

Berklee College of Music
Master of Arts and Music
GS-595 Graduate Internship
1 credit

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Course Description

This course provides students an opportunity to integrate professional and academic experience through internships. The internship site must be approved by the student's faculty advisor and/or the program director and must provide a learning experience that enables the student to meet academic and/or career goals. Through the internship, students apply theories learned in their graduate studies and explore aspects of music, entertainment, and/or other industry as appropriate.

Please note: Students are responsible for securing their own internships. The internship must be secured prior to course registration. Students must complete approximately 100-300 hours during the internship.

Course Learning Outcomes

Upon completion of this course, students will be able to:

- Evaluate the industry they have chosen to enter
- Integrate professional and academic experience
- Synthesize theoretical and practical learning
- Apply theoretical skills to a real-life work setting
- Verify their own career goals
- Comprehend the professional opportunities available in their field of study

Course Materials

To be determined, as appropriate

Grading Criteria

Pass = Meets expectations as agreed to during the semester; attends the US Graduate Internship and Career Seminar if the internship is in the US; completes internship; submits reports to the instructor

Fail = Fails to meet faculty expectations as agreed to during the semester

Assessment Requirements

- Two student self-evaluations are required: one 2-3 page report shortly after the beginning of the internship and one 3-5 page semester report at the end of the internship. Each report includes a summary of the student's job responsibilities along with self-evaluation and an analysis of the experience in terms of how it met the student's professional and academic goals. Students should describe their work site,

their work, and their responsibilities, as well as their relationship with their supervisor. They should indicate their goals and how well the experience met them. They should discuss what they have learned as a result of the experience and how they have deepened their understanding of the industry they seek to enter. They should also evaluate their work.

- Supervisor evaluation: students' supervisors will also evaluate their work, verifying hours as well as commenting on performance. This evaluation will follow guidelines from the International Career Center, the Career Development Center, and/or the Office of Experiential Learning.
- Attendance and work habits: students are expected to complete all work assignments including assigned hours. Attendance at the Graduate Internship Seminar is mandatory for all students interning prior to the internship start date.

Grade Determination

75% attendance and work habits

25% student self-evaluations

- One 2-3 page report shortly after the beginning of the internship (due on September 25)
- One 3-5 page semester report at the end of the internship (due on December 11 or the last week of the internship - whichever is first)

Each report includes a summary of the student's job responsibilities along with self-evaluation and an analysis of the experience in terms of how it met the student's professional and academic goals. Students should describe their work site, their work, and their responsibilities, as well as their relationship with their supervisor. They should indicate their goals and how well the experience met them. They should discuss what they have learned as a result of the experience and how they have deepened their understanding of the industry they seek to enter. They should also evaluate their work.

Policy for Submitting Late Assignments

Late assignments will be accepted only for reduced credit and at the discretion of the instructor.

Policy for Submitting Assignments Electronically

Work may be submitted electronically at the discretion of the instructor.

Academic Honesty

Berklee College of Music insists on academic honesty. Unless the assignment explicitly is a group project, all of the work in this class must be your own. The source of all information in any written assignment must be cited properly, whether it is a quotation, paraphrase, summary, idea, concept, statistic, picture, or anything else you get from any source other than your own immediate knowledge—including the Internet. Writers give credit through accepted documentation styles, including parenthetical citations, footnotes, or endnotes; a simple listing of books and articles at the end of an essay is not sufficient. Plagiarism—not giving proper credit to a source and thereby passing off someone else's material or idea as your own—is a type of intellectual theft and deceit and cannot be tolerated in an academic setting. Plagiarism may result in a failing grade for the assignment or course, and possible dismissal from the College. It

is your responsibility to be aware of and abide by the rules governing plagiarism, fraud, and cheating found in the College Bulletin under the section "Honesty in Academic Work and in Scholarly and Professional Practice." If you have any questions about what plagiarism is and how to avoid it, please talk with a reference librarian, ask a teacher, or refer to a writing handbook. Websites that discuss types of plagiarism and how it can be avoided through evaluation and proper documentation of sources include:

<http://owl.english.purdue.edu/handouts/research/index.html>

www.wisc.edu/writing/Handbook/Documentation.html

<http://lib.nmsu.edu/instruction/evalcrit.html>

Attendance Policy

As this is an internship and work assignment, attendance is essential.

Important Dates

List important dates regarding withdrawal and holidays.

Disclosure of Disability

Should you require course adaptations or accommodations because of a disability, if you have an emergency medical situation, or if you would require any special arrangements in case the building must be evacuated, please notify me in writing within the first two weeks of the semester, or as soon as possible after the emergent situation has presented itself.

Course Outline

Secure assignment

Clarify learning goals with the supervisor and faculty advisor/program director

Complete work assignment

Complete self-evaluation reports at the beginning and end of the semester

Meet regularly with a faculty advisor

Meet regularly with the supervisor

Complete all internship assignments