

Internship: Music

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T. MICHAEL GILLEY



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I. Syllabus for MUS 290 Coordinated Internship

Download a Word Document file of this syllabus here.

COURSE SYLLABUS

MUS 290 – Coordinated Internship

Summer Semester 2018

Meeting

times: By appointment

Instructor: Dr. T. Michael Gilley

Phone:

Office Hours: M-F, By appointment

Email:

COURSE DESCRIPTION:

MUS 290 – Coordinated Internship

Supervised on-the-job training in selected business, industrial or service firms coordinated by the college.

Credit/practice ratio not to exceed 1:5 hours. May be repeated for credit. Variable hours. 1-5 credits.

STATEMENT OF BROAD GOALS:

Provide supervised on-the-job internship (paid or non-paid) experience in heritage music venues including regional tourist and performance venues such as The Crooked Road venues, museums

featuring heritage music exhibits, recording studios, music instruction in summer and JAM camps. This internship will provide the student with supervised work experience focused on a heritage music track focused on the student's career pathway such as instruction; performance; managing events or venues; audiovisual and light systems; recording; or videotaping.

STATEMENT OF SPECIFIC OBJECTIVES:

During the orientation between the employer and the student, there must be agreement on Measurable Learning Objectives (MLOs) for the work period. The MLOs must be directly related to the student's classroom studies and enhance the student's creative, problem-solving, and technical skills, as well as personal improvement. The MLOs must be developed by the first two (2) weeks of employment. Instructions for developing MLOs can be found in Attachment 1. MLO worksheets found in attachment 2 must be signed by the student, the employer, and the faculty member.

TEXTBOOK:

None required

STATEMENTS AND INSTRUCTIONAL METHODS:

Instructional methods include supervised hands-on training.

SAFETY:

Student safety is a primary concern in any and all labs associated with this course including work experience. It is imperative, for both the students' safety and the safety of others, that each student utilize safe work practices and follow all safety rules and the employers' directions explicitly.

ATTENDANCE POLICY:

Mountain Empire Community College is committed to academic quality and student success. Elements that support both of these values are regular attendance and participation in class. The college policy states that regular class attendance is required. The attendance policy in this class is:

Regular attendance is mandatory. The student is required to work a minimum of hours to achieve the registered credit hour(s) at a ratio of credit/practice not to exceed 1:5 hours during the internship. The student intern must work the minimum hours required by the curriculum but also understand that the employer may require additional hours as a condition of employment. These conditions are detailed in the Co-operative Education Agreement (attachment 3) and consistent within the requirements of the curriculum.

The student must complete the Time/Wage Report (see Attachment 4) and secure a supervisor's signature. Colleges should be flexible in Time/Wage Report policies so that individual extenuating circumstances can be handled. Situations might occur where the student can only acquire the supervisor's signature once or twice during the co-op work assignment. Colleges should be considerate of employers that establish methods for recording employee time and wages. These records may be used to document

student hours as long as the appropriate information is included and verified. The Time/Wage Report (completed to date with signatures) should be reviewed by the faculty/co-op coordinator when the Mid-Term Evaluation Worksheet is completed.

STUDENT COMPENSATION:

Optimally, students are paid for the internship experience. Earning a wage enhances the work experience in that the internship position is valued as part of an organization. All employers must adhere to the Fair Labor Standards Act and Wage/Hour Laws. However, there is no requirement that a student intern is paid. Often, non-paid opportunities provide more variety in internship positions while assisting employers, particularly in the non-profit sectors.

INSTRUCTIONS FOR INDIVIDUALS WITH DISABILITIES:

Students may request academic accommodation for disabilities through the Office of Student Services. That office will evaluate the request and make recommendations for appropriate and reasonable accommodations, which the student will provide to the instructor. Individuals requiring temporary handicapped parking accommodations due to short-term illness should contact Student Services. All correspondence will be kept confidential.

EMERGENCY STATEMENT:

In the event of a College-wide emergency, course requirements, classes, deadlines, and grading schemes are subject to changes that may include alternative delivery methods; alternative methods of interaction with the instructor, class materials, and/or classmates; a revised attendance policy; and a revised semester calendar and/or grading scheme.

For more general information about a College-wide emergency situation, please refer to:

- College website
- Emergency Text Messaging or Phone System
(276-523-2400)

In the event of a college-declared emergency, the instructor of this class will abide by MECC emergency guidelines. Emergency information can be obtained at 276-523-2400.

EVALUATION AND GRADING POLICY:

Grading will be based upon the following:

1. Attendance (Total Hours Worked) Assessment: -

2. On-Site Evaluation Assessment (if conducted)

3. Mid-term Evaluation Assessment: (if conducted)

4. MLO 1 Assessment:

5. MLO 2 Assessment (if applicable):

6. MLO 3 Assessment (if applicable):

7. Employer Evaluation: (attachment 5)

8. Student Self-evaluation Assessment: (attachment 6)

9. Faculty Coordinator Assessment: Attachment 7)

READING ASSIGNMENTS:

NONE

CORE COMPETENCIES:

- Communication – Significant
- Critical Thinking – Significant
- Cultural and Social Understanding – Significant
- Information Literacy – Moderate
- Personal Development – Significant
- Quantitative Reasoning – Moderate
- Scientific Reasoning – Moderate
- Writing – Moderate to Significant

2. Measurable Learning Objectives

Download a Word Document file of this worksheet here.

MEASURABLE LEARNING OBJECTIVES (MLO)

What are Measurable Learning Objectives (MLO)?

Measurable Learning Objectives refers to a set of statements which clearly and precisely describe what a student intends to accomplish during the work experience.

Why have Measurable Learning Objectives?

The Coordinated Internship is an academic program. Credit is granted not for working but for the learning that occurs as a result of working. Measurable Learning Objectives are the most effective method to assess the extent and value of this type of learning.

How to develop and write Measurable Learning Objectives?

Begin by reviewing the job duties and responsibilities with the supervisor at the work site. Note areas where you can gain or develop new skills, increase your knowledge, or improve your work ethic. It is important that you avoid broad general statements and confine your objectives to those that can be accomplished during a single semester/term. Typically, an MLO combines four major variables in a single sentence. The variables or components are ACTIVITY, FORECAST, TIME FRAME, and EVALUATION. The activity is the desired outcome or expected achievement, the forecast is the proposed level of accomplishment, the time frame is the expected completion date, and the evaluation is the stated method of measurement.

EXAMPLE:

By the end of the term (TIME FRAME)

I will design and build a new chair (ACTIVITY)
that meets company construction specifications (FORECAST)
as evaluated by my job supervisor (EVALUATION)

An important element in the development of an MLO is the ACTION WORD. There are

two such action words used in the examples above. The words are “design” and “build”.

Other action words are demonstrate, describe, develop, draw, discuss, operate, perform, summarize, recognize, etc.

Some important things to remember when preparing MLOs:

1. Avoid broad, general objectives; make them specific, measurable and attainable by the end of the semester/term.

2. Be sure you have the knowledge, skill, time and freedom to accomplish your objectives.
3. Indicate the level of achievement which you expect to obtain, expressed whenever possible in numerical terms (e.g. increase speed by 15%).

Examples with Poor Objectives

1. I will become a better salesperson.
2. I will learn how to use computers in a work environment.
3. I will help wire a structure for light fixtures.

Examples with Acceptable Objectives

1. By (date), I will increase my sales by 5 percent while keeping complaints at or below their present level as judged by the sales manager.
2. By (date), I will correctly produce 5 letters using Microsoft Word as evaluated by (supervisor's name).
3. By the end of the term, I will correctly wire and install a minimum of 10 fluorescent light fixtures as evaluated by my supervisor

The Measurable Learning Objectives (MLOs) should clearly describe what a student plans to accomplish during the coordinated internship work experience. The following examples should help co-op students prepare solid MLOs.

“By the end of the semester, I will perform the duties of a party chief to the satisfaction of my employer.”

“By the end of the semester, I will draw maps in accordance with NCGS 47-30 as evaluated by my supervisor.”

“By the end of the semester I will perform computations and calculations to reduce field data for surveying jobs as judged by my employer.”

“By the end of my co-op term, I will be able to demonstrate proper body mechanics and be able to set up customers on the strength training system in a manner that meets the standards of my supervisor.”

“By the end of the semester, I will be able to read, evaluate, and grade student’s legal research papers under the supervision of and to the satisfaction of my supervisor.”

“By the end of the semester, I will prepare and fill all sections of a divorce pleading that meets office specifications, as evaluated by my supervisor.”

“By the end of the semester, I will master the art of speaking with clients on the phone and taking appropriate and complete messages that meet office specifications, as evaluated by my supervisor.”

“By the end of the semester, I will be able to perform preventive maintenance on equipment and return equipment back to service as evaluated by my supervisor.”

“By the end of the semester, I will be able to work safely and follow safety guidelines set forth by my company as evaluated by my supervisor.”

COOPERATIVE EDUCATION

MEASURABLE LEARNING OBJECTIVES WORKSHEET

The Measurable Learning Objectives (MLOs) must clearly describe what you intend to accomplish during your work term. The MLOs must be reviewed by your supervisor (who can suggest modifications) during the first two weeks of the term and approved

-

-

Student

Signature

Date

-
Employer Signature
 Date

-
Faculty Coordinator Signature
 Date

3. Cooperative Education Agreement

Download a Word Document file of this form here.

COOPERATIVE EDUCATION AGREEMENT

Student/
Employee _____
_____ Date

Student I.D # _____ Semester
_____ Curriculum

Course number _____ Section _____

Am Using My Current Employer: _____ Yes _____ No
Employer _____

Is This A Family Operated Business: _____ Yes _____ No
Supervisor

_____ Phone

(Supervisor Evaluating Student's Co-op Work Experience Cannot Be Related to Student)

Employer _____ Address

 Faculty Coordinator
 ----- Phone

TERMS AND CONDITIONS

In consideration of the mutual benefits of the Coordinated Internship Program, the college, the employer and the student agree as follows:

STUDENT:

Agrees to develop well-planned measurable learning objectives in conjunction with the Faculty Coordinator and the employer in relation to the goals of his/her instructional program. Student also agrees to abide by the college's Coordinated Internship education rules and regulations and the employer and to immediately report to the Faculty Coordinator any problems occurring on the job or changes in job duties and responsibilities. Further, the student grants permission for the employer to discuss the student's progress with the Faculty Coordinator. Student also agrees to inform the college's Financial Aid Office of their Coordinated Internship employment and to report the wages earned during the coordinated internship work experience.

EMPLOYER:

Agrees to provide the student with a supervised progressive work experience, assist the student in developing measurable learning objectives, provide orientation regarding company rules and regulations as well as inform student of company expectations. The employer further agrees to assure a safe and healthful working environment. Prior to the end of the semester employer will evaluate the student's progress and that the time report reflects accurate hours worked. Employer further agrees to provide the student with a supervisor that is not related to the student.

Civil Rights and Non Discrimination Statement

It is the policy of the Virginia Community College System and Mountain Empire Community College to provide equal employment and educational opportunities for all persons without regard to race, color, religion, national origin, political affiliation, veteran status, gender, age, or sexual orientation and for all otherwise qualified persons with disabilities. This policy permits appropriate employment preference for veterans. This institution promotes and maintains educational opportunities without regard to race, color, sex, ethnicity, religion, gender, age (except when age is a bona fide occupational qualification), disability, national origin, or other non-merit factors. This institution prohibits sexual harassment including sexual violence.

The following person has been designated to handle inquiries regarding non-discrimination policies: Ron Vicars, Vice President of Financial and Administrative Services. The following person has been designated to handle inquiries regarding student misconduct or equity issues based on gender: Lelia Bradshaw, Dean of Student Services. The following person has been designated to handle

inquiries regarding employee misconduct or equity issues: Pam Giles, Human Resource Manager. For more information, contact 276.523.2400, 3441 Mountain Empire Rd., Big Stone Gap, VA, 24219. Virginia relay users dial 711.

COLLEGE:

Agrees to assign a Faculty Coordinator to assist the student in developing measurable learning objectives and make periodic contact with the employer. Faculty Coordinator will also determine a grade for the completed coordinated internship work experience and award college credit based on the student's job performance and completion of required reports.

NOTE: Current Job Description must be attached.

Student		Signature
		Date

Faculty	Coordinator	Signature
		Date

Employer		Signature
		Date

4. Cooperative Education Time / Wage Report

Download a Word Document file of this report here.

COOPERATIVE EDUCATION

TIME/WAGE REPORT

In order for a co-op student to receive academic credit, an account of time and days worked on the job must be recorded by the student and verified by the supervisor. This information will be kept confidential.

Student name: _____
Employer _____
Month _____
Year _____

Weeks	S	M	T	W	TH	F	S	Total hours
-------	---	---	---	---	----	---	---	-------------

Monthly Total

Summary of monthly tasks
performed: _____

I certify that the above time report is a true statement of the hours worked this week
 I certify that the above time report is a true statement of the hours worked this month.

 Student Signature Date Employer
 Signature Date
 Month _____
 Year _____

Weeks	S	M	T	W	TH	F	S	Total hours
-------	---	---	---	---	----	---	---	-------------

Monthly Total _____

Summary of monthly tasks performed: _____

I certify that the above time report is a true statement of the hours worked this month.
 I certify that the above time report is a true statement of the hours worked this month.

 Student Signature Date Employer
 Signature Date

Student name: _____
 Employer _____
 Month _____
 Year _____

hours worked this month.

statement of the hours worked this

month.

Student Signature Date

Employer

Signature Date

5. Cooperative Education Employer Evaluation of Student (End-of-Term) Worksheet

Download a Word Document of this worksheet here.

COOPERATIVE EDUCATION

EMPLOYER WORKSHEET

EVALUATION OF STUDENT (END-OF-TERM)

Date _____ of _____

Evaluation: _____

Student

Name: _____

Last

First

MI.

Curriculum

Program: _____

Course number _____ Section _____

Semester: _____

Employer _____

Supervisor

Employer

Address

Faculty

Coordinator

Please evaluate the co-op student objectively, as compared with other students of similar academic level, with other personnel assigned similar jobs, or with individual standards.

1. Evaluation of the Student Intern's Performance at completion of the term:

If rated "Very Good" or "Very Poor", please explain.

1. Appearance

___ Very Good ___ Good ___ Fair ___ Poor ___ Very Poor

1. Punctuality / Dependability

___ Very Good ___ Good ___ Fair ___ Poor ___ Very Poor

1. Communication skills

___ Very Good ___ Good ___ Fair ___ Poor ___ Very Poor

1. Subject knowledge

___ Very Good ___ Good ___ Fair ___ Poor ___ Very Poor

1. Quality of work

___ Very Good ___ Good ___ Fair ___ Poor ___ Very Poor

1. Quantity of work

___ Very Good ___ Good ___ Fair ___ Poor ___ Very Poor

1. Attitude towards work assignments

___ Very Good ___ Good ___ Fair ___ Poor ___ Very Poor

1. Interaction with co-workers

___ Very Good ___ Good ___ Fair ___ Poor ___ Very Poor

1. Leadership ability

___ Very Good ___ Good ___ Fair ___ Poor ___ Very Poor

1. Potential for future development in this career

___ Very Good ___ Good ___ Fair ___ Poor ___ Very Poor

1. Describe the student intern's strengths.

III. Provide suggestions for improvement in the student's performance.

Employer Signature

Date

Faculty Coordinator Signature

Date

6. Cooperative Education Student's Self-Evaluation Worksheet

Download a Word Document file of this worksheet here.

COOPERATIVE EDUCATION

STUDENT'S SELF-EVALUATION WORKSHEET

Date _____ of _____ Self-
Evaluation: _____

Student
Name: _____

Last _____ First _____
MI. _____

Curriculum
Program: _____

Course number _____ Section _____
Semester: _____

Employer _____

Supervisor

 Employer Address

 Faculty Coordinator

Please evaluate your progress during your co-op work assignment. This information will be used to evaluate the position. It is for college's Faculty Internship Coordinator use only and will not be seen by employers.

1. Student Intern Job
 Title: _____

2. Describe in detail your duties as a student intern with this employer. Use additional pages if required.

3. Explain how you succeeded in meeting your Measurable Learning Objectives. Be specific. Use additional pages if required.

- Objective #1
- Objective #2
- Objective #3

4. Identify areas of significant job-related learning not included in the objectives. Use additional pages if required.

5. Describe any significant positive or negative experiences that helped you learn during your coordinated internship work assignment. Use additional pages if required.

6. Explain how your coordinated internship work assignment has helped in your efforts to accomplish your career goals. Use additional pages if required.

7. Describe ways that your supervisor contributed to your learning and professional growth. Use additional pages if required.

8. Describe the training that was available. Use additional pages if required.

9. Describe any feedback from your employer concerning your performance on the job.

10. Would you accept a position with this employer after graduation?

___ Very Likely ___ Likely ___ Uncertain ___ Not Likely

Please explain:

11. Would you recommend this position for other coordinated internship students? __ Yes __ No

Please explain:

Student _____ Signature _____
Date _____

Faculty _____ Coordinator _____ Signature _____
Date _____

7. Cooperative Education Grade Report Worksheet

Download a Word Document file of this worksheet here.

COOPERATIVE EDUCATION

GRADE REPORT WORKSHEET

Date _____ of _____ Grade _____
Report: _____

Student
Name: _____

Last _____ First _____
MI. _____

Curriculum
Program: _____

Course number _____ Section _____
Semester: _____

Employer _____

Supervisor _____

Employer _____ Address _____

 Faculty Coordinator

1. Attendance (Total Hours Worked) Assessment: -

2. On-Site Evaluation Assessment (if conducted)

3. Mid-term Evaluation Assessment: (if conducted)

4. MLO 1 Assessment:

5. MLO 2 Assessment (if applicable):

6. MLO 3 Assessment (if applicable):

7. Employer Evaluation:

8. Student Self-evaluation Assessment:

9. Faculty Coordinator Assessment:

FINAL COURSE GRADE _____

Comments:

Faculty Coordinator Signature
Date

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