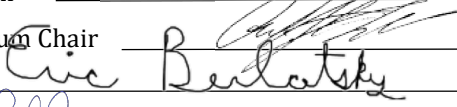
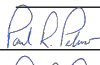
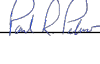
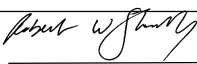


 FLORIDA ATLANTIC UNIVERSITY	NEW COURSE PROPOSAL Graduate Programs		UGPC Approval _____ UFS Approval _____ SCNS Submittal _____ Confirmed _____ Banner _____ Catalog _____	
	Department Music College Arts and Letters <i>(To obtain a course number, contact erudolph@fau.edu)</i>			
Prefix MUS Number 5941	<i>(L = Lab Course; C = Combined Lecture/Lab; add if appropriate)</i> Lab Code	Type of Course Internship	Course Title Graduate Music Internship	
Credits (See Definition of a Credit Hour) 1 to 3	Grading <i>(Select One Option)</i> Regular ☒ Sat/UnSat ☐	Course Description (Syllabus must be attached; see Template and Guidelines) This course is designed for graduate students who want to experience a work environment in music. This internship may be obtained from outside venues by the student or by the music program at Florida Atlantic University. Internship must reflect the student's degree concentration. Credits will vary depending upon the content of Internship.		
Effective Date <i>(TERM & YEAR)</i> Fall 2024				
Prerequisites <i>Prerequisites, Corequisites and Registration Controls are enforced for all sections of course.</i>		Academic Service Learning (ASL) course ☐ Academic Service Learning statement must be indicated in syllabus and approval attached to this form.		
		Corequisites	Registration Controls (For example, Major, College, Level) Instructor Permission Required	
Minimum qualifications needed to teach course: Member of the FAU graduate faculty and has a terminal degree in the subject area (or a closely related field).		List textbook information in syllabus or here		
Faculty Contact/Email/Phone Kevin Wilt, wiltk@fau.edu, 7-3821		List/Attach comments from departments affected by new course		

Approved by Department Chair  College Curriculum Chair  College Dean  UGPC Chair  UGC Chair  Graduate College Dean _____ UFS President _____ Provost _____	Date 3/14/24 3-14-24 03/14/2024 03/21/2024 03/21/2024 03/21/2024 _____ _____
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Email this form and syllabus to UGPC@fau.edu 10 days before the UGPC meeting.

MUS 5941
Graduate Music Internship
1-3 credits

Fall, 2024
Dr. Kevin Wilt
Office: AH 119C
Office hours:
Telephone: 561-297-3821
Email: wiltk@fau.edu

Course Description

This course is designed for graduate students who want to experience a work environment in music. This internship may be obtained from outside venues by the student or by the music program at Florida Atlantic University. Internship must reflect the student's degree concentration. Credits will vary depending upon the content of Internship.

Instructional Method

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. Grading: S/U

Prerequisites/Corequisites

Instructor permission required

Course Objectives/Student Learning Outcomes

Practical experience in the workplace will help enhance and further student learning and personal development. Depending on the internship, a student may be involved in activities such as music performing, teaching, and various other work in education and the music industry. The learning outcomes for each activity will vary depending on the nature of the internship, but general learning outcomes include:

1. Develop advanced competencies to work independently and make effective artistic and scholarly choices in a student's concentration
2. Develop professional competence that demonstrate proficiency in a student's concentration
3. Develop entrepreneurship skills as it applies to a student's concentration

Course Evaluation Method

Student is representing the Department of Music 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 (employer) must be *submitted before assignment begins*.

3. The employer 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. Is the Internship related to the student's potential career path?
6. Student must submit periodic reports (by email) to the instructor throughout the Internship. The report should detail their assignments to date. (Preferably one report on Week 8 and final on Week 14)
7. Submit a Time Log 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* for the intern. Page 5.

Student must submit a Self-Evaluation along with all necessary paperwork as mentioned above, TWO weeks BEFORE Final Exam week.

Course Grading Scale

S/U (determined by written reports submitted by the student and the employer. Refer to pages 4-7)
At the end of the semester, student must submit a written paper describing their Internship assignment and overall experience. The Internship host must submit an evaluation of the student's performance as pertains to assignments, job performance, professional interaction, customer service, etc. A Satisfactory or Unsatisfactory grade will be assigned by the instructor depending on student's written report and host's evaluation.

Attendance Policy

Students are expected to attend all of their scheduled University classes and to satisfy all academic objectives as outlined by the instructor. The effect of absences upon grades is determined by the instructor, and the University reserves the right to deal at any time with individual cases of non-attendance. Students are responsible for arranging to make up work missed because of legitimate class absence, such as illness, family emergencies, military obligation, court-imposed legal obligations or participation in University-approved activities. Examples of University-approved reasons for absences include participating on an athletic or scholastic team, musical and theatrical performances and debate activities. It is the student's responsibility to give the instructor notice prior to any anticipated absences and within a reasonable amount of time after an unanticipated absence, ordinarily by the next scheduled class meeting. Instructors must allow each student who is absent for a University-approved reason the opportunity to make up work missed without any reduction in the student's final course grade as a direct result of such absence.

Counseling and Psychological Services (CAPS) Center

Life as a university student can be challenging physically, mentally and emotionally. Students who find stress negatively affecting their ability to achieve academic or personal goals may wish to consider utilizing FAU's Counseling and Psychological Services (CAPS) Center. CAPS provides FAU students a range of services – individual counseling, support meetings, and psychiatric services, to name a few – offered to help improve and maintain emotional well-being. For more information, go to <http://www.fau.edu/counseling/>

Disability Policy

In compliance with the Americans with Disabilities Act Amendments Act (ADAAA), students who require reasonable accommodations due to a disability to properly execute coursework must register with Student Accessibility Services (SAS) and follow all SAS procedures. SAS has offices across three of FAU's campuses – Boca Raton, Davie and Jupiter – however disability services are available for students on all campuses. For more information, please visit the SAS website at www.fau.edu/sas/.

Code of Academic Integrity

Students at Florida Atlantic University are expected to maintain the highest ethical standards. Academic dishonesty 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, see [University Regulation 4.001](#).

Required Texts/Readings

N/A

Time Log

Name of Student: _____ Semester & Year: _____

Phone #: _____ E-mail: _____@fau.edu

<i>Date</i>	<i>Time/Hours</i>	<i>Signature of Intern</i>	<i>Signature of Supervisor</i>

*** Company Evaluation**
(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:* _____

Print name: _____ *Semester & Year:* _____

Phone #: _____ *Z#:* _____ *E-mail:* _____