



COURSE OUTLINE

ETT290

Course Number

2

Credits

Entertainment Technology Internship

Course Title

.5 lecture/135 work experience hours

Hours: lecture/laboratory/other (specify)

Catalog description:

ETT 300 Entertainment Technology Internship

2 credits

Pre-requisite: ETT 200 and prior advisor approval

Work experience at a professional scenery fabrication shop, rental/supply house, off-Broadway theater, or any entertainment related organization. Serves to bridge the student's academic and commercial careers by cultivating professional work experience and industry contacts. Each student, supervised by faculty and a manager at the internship site, creates a portfolio and keeps a log/journal to be shared in group seminars. This course is graded on a pass-fail basis.

1 class hours every other week, 135 internship hours

Prerequisites: *ETT 200 and prior advisor approval*

Required texts/other materials:

Reliable transportation to the place of business. Other requirements will depend upon the internship.

Last revised: Spring 2017

Course coordinator: Jody P. Gazenbeek-Person

Information resources:

- On the job training.
- Other assistance as needed provided by coordinator.

Course goals:

- Bridge the student's academic and commercial careers by cultivating professional work experience and industry contacts.
- Train with professionals.
- Apply learned skills on the job.
- Develop professional relationships for future endeavors.
- Develop a résumé.
- Develop a portfolio

Units of study in detail.

Unit I The Internship

- Communicate and socialize in a business environment.
- Develop social and technical skills to work with the various personalities in the entertainment industry.
- Work collaboratively with the creative team.
- Meet deadlines and cooperate with others on their deadlines.

Unit II The Journal

- Summarize skills and practices learned.
- Discuss strengths and weaknesses of your job performance.
- Assess value of experience.
- Log your hours and details of the jobs you performed.

Unit III The Resume and Portfolio

- Develop a resume and portfolio

Evaluation of student learning:

A pass-fail grade will be given based upon the performance and the achievements of the student intern. The supervising faculty member is responsible for assigning the final grade. Information for evaluation will be gathered through the following means:

- Completing formal progress reviews with employer.
- Conduct evaluation sessions with student.
- Final Written Report

Students’ achievement of the course objectives will be evaluated through the use of the following tools:

- Informal writing in course journals, documenting the student’s reaction to the internship.
- Creation of a journal detailing the experiences of the internship.
- Completion of a resume and portfolio..

Evaluation Tools	Percentage Of Grade
Journal Writing	10%
Internship Evaluation	75%
Portfolio and Resume	15%

Academic Integrity Statement:

Students are expected to comply with the college-wide requirements for academic integrity. Mercer County Community College is committed to Academic Integrity—the honest, fair, and continuing pursuit of knowledge, free from fraud or deception. This implies that students are expected to be responsible for their own work. Presenting another individual’s work as one’s own and receiving excessive help from another individual will qualify as a violation of Academic Integrity. The entire policy on Academic Integrity is located in the Student handbook and is found on the college website at: http://www.mccc.edu/admissions_policies.shtml

Internships Procedures and Policy Guidelines for The Entertainment Technology Internship and Technical Production Courses

I. Purpose

The following is intended to provide guidelines and procedures for administering the Entertainment Technology Internship and Technical Production Courses for credit for the Entertainment Technology Program.

II. Background

The Entertainment Technology Internship and Technical Production Courses “for credit” are a structured work experience that provides the student with valuable work experience in a field related to the Entertainment industry. These experiences are provided through approved local “Job-sites”. Students are provided an opportunity to earn credit while gaining relevant professional experience. Learning objectives will be developed between the student and their faculty coordinator.

In addition to the experience being related to the student’s program of study, the student will gain valuable experience in “the world of work” and will learn about the responsibilities in the workplace. The student will learn much about the responsibilities of employees in the workplace.

III. General Policy

The Entertainment Technology Internship and Technical Production Courses are available to all students who meet the eligibility criteria below and who are approved by their academic advisor.

Students who take the Entertainment Technology Internship or Technical Production Course must as they would any other course and have the appropriate approval documents signed.

IV. Student Eligibility

Students must have completed 12 credits towards their AAS degree and should have a minimum GPA of 2.0/4.0. The Internship has a pre-requisite of ETT200

VI. Job-Site Issues

During the internship, the student will conform to the standard work rules of the Employer. This includes keeping their supervisor informed, when they will be late, etc.

The student will be required to register for the internship as regular internship education course and pay the credit charges and related fees.

The student would work during the normal business hours of the Employer and the period worked should conform as closely as possible to the semester schedule of the college. The total number of hours worked during the semester should be in range of 90-200 hours, but no more than 14 hours per week.

The employer hosting the internship must designate an “internship coordinator”. The coordinator will act as a liaison to the college’s Entertainment Technology faculty coordinator. The coordinator (or designate) will be responsible for the following:

- Interview/ approve internship candidates.
- Develop an internship job description which outlines the duties and responsibilities of the internship. The job description must be approved by the college’s faculty coordinator and be consistent with the learning objectives of the related academic program.
- Oversee the student’s activities, including hours worked to be consistent with the credits awarded. Monitor the overall work performance of the student and provide the college with an overall evaluation which can be applied toward the semester grade.

EMPLOYER'S EVALUATION OF STUDENT INTERNS
Entertainment Technology Program

The Faculty coordinator, student and representative from the hosting agency will develop an Entertainment Technology Internship or Technical Production job description which outlines the duties and responsibilities of the internship or technical production course. The job description will contain specific objectives** in addition to the objectives of this course. These objectives will be evaluated using the form below. The job description must be consistent with the learning objectives of the related academic program concentration or area of specialty.

Please complete this form and return to the Entertainment Technology Coordinator: Robert Terrano, ET110, 609-570- 3828

General Information						
Student's Name:				Your Name:		
Company/Org:						
Title:						
Date:						
Check One						
	Excellent	Very Good	Average	Marginal	Unsatisfactory	
Quality of Work	<input type="checkbox"/>					
Attitude	<input type="checkbox"/>					
Dependability	<input type="checkbox"/>					
Attendance	<input type="checkbox"/>					
Ability to Learn	<input type="checkbox"/>					
Interpersonal Skills	<input type="checkbox"/>					
Application of technical skills in area of concentration.	<input type="checkbox"/>					
Works collaboratively with the creative team.	<input type="checkbox"/>					
Meet deadlines and cooperate with others on their deadlines.	<input type="checkbox"/>					
Adheres to safety procedures.	<input type="checkbox"/>					
Demonstrates effective problem solving skills.	<input type="checkbox"/>					
**	<input type="checkbox"/>					
**	<input type="checkbox"/>					
**	<input type="checkbox"/>					

**Specific job objectives determined by internship host, student, and ETT coordinator.

EMPLOYER'S EVALUATION OF STUDENT INTERNS
Entertainment Technology Program

I would rate the student's overall performance as:

Excellent Very Good Average Marginal Unsatisfactory

Indicate behaviors which may help and/or hinder this student's advancement:

If a position were available in your department, would you hire this student? Why or Why not?

Signed _____

(Placement Supervisor)

Date