



Syllabus

Music Industry 95:

Introduction to Community or Corporate Internships in Music Industry and Technology

I. Description

Tutorial, eight hours. Limited to first years/sophomores. Internship in supervised setting in community agency or private business. Students work under a *site supervisor*, while maintaining contact with their *faculty supervisor* and providing periodic short reports of their experience, with a more extended final report to the faculty supervisor based on an approved set of standard guidelines (see Section V below). Individual contract with supervising faculty member is required (see below for process). P/NP grading.

II. Units

Students will earn 4 units of academic credit for MSC IND 95, upon successful completion of course requirements.

III. Course Requirements

Requirement	What to do	When/where due
MSC IND 95 Contract Course – signed and approved	1. Go to MyUCLA and fill out course contract for MSC IND 95. Select the correct faculty supervisor, and make sure you select the correct quarter (e.g. 19F, 20W, 20S). 2. Print the contract and have the faculty supervisor sign. Or, email it to the faculty supervisor and have them sign it and scan it back to you. 3. Email signed contract to musicindustry@schoolofmusic.ucla.edu.	Submit signed contract at any time during second pass, but no later than Wednesday of Week 2 . Email signed contract to musicindustry@schoolofmusic.ucla.edu <hr style="width: 20%; margin-left: 0;"/>
Timesheet	The site internship supervisor at your place of work must approve and sign your timesheet showing at least 120 hours completed. Submit an	Email to your designated faculty supervisor by the end of the quarter.



UCLA Herb Alpert School of Music
Music Industry Minor Internship Program
Music Industry 95 / Music Industry 195
 musicindustry@schoolofmusic.ucla.edu

	<p>electronic copy of this signed timesheet to your faculty supervisor along with your final report.</p> <p>Your internship hours should be distributed across the weeks of your enrollment. For example, you should aim for 12 hours/week over a 10 week quarter. You cannot claim hours outside the dates of your quarter of enrollment.</p>	
Weekly report	You must email your faculty supervisor a weekly report on your internship experience in which you'll recap the previous week (what you did, what you learned, and how it relates to your career goals). Send your report as text in the body of an email.	Email to your designated faculty supervisor by Saturday at 3pm every week.
Final report	At the end of the quarter, there will be a 8–12 page report that will require a broader overview in which you'll contextualize the experience and what it has meant to you (see Section V).	Email to your designated faculty supervisor by the end of the quarter.

IV. Grading

This course can only be taken Pass/No Pass. Grading is based on completion of *all* the requirements above, and on the timeliness and quality of the weekly and final reports.

V. Guidelines for Final Report

To fulfill the requirements of Music Industry 95, a paper of 8–12 double-spaced pages must be submitted to the supervisor (electronically) by the last teaching day of the quarter in which the internship falls. Your instructor may provide detailed questions to answer in your final report.