

5/28/01

Course	Title	Credit
MUBZ M475	Music Business Internship	3 hrs.

Bulletin Description

Students will complete a 15-week Internship at a company in the music industry which offers a varied, practical, and challenging learning experience. This Internship will be supervised by a sponsor from the company and the Chair of the Music Business Program.

Prerequisites

Senior standing
Permission of Instructor

Textbooks and Other Materials to be Purchased by Student

None

Course Requirements

The Internship experience is an important bridge between academic preparation and career development. At this point the student should have completed all required courses and is expected to have developed a mature knowledge, understanding and attitude regarding their choice of a career in music industry. It is the goal of the Loyola University Music Business Program to have all Seniors undertake an Internship at a professional firm involved in some facet of the music industry.

The following Internship Guidelines must be followed. Any deviations cannot be considered without the specific written authorization of the Chair of the Music Business Program, given prior to the Internship experience.

- The Internship is **not** guaranteed to any student in the Music Business Program. To qualify and be recommended by the Chair of the Music Business Program for an Internship, the student must be a full time student, currently enrolled in the four-year Music Business Program. Only those students who have successfully completed MUBZ-M450 *Music Business Seminar* are eligible.
- Students who have successfully completed MUBZ-M450 *Music Business Seminar* and do not wish to become Interns or have not been recommended for an Internship by the Chair of The Music Business Program will complete the *Internship Waiver Application* and then successfully complete their final 6 credit hours in advanced courses selected from the *Approved Electives List* such as: Business Finance, Marketing Principles, Organizational Behavior, Business Law, and one music elective.
- Internships are designed to take place during the final semester of the student's senior year and will occupy the entire 15 weeks, for a total of at least 300 hours of Internship experience (September through December or January through May). It is expected that twenty hours per week will be the norm; additional hours are strongly encouraged, but not required.
- The Internship is registered under course number MUBZ-M475 *Music Business Internship* for three credit hours. If additional credit hours are needed, the student may register for MUBZ-M499 Directed Study in Music Business.
- The student will solicit the Internship, and interview with the Internship Sponsor prior to the beginning of the Internship experience. In the event that the Music Business Program is solicited by an prospective Internship Sponsor and a student is recommended by the Chair of the Music Business Program, it remains the student's responsibility to interview and otherwise arrange for the Internship.

- After acceptance by an Internship Sponsor a letter from the Sponsor must be received and approved before the Internship can begin. The letter must include statements:
 - Verifying acceptance of the student as an Intern
 - Listing duties of the Internship
 - Stating number of hours per week expected of the Intern
 - Accepting the Music Business Program's Internship Guidelines.

- The student will complete the *Internship Application*. If the Internship is approved by the Chair of the Music Business Program, the student will register for MUBZ-M475 *Music Business Internship* (3 semester hours) and begin the Internship. If the student needs additional hours to satisfy a full-time-student requirement (such as private health or auto insurance or financial aid), they may register for one of more sections of MUBZ-M499 *Directed Study in Music Business* (3 semester hours) for the units. These additional units will automatically receive the same grade the student receives for the Internship.

- Interns have no legal status as employees in the Internship Sponsor's firm whatsoever nor does the acceptance of an Internship by a sponsoring firm guarantee, or even imply, a job offer at the conclusion of their Internship. The Intern cannot have their name appear on its books and therefore cannot be paid any salary, wages, or commissions. There can be no financial transactions between the Intern and the Internship Sponsor's firm. The Intern cannot be covered by Social Security, Workman's Compensation, Disability Insurance, Unemployment Insurance, etc. The Intern shall provide his/her own accident and health insurance.

- Where circumstances are appropriate, the Internship Sponsor may arrange to reimburse the Intern for housing, board, travel, and incidental expenses.

- At least two on the job observations and/or phone consultations will be made by the Chair of the Music Business Program depending upon the Intern's need and in conjunction with mutually agreed appointments by the Internship Sponsor. Standards, objectives, competencies and procedures for evaluation will be discussed.

- The Internship Sponsor will evaluate the Intern by completing and returning to the Chair of the Music Business Program the *Internship Mid-Term Evaluation* and *Internship Final Evaluation* forms at appropriate times during the semester.

- The Intern shall keep an *Internship Journal* throughout the Internship experience. On a daily basis the Intern will record such items as: work activities and experiences, insights and impressions, successes and failures, and other skills gained.

- Near the completion of the Internship the Intern must submit the *Internship Journal* to their Internship Sponsor for their endorsement as to its general accuracy. The Intern will then deliver it to the Chair of Music Business Program at the beginning of Finals Week of the Semester in which the Internship is performed.

- The grade for the Internship will be determined by the Chair of the Music Business Program upon review of the *Internship Journal*, the written evaluations of the Internship Sponsor, conversations with the Intern and the Internship Sponsor, and observations of the Intern in the work environment.

- The Internship Sponsor makes no commitment for future employment of the Intern, except as mutually agree upon by the Sponsor and the Intern *after* the Internship has begun.

- If, for any reason, the Intern must be dismissed from the Internship on the recommendations of both the Sponsoring Firm and the Chair of the Music Business Program, the Intern is returned to the University,

regardless of the period they have invested in the Internship. If the cooperating firm has invested money in the maintenance of the Internship Program, a pro-rata refund of costs is returned to the firm for the unexpired portion of the Internship period.

- The Chair of the Music Business Program is available by telephone to assist the Intern and Sponsor at any time.
- If you opt to not be a full-time student during the Internship period you must file with the Dean of Students a waiver form limiting the insurance liability of the University.

Obligations of the Intern

- The Intern will work no less than fifteen hours per week, at hours specified by the Sponsor, and for the direct benefit of the Sponsor. The Intern will function in the same manner as an employee, and will perform duties as outlined in the Sponsor's *Acceptance Letter*.
- The Intern will undertake all tasks requested by the Sponsor, as reliably as possible and at the best of their ability.
- The Intern is responsible for arranging or filing the following documents with the Chair of the Music Business Program, prior to beginning the Internship:

- Two (2) completed copies of the *Internship Application*
- An *Acceptance Letter* from the Internship Sponsor, to be mailed directly to the Coordinator of the Music Business Program

- The Intern will keep an *Internship Journal* throughout the internship experience. On a daily basis, the Intern will record:

- Work activities and experience gained.
- Procedural insights and impressions of the experience.
- Observations of the duties of other workers, and how their duties related to those of others.
- Entries on clients, equipment, projects, etc.
- Summary of the experience will conclude the journal.

- The Intern is responsible for filing the *Internship Journal* with the Coordinator of the Music Business Program, near the completion of the Internship:

- The Intern must submit the *Internship Journal* to their Internship Sponsor for their endorsement as to its general accuracy;
- The Intern will then deliver it to the Coordinator of Music Business Program.

- The *Internship Journal* is due at the beginning of Finals Week of the Semester in which the Internship is performed.

- The grade for the Internship will be determined by the Coordinator of the Music Business Program upon review of the *Internship Journal*, the written evaluations of the Internship Sponsor, conversations with the Intern and the Internship Sponsor, and observations of the Intern in the work environment.

Obligations of the Internship Sponsor

- An *Acceptance Letter* from the Internship Sponsor to the Coordinator of the Music Business Program is required to establish the Internship. The letter must contain the following:

- Name of the sponsoring firm.
- Name, position, and signature of the individual who will directly supervise the Intern (the Internship Supervisor).
- Agreement to the terms of this document.
- Dates of the Internship period, with minimum and maximum weekly hours expected of the Intern.
- Nature of the duties the Intern will be expected to perform.

- The Sponsor shall have the Intern perform the duties specified, during the agreed upon hours. The Sponsor shall never require the Intern to perform duties that are:

- Illegal
- Unduly hazardous
- Duties that a regular employee would not perform

- The Sponsor may dismiss the Intern for just cause, at any time.

- The Internship Sponsor makes no commitment for future employment of the Intern, except as mutually agreed upon by the sponsor and the Intern *after* the Internship has begun.

- It is to be understood by the Internship Sponsor that the Intern is in residence with their firm as part of their degree studies, and the purpose of the Internship is educational, as well as practical on-the-job experience.

Special Accommodations

Students with disabilities who believe that they need accommodations in this class are encouraged to contact the office of Academic Enrichment and Disability Services at 85-2990 as soon as possible so that accommodations can be implemented in a timely fashion.

Academic Integrity

All work you do for this class is expected to be your own, and academic dishonesty (including, but not limited to plagiarism on papers, music composition or cheating on exams) will be punished. A summary of the University's definitions and procedures concerning academic integrity can be found in the Undergraduate Bulletin (pp. 45-46). If you are uncertain how to use and cite the work of others within your own work, consult reference works such as Kate L. Turbian, *A Manual for Writers of Term Papers, Theses, and Dissertations*, 5th ed., revised and expanded by Bonnie Birtwhistle Honigsblum (Chicago and London: University of Chicago Press, 1987), or come see me.

Course Objectives

The student will solicit an Internship from a company in the Music Industry. The Student Intern will be supervised by a company Sponsor and the Coordinator of the Music Business Program. Students will prepare a daily journal of their experiences. The goal is to provide a foundation of knowledge, experience, and contacts to successfully enter a career path upon graduation.

Course Outline

None

Evaluation

- The Sponsor shall evaluate the performance of the Intern in the following ways:
 - At Mid-Semester and at the end of the Semester, a form will be supplied by the

University whereby the sponsor will evaluate the Intern's performance and progress.

- Near the end of the Internship, the Sponsor will read the Intern's *Internship Journal*, and endorse its general accuracy.

- The Chair of Music Business Program may call the Sponsor to check on the Intern's progress and to seek clarification of the Sponsor's evaluations understanding time constraints, such calls will be kept to a minimum.

Attendance

See Course Requirements

Bibliography