MRAT 6360 GRADUATE INTERNSHIP
SYLLABUS
MFA Internship Coordinator: Daniel Pfeifer
BRAGG 206 - email: dan.pfeifer@mtsu.edu - 615-898-5944
Website: http://riminternships.mtsu.edu

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.

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.

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 Coordinator in COMM 206 (you may place materials under my door)
- 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 will result in the failure of this course.

OTHER INFORMATION:

Email Address: Your MTSU email address is the only email address that will be used in this course.

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 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

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