

# RIM 4010 RECORDING INDUSTRY INTERNSHIP: TECHNOLOGY SYLLABUS

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**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.

## **CURRENT 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

## **NEW PREREQUISITES (Fall 2018):**

- Current enrollment with good standing as a Recording Industry major
- Junior Standing (60 hours or more)
- Audio Production Candidacy
- RIM 4100 and 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 (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](mailto: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:**

**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 (<http://www.mtsu.edu/financial-aid/forms/LOTFEV.pdf>) or contact your MT One Stop Enrollment Coordinator (<http://www.mtsu.edu/one-stop/counselor.php>).

**American Disabilities Act Statement:** 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](mailto:dacemail@mtsu.edu).

**Academic Integrity:** Please refer to the MTSU *Student Rights and Responsibilities Handbook* for policies on matters of academic responsibility, civil behavior and disciplinary sanctions.

**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>

All other 4010 internship materials posted on the website are considered part of this syllabus.

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