Music 495: Music Industry Internship (6-12 credit hours)

Capital University Conservatory of Music Every Semester

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**I. COURSE DESCRIPTION: Music 495—Music Industry Internship (6-12 credits)** An on-site experience in a music industry-related environment, designed to provide the student with insight and skill development that may be leveraged into their career at a future date.

**II. COURSE GOALS**: This course is designed as a “hands-on” or “real-world” experience, working alongside industry professionals to gain both valuable insight and perspective of a music industry-related job or career path. The course is meant to immerse the student in a significant amount of time in a cooperative setting, thereby allowing for as many as 12 credit hours (full-time) hours. The student may not register for any less than six semester hours for this course.

**III. LEARNING OUTCOMES:** Diligent and successful study in this course will make it possible for you to…

* Articulate a new level of understanding of a facet(s) of the music industry.
* Identify new skill sets learned through the experience.
* Demonstrate the ability to analyze and identify best practices in the field.
* Demonstrate professional behavior in the organizational planning, skills, administration of a specific area(s) of the music industry as a result of the experience.

**IV. STUDENT ASSESSMENT:**

Students assessment will be based on satisfactory attendance and the timely and proper submission of a journal, documenting the experiences within the internship period.

Grades are awarded according to the Conservatory grading scale:

A = 96–100 B+ = 88–91 C+ = 76–79 D+ = 64–67

A– = 92–95 B = 84–87 C = 72–75 D = 60–63

B– = 80–83 C– = 68–71 F = 0–59

**V. COURSE MATERIALS**:

Required Materials: TBD

**VI. COURSE REQUIREMENTS**:

* Attend internship as planned, within the published, per-credit hour guidelines.
* Complete all assignments
* Participate in rehearsals and worship experiences.

**VII. POLICIES: As a representative of the University and a member of the “team” of the internship location/business, you are to follow the internal guidelines of the organization or agency you are working with**.

This means adhering to any policies, guidelines, rules, regulations, etc., set forth by the cooperating agency or business. This may include, but not be limited to: dress, workplace polices, drug/alcohol polices, and any other HR-related items that may be a part of the standard working environment.

**PLEASE NOTE: you are NOT considered to be an “employee” of the cooperative agency – therefore, specific benefits (insurance, vacations, bonus, etc.) provided to an employee are not an expectation of this internship. As a Capital University student, you are being provided university credit for this experience. However, you MAY receive a stipend for your work, but this should not be an expectation of the internship experience. If you receive a stipend of any sort, it constitutes a stipend and DOES NOT define an employee/employer relationship between you and the cooperative agency.**

**Attendance policy:** A minimum of thirty-five (35) clock hours is required for each credit hour generated for the internship over a fifteen-week period. (example: 210 clock hours for a six credit hour internship over fifteen weeks/14 hours per week; 305 clock hours for a ten-week period; 620 clock hours for a twelve credit hour internship over a fifteen-week period/28 hours per week)

**University policies** governing drop dates, penalties, plagiarism, incompletes, and academic integrity as detailed in the Capital University Undergraduate Bulletin.

**Academic Success**

The office of Academic Success (Blackmore Library, 2nd floor) assists all students in becoming more confident, independent lifelong learners. Provided services include the following:

* Content area **Peer Tutoring** for math, science, and most other subjects.
* A **Writing Center** that serves as a resource for students engaged in any stage of the writing process for assignments in any course.
* **Supplemental Instruction (SI)** in support of selected courses.
* **Academic Success Coaching** to assist students with developing strategies for time management, organization, test preparation and test-taking strategies, goal setting, registration system navigation, reading degree audits, course sequencing, and more.
* **Online eTutoring** ([www.etutoring.org](http://www.etutoring.org)) for accounting, algebra, anatomy & physiology, calculus, chemistry, math, physics, statistics, and writing.
* **Testing services** to assist the Office of Disability Services in implementing testing accommodations for registered students.

Students can schedule an appointment ahead of time by calling Academic Success at (614) 236-6327, emailing [AcademicSuccess@capital.edu](mailto:AcademicSuccess@capital.edu), or stopping by our learning center on the second floor of Blackmore Library. Appointments can also be scheduled by logging into [tutortrac.capital.edu](http://tutortrac.capital.edu/). For additional information about Academic Success programs and services, contact Director Bruce Epps at [bepps@capital.edu](mailto:bepps@capital.edu) or (614) 236-6461. You can also follow us on Twitter and Instagram @CapitalUSuccess for updates and information.

**Disability Services**

Capital University is committed to providing reasonable accommodations for students with disabilities. If you are seeking academic accommodations you are required to register with the Office of Disability Services (ODS). To receive academic accommodations for this class, please register with ODS and meet with me at the beginning of the semester. Further information may be obtained by contacting Dr. Jennifer Speakman, Assistant Provost and Disability Services Director, by email ([jspeakman@capital.edu](mailto:jspeakman@capital.edu)) or by telephone (614.236.7127).  This syllabus is available in alternate format upon request.

**Title IX – Sexual Harassment, Discrimination, and Misconduct**

Capital University is committed to ensuring a safe environment free of discrimination on the basis of sex, including sexual misconduct and harassment.  If you have experienced an incident of sex or gender-based discrimination, harassment, or sexual misconduct, we encourage you to report it.  Capital University faculty are committed to supporting students, however, please understand that faculty are “responsible employees” of the University and must report incidents of sex- or gender-based discrimination, harassment, and sexual misconduct to the Title IX Coordinator, Dr. Jennifer Speakman.  If you would like to make a confidential report, please refer to Capital University’s Sex- or Gender-Based Discrimination, Harassment, and Sexual Misconduct policy for more information on reporting options: <http://www.capital.edu/Title-IX-and-Sexual-Harassment/>.