

# RIM 4000 MUSIC BUSINESS INTERNSHIP

## GENERAL INFORMATION

### COORDINATOR:

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### COURSE DESCRIPTION:

- RIM 4000 Recording Industry Internship: Music Business - intended for those students wishing to gain experience in the music business aspects of the recording industry. Opportunities include major and independent record labels, publishers, artist managers, concert promoters and booking agents, marketing and merchandising companies, and many more.

### PREREQUISITES:

- Current enrollment with good standing as a Recording Industry major
- Senior Standing (90 hours or more)
- Completion of 3 out of 4 Music Business Sub-core: RIM 3720, RIM 3900, RIM 4320 and RIM 4620
- Approved Internship Application and current resume/references

**NOTE:** All prerequisite courses must be completed with a grade of "C" or better.

**NOTE:** Concurrent enrollment in an internship and prerequisite course is not allowed.

**NOTE:** Employers may elect to require additional courses in specific areas

### CREDIT HOURS:

- RIM 4000 may be taken for 1 - 6 credit hours per semester or summer. Credit hours are awarded as follows:

Credit Hours of Enrollment		Minimum Number of Hours on the Job		Course Section
1	=	75	=	D01
2	=	150	=	D02
3	=	225	=	D03
4	=	300	=	D04
5	=	375	=	D05
6	=	450	=	D06

- **EXAMPLE:** In order to earn 3 credits, 225 must be spent on the job. This is an average of approximately 16 hours per week during a 14-week semester. However, there is not a weekly minimum.

- Many internship providers only work with students who are willing to work 150 or more hours, so restrictions may be placed on 1 hour internships.
- 4, 5, and 6 hour internships are intended for students and internship providers who desire a full-time internship opportunity. 4, 5, and 6 hour internships will be approved only for students without full-time course loads and at the discretion of the Music Business Internship Coordinator.

**NOTE:** Before you register, be sure your internship provider can offer enough work hours so you can complete the required hours for the number of credits you want to earn.

**NOTE:** At a minimum, you are fully expected to complete the total number of hours required for the number of credit hours for which you enroll. You may not change the number of credit hours for which you have enrolled after the last day to add a class.

All internship hours must be completed on the job, under the supervision of the internship provider. Internship hours worked independently without supervision may not be logged or counted toward the required number of hours. The Music Business Internship Coordinator and internship provider must approve any exception to this rule in advance.

#### **POST GRADUATION INTERNSHIPS:**

- Students who have graduated may enroll in an internship course within one year of their date of graduation. Students who have graduated will not be allowed to enroll in an internship course after one year.
- Students wishing to intern after graduation must re-enroll in the university and register for at least one internship credit hour.

#### **INTERNATIONAL STUDENT INTERNSHIPS:**

- International students may enroll in the internship courses, but must notify the International Programs and Services office.

#### **REPEATING INTERNSHIPS:**

- RIM 4000 and 4010 may be repeated for additional credit. However, no more than a total of 6 hours from RIM 3580 (Practicum), RIM 4000, and/or 4010 can be counted toward Recording Industry major electives. Additional hours can be used as free electives toward graduation, but the approval by the Dean of the College of Mass Communication is required.
- If you wish to re-enroll in an internship course, you must complete the application process in full each time you register. This includes attending a meeting, interviewing with the Music Business Internship Coordinator, filing all required paperwork, and submitting an updated resume/references that reflect the experiences you've gained from previous internships.
- Students are encouraged to work with different providers when repeating internships. Students may repeat an internship with the same provider, but only if the internship provider is willing to involve the student in additional and/or substantially different activities or activities with significantly increased complexity and/or responsibilities. Internships with the same provider will be approved only if the above criteria have been met. If you plan on interning with an internship provider for which you've worked in the recent past (or at present), the interview is not necessary.

- Students who have received the grade of an “F” in an internship course will not be allowed to re-enroll in a Recording Industry Internship course.
- Students who have an unresolved “Incomplete” in an internship course will not be allowed to re-enroll in a Recording Industry Internship course until the Pass or Fail grade is entered.

### **INTERNSHIP OPPORTUNITIES:**

- All internships providers/opportunities must be certified for credit by the Music Business Internship Coordinator prior to the start of any internship.
- All internships must be approved by the Music Business Internship Coordinator prior to the start of any internship.
- All students must interview with both the Music Business Internship Coordinator and the potential internship providers.
- The decision to accept a student for an internship is completely up to the internship provider. However, a student may be denied a specific internship opportunity at the Music Business Internship Coordinator’s discretion.
- Students are not guaranteed an internship position with any particular internship provider, however, every effort will be made to match student interests with appropriate provider opportunities. As many students as possible will be accommodated, but there is no guarantee that all qualified students will find internship placement. You may be competing against other applicants for the same position. Internship providers are under no obligation to you or the university to make internship opportunities available.
- Internship providers are not guaranteed they will be provided with student interns at any given time. MTSU is under no obligation to make interns available to the industry.
- Internships with providers that are located in private residences will not be approved. Internship providers must be located or work in non-residential facilities and must operate as legitimate commercial businesses.
- Internships with independent engineers or producers may be approved, but all student work must take place with a commercial work place such as a studio, shop, or venue. Student interns are not permitted to work in private residences or in the homes of internship providers.

NOTE: Use of MTSU facilities or equipment is not allowed as part of an internship.

- You can intern with only one internship provider during a single semester or summer.
- The internship provider and/or coordinator can terminate an internship at any time.

NOTE: You are expected to fulfill the internship commitment you agree to at the beginning of the semester.

- Under extreme circumstances a student may terminate their internship before the end of the semester. This can only be done in consultation with Music Business Internship Coordinator and internship provider. If after the coordinator contacts the internship provider and feels it is appropriate to terminate the internship, the student must submit a written release from their internship provider. The student must also drop or withdraw from the class.
- Requirements for internship opportunities may be further defined by the Music Business Internship Coordinator based on the needs of individual providers and workplace environment. For example, completion of advanced courses might be required for some internship opportunities.
- The Music Business Internship Coordinator may suggest an internship that is appropriate to a student's current abilities. While this guidance may be offered, students are under no obligation to intern with suggested internship providers.
- Students are encouraged to develop their own internship opportunities, but these must meet the approval of the Music Business Internship Coordinator before the internship starts.

### **HOUSING:**

- Housing is the responsibility of the student. However, students might contact local colleges and universities in the area in which they will intern to determine if dorm rooms might be available.

### **COMPENSATION:**

- Interns are generally not paid but receive compensation in the form of university credit. Please review the following quotation from the Federal Fair Labor Standards Act:

**TRAINEES:** The Supreme Court has held that the words "to suffer or permit to work," as used in the Act to define "employ," do not make all persons employees who, without any express or implied compensation agreement, may work for their own advantage on the premises of another. Whether trainees or students are employees of an employer under the Act will depend upon all the circumstances surrounding their activities on the premises of the employer. If all of the following criteria apply, the trainees or students are not employees within the meaning of the Act:

1. The training, even though it includes actual operation of the facilities of the employer, is similar to that which would be given in a vocational school;
  2. The training is for the benefit of the trainees or students;
  3. The trainees or students do not displace regular employees, but work under their close observation;
  4. The employer that provides the training derives no immediate advantage from the activities of the trainees or students and, on occasion, its operations may actually be impeded;
  5. The trainees or students are not necessarily entitled to a job at the conclusion of the training period; and
  6. The employer and the trainees or students understand that the trainees or students are not entitled to wages for the time spent in training.
- Your internship provider may elect to pay you or make contributions to help offset the expenses of tuition and commuting. These arrangements are strictly between the student and internship provider.

**IMPORTANT NOTE:** Under the law above, as a "trainee" (intern) you are afforded of the rights of a regular employee. Please refer to the following links for further information:

<http://www.dol.gov/whd/regs/compliance/whdfs71.htm>

<http://www.dol.gov/whd/regs/compliance/whdfs71.pdf>

## **ADDITIONAL ADVICE:**

- As an intern, you are an unofficial representative of the Department of Recording Industry, College of Mass Communication, and Middle Tennessee State University. Like it or not, your actions and words will reflect upon us all.
  - \* Be professional at all times, starting with the interview (have a clean copy of your resume and references)!
  - \* Professional attire is suggested for the interview.
  - \* Be aware that you are in another person's business environment and your actions reflect upon that business and could affect their livelihood.
  - \* Be prompt and reliable. Late interns are usually known as "ex-interns."
  - \* Be sure to communicate appropriately with the internship provider and coordinator.
  - \* Dress and groom appropriately for your environment.
  - \* Politeness, respect, and appropriateness are expected of all interns at all times.
  - \* A good attitude is vital.
  - \* Be self-reliant and a self-starter, but do not overstep your bounds.
  - \* Interns who show flexibility and a willingness to learn tend to find more success.
  - \* What happens in the work place is considered confidential.
  - \* Find ways to make yourself useful...and do not be afraid to pay a your dues.
  - \* Be a good listener and learn to ask relevant questions at appropriate times.
  - \* When given a task, learn to ask for the necessary information to complete the task.
  - \* Be quiet, especially in a session environment.
  - \* Use good communication skills at all times (including your personal websites)
  - \* Also, know your place in the "food chain." Intern opinions should only be offered when asked for, especially in the studio setting. Do not take sides in an argument. If you feel compelled to make a statement, be sure you are addressing the right person, at the appropriate time. Chain of command is important. No one likes a "know-it-all" intern.
  
- As an intern, your professional abilities and attitudes will be analyzed by your workplace supervisor(s) and possibly their clientele. This is a "closely-knit" industry, and people talk about you. Even though your immediate internship provider might not be in a position to hire you, they might be in contact with someone who will. If you get a bad reputation as an intern, you might consider an alternate career, or at least relocating to another geographic location. Likewise, a good reputation can open a lot of doors.
  
- Good Luck!