

GRADUATE INTERNSHIP

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Hours: by appointment

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Overview and Learning Outcomes:

The MFA graduate internship program is designed to provide practical experience for advanced students in a professional recording industry setting. Learn from professionals and practical training in a professional environment. The program is centered on the MRAT 6360 Graduate Internship course. 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 candidate in the MFA program
- Completion of first full year of MFA curriculum
- Approved Internship Application (Permission of Department)

NOTE: All prerequisite courses must be completed with a grade of “B” or better.

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 MFA Internship Coordinator
- Satisfactory performance on the job as determined by the internship 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 signed and completed internship materials (Confirmation Form, Monthly Logs, Completion Report, and Journal).

Credit Hours:

- No more than 6 MRAT 6360 credit hours will count toward your MFA guided electives.
- You may register for 3 credit hours per semester during the fall and spring terms.
- You may register for up to 3 to 6 credit hours during the summer term.

Application Process and Materials:

- You must prepare the following materials:
 - o Fully completed MRAT 6360 Internship Application (available on the website)
 - o Updated resume with a current list of references
 - o Internship goals statement (on application)
 - o Optional: Any supplemental materials (demo disc, discography, credits, etc.)

- You are required to interview with the MFA Internship Coordinator
- You are required to interview with the potential internship provider(s)
- You are required to secure an internship position with a qualified internship provider
- All MRAT 6360 candidates are subject to MFA faculty review

Attendance:

- This class does not meet on campus, but meets in a professional production environment as determined by your internship provider
- 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.)
- Your internship work schedule is determined by you and the internship provider.

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 Michael.Hanson@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.

COVID-19 Statements

Attendance: Students should self-assess their health and 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: Students must comply with their internship provider’s masking and distancing policy while in their internship workplace. 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>).

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 end of each month
- The log for your final month of work is due with the final internship materials.
- A blank monthly log sheet is available as a Excel and .pdf file on the website

Journal:

- In addition to your monthly logs, write a journal that reflects each day's activities and what you learned. This journal is due at the end of the term and will help you write your Completion Report.

Internship Completion Report:

- At the end of the term, you are to write a Completion Report that summarizes your experience, how your internship goals were met, and what you learned.
- Reflection for 3-4 hour internships are to be 2-3 pages in length
- Reflection for 5-6 hour internships are to be 4-6 pages in length
- The Internship Completion Report is available as a Word and .pdf file on the website

Thank You Note:

- At the end of the term, please send a "thank you" note to your internship provider.
- Make a copy and include it with your final materials.

Material Submission:

- Make a copy of ALL internship materials prior to submission and keep them in your file
- Final internship materials are due by 4:30 p.m. the last day of classes (NOT the last day of finals)
- Submit all internship materials to the MFA Internship
- You may submit materials to the Recording Industry office
- You may scan materials and email

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

OTHER INFORMATION:

Email Address: Per MTSU policy, your MTSU email address is the only email address that will be used in this course. Non-MTSU email addresses will be ignored and blocked.

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.

Hope (Lottery) Scholarship Information

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 stop attending this class, you may lose eligibility for your lottery scholarship, and you may not be able to regain eligibility.

For additional Lottery rules, please refer to your [Lottery Statement of Understanding form](#) or contact your [MT One Stop Enrollment Counselor](#).

Academic Integrity/Misconduct

Please review the [information on Academic Integrity and Misconduct](#). Academic integrity is a hallmark of Middle Tennessee State University. We expect students to present original work for all academic assignments turned in for credit 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.
4. 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 for clarification. All cases of academic misconduct will be reported to the Director of Academic Integrity 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 reduced, and their academic careers are jeopardized.

Taking a test/quiz ONLINE is just like taking a test/quiz in a classroom. Unless you have the approval of your professor:

- You may not use your textbooks
- You may not use class notes
- You may not use additional websites
- You may not ask anyone for help Using any knowledge resources without the explicit approval of your professor may be considered a violation of the Academic Integrity policy.

Free Tutoring

The Office of Student Success encourages all students to take advantage of the free campus tutoring. Tutoring is available in over 200 hundred courses in subjects such as biology, history, computer information systems, physics, math, economics, recording industry, study skills/learning strategies, and many more. Visit their website at: <https://www.mtsu.edu/studentsuccess/tutoring.php>

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.

Mental Health

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 and staff).

Civility: Please choose your words carefully and be mindful of differences in this classroom.

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>

Writing Center: If you need help with the writing components of your assignments you are encouraged to seek the assistance of the MTSU Writing Center:
<https://mtsu.edu/writing-center/index.php>

Vote: mtsu.edu/vote

*This syllabus is subject to change.
Revisions will be announced in class and posted online.*