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Graduate Programs—NEW COURSE PROPOSAL

DEPARTMENT NAME: MUSIC COLLEGE OF: DOROTHY F. SCHMIDT COLLEGE OF ARTS AND LETTERS

RECOMMENDED COURSE IDENTIFICATION:
 PREFIX _____ MUS _____ COURSE NUMBER 6940 LAB CODE (L or C) _
 COMPLETE COURSE TITLE : ADVANCED COMMERCIAL MUSIC INTERNSHIP

EFFECTIVE DATE
 (first term course will be offered)
 _____ FALL 2011 _____

CREDITS: 1-3 HOURS

TEXTBOOK INFORMATION: DEPENDING ON THE INTERNSHIP, TEXTBOOKS MAY BE RECOMMENDED.

GRADING (SELECT ONLY ONE GRADING OPTION): REGULAR _____ SATISFACTORY/UNSATISFACTORY X _____

COURSE DESCRIPTION, NO MORE THAN 3 LINES:
 THIS CLASS IS DESIGNED FOR GRADUATE STUDENTS WHO WANT TO EXPERIENCE A WORK ENVIRONMENT IN THE MUSIC BUSINESS. ASSIGNMENTS MAY INCLUDE MUSIC LICENSING, COPYRIGHT REGISTRATION, AUDIO ENGINEERING, CONCERT PROMOTION, ROYALTY COLLECTION, PUBLIC RELATIONS, MUSIC PRODUCTION, AS WELL AS OTHER RELATED MUSIC INDUSTRY ACTIVITIES. CREDITS WILL VARY DEPENDING UPON THE INTERNSHIP.

PREREQUISITES W/MINIMUM GRADE:* PERMISSION FROM INSTRUCTOR

COREQUISITES: NONE

OTHER REGISTRATION CONTROLS (MAJOR, COLLEGE, LEVEL): GRADUATE LEVEL

PREREQUISITES, COREQUISITES & REGISTRATION CONTROLS SHOWN ABOVE WILL BE ENFORCED FOR ALL COURSE SECTIONS.
 *DEFAULT MINIMUM GRADE IS D-.

MINIMUM QUALIFICATIONS NEEDED TO TEACH THIS COURSE: INSTRUCTOR IN COMMERCIAL MUSIC THAT IS CERTIFIED BY THE UNIVERSITY TO TEACH GRADUATE STUDENTS.

Other departments, colleges that might be affected by the new course must be consulted. List entities that have been consulted and attach written comments from each.

Michael Zager, mzager@fau.edu, 561-297-0600
 Faculty Contact, Email, Complete Phone Number

SIGNATURES

SUPPORTING MATERIALS

Approved by:
 Department Chair: _____
 College Curriculum Chair: _____
 College Dean: _____
 UGPC Chair: _____
 Dean of the Graduate College: _____

Date:

Syllabus—must include all details as shown in the UGPC Guidelines.
Written Consent—required from all departments affected.
 Go to: <http://graduate.fau.edu/gpc/> to download this form and guidelines to fill out the form.

Email this form and syllabus to fulks@fau.edu and eqirjo@fau.edu one week **before** the University Graduate Programs Committee meeting so that materials may be viewed on the UGPC website by committee members prior to the meeting.



THE DOROTHY F. SCHMIDT COLLEGE OF ARTS & LETTERS
SCHOOL OF THE ARTS
DEPARTMENT OF MUSIC
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fax: 561.297.2944

MEMORANDUM

To: Ben Lowe, Chair
Graduate Programs Committee

Date: January 27, 2011

From: Dr. Heather Coltman, Chair
Department of Music

Subject: Advanced Commercial Music internship-- new course recommendation
MUS 6940

The Department of Music has deemed that it is necessary to add a graduate section of the existing internship in Commercial Music in order to accommodate the participation of graduate students in the Commercial Music area. Thank you for your time and consideration.



MUS 6940 – Advanced Commercial Music Internship **~ Semester: Fall 2011~**

Instructor: Michael Zager, Eminent Scholar, Professor of Music
Email: mzager@fau.edu
Phone: 561-297-0600
Office: Building 52, AH 111
Classroom: AL 255

Office Hours: Monday-Friday 9-5 PM

Pre-Requisites: Permission of Instructor

Course Description:

This course is designed for students to gain professional experience through Internship that is obtained from outside venues by the student or the Commercial Music program. Internship must reflect the student's master's degree concentration. Credits will vary depending upon the content of Internship. A written report from the student will be required at the end of the semester and a final report from the Internship host will be necessary before a grade is assigned.

Course Objective:

Practical experience in the workplace will help enhance and further student learning and personal development. Student will be able to implement academic skills and training acquired at FAU.

Required Text:

Depending on the Internship, textbooks may be recommended.

Additional Required Reading:

Recommendation will be made according to internship assignments.

Course Requirements:

Student is representing the Commercial Music program at Florida Atlantic University throughout the Internship assignment. Student has to adhere to venue performance requirements and expectations. All assignments are to be handled with professionalism.

1. Students must register for Graduate Internships after receiving approval by the instructor.
2. Written materials about the history of the company must be *submitted before assignment begins*.
3. The internship supervisor must submit a written request describing the duties of a potential intern, before assignment begins.
4. *Before the assignment begins*, the student is required to write a description of the duties that will be performed throughout the Internship and what they expect to accomplish.

5. The Internship should be related to the student's potential career path.
6. Student must submit periodic reports to the instructor throughout the Internship. The report should detail their assignments to date. (Due: 4th week, 8th week, 12th week, when applicable.)
7. Submit a **Time Log** (attached) detailing the student's hours. It must be signed by the internship supervisor and the student. Page 4.
8. At the conclusion of the Internship, the supervisor must submit a **Company Evaluation** (attached) for the intern.
9. Student must submit a **Self-Evaluation** (attached) along with all necessary paperwork as mentioned above, BEFORE the FINAL EXAM week.

Examples of Internship venues:

- Warner Brothers Music Publishing
- EMI music publishing
- The Recording Academy
- Setai Recording Studios
- Universal Music Group in New York
- The Harry Fox Agency [music publishers' collection agency]
- Live Nation (concert promoters)
- Miami Music Festival
- Boca Raton Arts Festival
- Recording Engineering in multiple studios
- Various Record Labels [FJH Music]

Method of instruction:

The Internship host determines assignments, which must be approved by instructor. Examples of assignments include music licensing, copyright registration, audio engineering, concert promotion, royalty collection, public relations, music production as well as other related music industry activities.

Grading Methods:

S/U (determined by written reports submitted by the student and the supervisor.)

Grading Policy:

A grade of Satisfactory or Unsatisfactory is determined based upon the following components:

- a. **Internship supervisor's written evaluation** of the student's performance as pertains to assignments, job performance, professional interaction, customer service, etc.
- b. **Company Evaluation Sheet** (attached p.5) indicating a minimum evaluation of "Good" from the internship supervisor in all of the categories.
- c. **Student's Self Evaluation** (attached pp.6-7) describing their Internship assignment and overall experience.
- d. **Time Log** (attached p.4) signed and dated by the supervisor—submitted by student *before final exam week*.

Course Schedule:

Hours at Internship should reflect number of credits registered for the Internship.

- 1 credit = 5 hours per week
- 2 credits = 10 hours per week
- 3 credits = 20 hours per week

Make up/ Late Work:

N/A

Plagiarism Detection:

SafeAssign will be used to check for plagiarism when applicable.

Students with Disabilities:

In compliance with the Americans with Disabilities Act (ADA), students who require special accommodations due to a disability to properly execute coursework must register with the Office for Students with Disabilities (OSD) located in Boca Raton - SU 133 (561-297-3880). Any student registered with the office of Student Disabilities should present verification and need of assistance during the first week of classes. All possible and reasonable accommodation will be offered to that student through the course of the semester.

Incomplete Policy:

A grade of Incomplete will be assigned only in the case of extreme emergency or illness. Contact Professor Zager ASAP.

Course Communication:

mzager@fau.edu or 561-297-0600

HONOR CODE: *Students at Florida Atlantic University are expected to maintain the highest ethical standards. Academic dishonesty, including cheating and plagiarism, is considered a serious breach of these ethical standards, because it interferes with the University mission to provide a high quality education in which no student enjoys an unfair advantage over any other. Academic dishonesty is also destructive of the University community, which is grounded in a system of mutual trust and places high value on personal integrity and individual responsibility. Harsh penalties are associated with academic dishonesty. For more information:*

http://wise.fau.edu/regulations/chapter4/4.001_Code_of_Academic_Integrity.pdf

Company Evaluation Sheet
(To be filled at the end of the assignment by the Supervisor)

Name of Student: _____ Semester & Year: _____

	<i>Excellent</i>	<i>Very Good</i>	<i>Good</i>	<i>Fair</i>	<i>Poor</i>
<i>Work ethics</i>					
<i>Attendance and punctuality</i>					
<i>Organizational skills</i>					
<i>Communication skills</i>					
<i>Critical thinking</i>					
<i>Attitude</i>					
<i>Teamwork</i>					
<i>Self motivated</i>					
<i>Meets project datelines</i>					
<i>Performance under stress</i>					
<i>Performance exceeds job expectations</i>					
<i>Accepts instructions and constructive criticism</i>					
<i>Anticipates problems and takes appropriate actions</i>					
<i>Demonstrated improvement throughout the Internship</i>					

Additional Comments: _____

Name of Supervisor: _____
(Please Print)

Position of Supervisor: _____

Name of Company: _____

Address: _____

Phone: _____ Email: _____

Signature of Supervisor: _____

Date: _____

Student Self Evaluation

Name of Student: _____ *Semester & Year:* _____

Name of Company: _____

What have you learned from this experience?

How did you apply what you have learned at FAU during your Internship?

What have you learned that would help enrich your personal development?

Explain and mention some of the duties you found most valuable for your career growth?

Is there anything that would make your Internship more beneficial?

Would you recommend this company to another student? Why or why not?

Additional Comments:

Signature of Student: _____ *Date:*
