FACULTY CURRICULUM COMMITTEE
COURSE FORM
ARTM 401: Music Industry Internship

Instructions:
- Please fill out one of these forms for each course you are adding, changing, deactivating, or reactivating.
- Fill out the parts of the form specified in part B. **You must do this before your request can move forward!**
- Remember that your changes will not be implemented until the next catalog year at the earliest.
- If you have questions, start by checking the instructions on the website. Please feel free to contact the committee chairs with any remaining questions you might have.

A. CONTACT/COURSE INFORMATION.

Name: Scott Shanklin-Peterson        Phone: 843-953-6301        Email: petersons@cofc.edu

Department or Program: Arts Management Program            School: School of the Arts

Subject Acronym and Course Number: ARTM 401

Catalog Year in which changes will take effect: FALL 2014

B. TYPE OF REQUEST. Please check all that apply, then fill out the specified parts of the form.

- [x] Add a New Course (complete parts C, D, F, G, H, I, J, K)
- [ ] Change Part of an Existing Course (complete parts C, D, E, F, G, I, J, K)
  - [ ] Course Number
  - [ ] Course Name
  - [ ] Course Description
  - [ ] Credit/Contact Hours
  - [ ] Restrictions (prerequisites, co-requisites, junior/senior standing, etc.)
- [ ] Deactivate an Existing Course (complete parts C, D, E, G, I, J, K)
- [ ] Reactivate a Previously-Deactivated Course (complete parts C, D, E, G, I, J, K)

C. RATIONALE AND EXPLANATION. Please describe your request and explain why you are making it.

As we continue to add Music Industry courses to the Arts Management catalog, we have more and more students completing the internship requirement with a music industry related organization. We would like to separate the Music Industry related internships from the more traditional Arts Management internships (ARTM 400). Students doing for-profit, music industry internships will have a richer experience if the syllabus, the weekly journals and the rubric for the final paper are more specific to the industry they are working in.

D. IMPACT ON EXISTING PROGRAMS AND COURSES. Please briefly describe the impact of your request on your own programs and courses as well other programs and courses. If another program requires the course, you must submit their written acknowledgement with this proposal. Also, the affected program must describe any change in the number of credit hours they require. Include a list of similar courses in other departments and explain any overlap.

Internships will now be separated between ARTM 400 and the new course ARTM 401. The change will not affect enrollments or any other aspect of the program.
E. EXISTING COURSE INFORMATION. If you are proposing a new course, just leave this blank. Otherwise, please fill out all fields.

Department: 
School: 
Subject Acronym: 
Course Number: 

Credit hours: __ lecture __ lab __ seminar __ independent study
Contact hours: __ lecture __ lab __ seminar __ independent study

Course title:

Course description (maximum 50 words, exactly as it appears in the catalog):

Restrictions (pre-requisites, co-requisites, majors only, etc.):

Cross-listing, if any:

Is this course repeatable? □ yes □ no If yes, how many total credit hours may the student earn? ___

F. NEW COURSE INFORMATION. If you are deactivating a course, leave this blank. Otherwise, please fill out all fields. For changed courses, use boldface for the information that is changing.

Department: Arts Management Program 
School: SOTA 
Subject Acronym: ARTM 
Course Number: 401

Credit hours: 3 credit hours/internship
Contact hours: 120 hours/internship

Course title: Music Industry Internship

Course description (maximum 50 words, exactly as it appears in the catalog):

Provides students an experiential learning and research opportunity with a sponsoring music industry-oriented organization.

Restrictions (pre-requisites, co-requisites, majors only, etc.):

Prerequisites: Junior standing, ARTM 200, ARTM 210, ARTM 310 and permission of faculty.

If this is a newly-created course, is it intended to be the equivalent of an existing course and replace it? □ yes □ no

If so, which course? It will be an equivalent to ARTM 400: Internship in Arts Management

Note: You must deactivate that course by submitting an additional Course Form.

Cross-listing, if any (submit approval from relevant department):

Note: Cross-listed courses are equivalent.
Is this course repeatable? ☑ yes ☐ no  If yes, how many total credit hours may the student earn? 6

Is there an activity, lab, or other fee associated with this course? ☐ yes ☑ no  What is the fee? $______

Note: The Senate cannot approve new fees; Business Affairs will submit any such request to the Board of Trustees. The course can still be created, but the fee will not be attached until the Board has approved it.

G. COSTS. List all of the new costs or cost savings (including new faculty/staff requests, library, equipment, etc.) associated with your request.

None.

H. STUDENT LEARNING OUTCOMES AND ASSESSMENT.

<table>
<thead>
<tr>
<th>Student Learning Outcomes</th>
<th>Assessment Method and Performance Expected</th>
</tr>
</thead>
<tbody>
<tr>
<td>What will students know and be able to do when they complete the course?</td>
<td>How will each outcome be measured? Who will be assessed, when, and how often? How well should students be able to do on the assessment?</td>
</tr>
<tr>
<td>1. Students express clear, persuasive ideas that demonstrate communication skills.</td>
<td>Demonstration of outcome will be measured by the intern’s weekly journal entries and the final paper and evaluation of intern’s communication skills by sponsoring internship organizations. <strong>90% of enrolled students should be able to achieve objective.</strong></td>
</tr>
<tr>
<td>2. Students critically analyze the management of arts organizations and businesses from a variety of perspectives</td>
<td>ARTM 401: Journal entries and final paper that reflects management analysis of intern’s assigned organization or business from a variety of perspectives. <strong>90% of enrolled students should achieve objective.</strong></td>
</tr>
</tbody>
</table>

**How does this course align with the student learning outcomes articulated for the major, program, or general education? What program-level outcome or outcomes does it support? Is the content or skill introduced, reinforced, or demonstrated in this course?**

Students make practical application of the knowledge and skills that were introduced and reinforced in the prerequisite courses to the workplace.

I. PROGRAM CHANGES. Will this course be added to the existing degree requirements or list of approved electives of a major, minor, or concentration? ☑ yes ☐ no

If yes, please attach a Change Minor and/or Change Major/Program Form as appropriate.

Yes, this course will be added to the approved list of electives AND be added as an equivalent/substitution for the ARTM 400 requirement.
J. CHECKLIST.

☒ I have completed all relevant parts of the form.

☒ I have attached a cover letter that describes my request and lists all the documents I am submitting.

☒ (For new courses only) I have attached a syllabus.

☐ (For courses used in any way by other departments, including cross-listing) I have attached an acknowledgement from the relevant department.

☐ (For courses intended to fulfill a Gen Ed requirement) I have submitted the proposal to the Gen Ed committee.

☒ I have submitted one Signature Form that lists all of the different forms I am submitting.
ARTM 401 – Music Industry Internship
Course Syllabus - Fall 2014

Course Description:
An academic internship is a carefully monitored work experience in which the student sets learning objectives and reflects on their personal/professional growth throughout the internship. This internship provides the student with an opportunity to receive both academic and practical instruction outside the context of a regularly scheduled class. Students will pursue a guided experiential course of study with a sponsoring music industry-related organization. The subject matter, content, depth, and scope of the internship will be agreed upon in advance by the student, the faculty supervisor, and the organization's supervisor.

Prerequisites:
Junior standing, ARTM 200, ARTM 210, ARTM 310 and permission of the faculty.

Course Objective:
To provide an opportunity for students to gain an educational and hands-on experience in the music industry field tailored to their needs and interests.

Academic Integrity:
Students must adhere to the college honor code. The complete Honor Code and all related processes can be found in the Student Handbook at http://www.cofc.edu/studentaffairs/general info/studenthandbook.html

Text/Supplemental Material:
There will be no text for this course.

Attendance Policy:
The student will adhere to the time and attendance requirements agreed upon by the organization's supervisor, faculty supervisor and student in the ILA (Internship Learning Agreement). There will be a mandatory individual meeting with the faculty supervisor to discuss the status and tasks of their internships.

Course Schedule and Requirements:
Schedules for internships will vary according to individual situations. Students are required to complete 120 hours of work over the course of the internship and must complete and submit the following:
1. 11 weekly eJournals
2. 8 - 10 page final report
3. student's evaluation of the internship
4. sponsoring organization supervisor's evaluation
5. submit a resume at the beginning of the internship and a revised resume at the end

All documents and rubrics for the required materials can be found on the Arts Management website and on OAKS. Everything should be submitted through OAKS on MyCharleston.
FINAL PAPER RUBRIC (10% of final grade)
The intent of the final report is to reflect back on the internship and to consider what you have derived from the experience. The final report is due at the end of your internship (specific deadline will be scheduled each semester).

Your report should be 8-10 typewritten pages and address the following areas:

• Describe your initial contact with the music industry business/organization--the interview and any materials you submitted to them.
• Describe the goals and objectives of the agency/business and the department for which you worked.
• Describe the management structure of the organization/business.
• Describe the department in which you worked and indicate where you fit into the management system.
• Describe your job responsibilities in the internship.
• Was the job associated with the music industry internship what you expected it to be? Why or why not?
• Describe your individual learning objectives and your success in meeting those objectives. If you were not able to meet some or all of them, describe why not?
• Describe any projects you developed and how it/they helped you achieve your objectives.
• In what ways did your knowledge of arts management/music industry principles help you accomplish the tasks associated with your internship duties or help you analyze the organization?
• In your opinion, what issues is the organization/business currently facing? If you were in charge of the organization/business or head of the department where you interned what changes would you make within the organization/business or in the plans, policies, or procedures of the organization/department?
• During your internship did you make any suggestions for changes in procedures, policies or other areas? If so, were they taken seriously? If not, why not?
• Projecting out 3-5 years, how do you see your internship organization/business changing?
• Have any of your assumptions about the working world changed as a result of your internship experience? If so, how?
• What did you learn about yourself through this internship?
• Did you learn any new technical skills as a result of your internship? If so, what were they?
• What would you tell other students who are about to undertake such an experience in order to maximize their participation in the program? What did you learn through the internship about the relationship between arts management/music industry theories and practical experience? In what ways do they interrelate and in what ways do they fail to do so?
• Overall, was your internship a satisfying learning experience? Why/why not? On a scale of 1-10 with 10 being the highest, how would you rate the learning experience?
• Submit a revised resume along with your final report that has been updated to include your internship experience.
Grading:
50% evaluation from the sponsoring organization
15% reflective and written quality of answers to weekly email journal questions
15% timeliness of weekly journals
10% student's effort and success in meeting approved learning objectives
10% final report (including quality of critical analysis of the value of the internship experience and understanding of the management structure of the organization/business from a variety of perspectives)