving taking someone else’s thoughts or ideas without proper attribution is academic misconduct. If you work together on an assignment when it is not allowed, it is academic misconduct. If you have a question about an assignment, please come see me to clarify. Any cases of academic misconduct will be reported to the Office of Academic Affairs for violating the academic honesty requirements in the student handbook. They may also result in failure for the course and/or other consequences. Remember — ignorance is NOT a defense.

The remainder of the posted internship materials is considered to be part of this syllabus.

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