MERCER
County Community College

COURSE OUTLINE

ETT200	**Technical Production**	**1**
Course Number	Course Title	Credits

90 Hours	**ETT 101, 103, THR 102 and prior advisor approval**	**Summer/2006**
Lecture/ Intern Hours	Pre-requisite	Implementation sem/year

Catalog description:

ETT 200   Technical Production   1 credit
Pre-requisite: ETT 101, 103, THR 102 and prior advisor approval
Supervised laboratory in the technical areas of production including planning, construction, and running of productions. Emphasizes careful pre-planning and appropriate safety procedures along with follow-up critiques and evaluation of the work done. This course is graded as pass-fail.

A minimum of 90 hours required.

Prerequisites: *: ETT 101, 103, THR 102 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:
1. On the job experience in the technical areas of production including planning, construction, and running of productions.
2. Train with professionals.
3. Apply learned skills on the job in the area of specialization: lighting technician, sound technician, electrician, stage management, assistant stage management, etc.

4. Develop professional relationships for future endeavors.
5. Develop problem solving skills to ensure smooth running productions.
6. Practice appropriate safety procedures.

<u>Units of study in detail</u>.

<u>Unit I</u> 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.

<u>Unit II</u> 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.
- Adheres to safety procedures.
- Demonstrates effective problem solving skills.

<u>Evaluation of Student Learning.</u>

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.
- Placement evaluation completed by the hosting agency in consultation with the supervising faculty member.
- **This course is graded as pass-fail.**

Evaluation Tools	Percentage Of Grade
Journal Writing	25%
Internship Evaluation	75%

<u>Academic Integrity Statement:</u>

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. <u>**Background**</u>

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. <u>**General Policy**</u>

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. <u>**Student Eligibility**</u>

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. <u>**Job-Site Issues**</u>

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

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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	☐	☐	☐	☐	☐
Attitude	☐	☐	☐	☐	☐
Dependability	☐	☐	☐	☐	☐
Attendance	☐	☐	☐	☐	☐
Ability to Learn	☐	☐	☐	☐	☐
Interpersonal Skills	☐	☐	☐	☐	☐
Application of technical skills in area of concentration.	☐	☐	☐	☐	☐
Works collaboratively with the creative team.	☐	☐	☐	☐	☐
Meet deadlines and cooperate with others on their deadlines.	☐	☐	☐	☐	☐
Adheres to safety procedures.	☐	☐	☐	☐	☐
Demonstrates effective problem solving skills.	☐	☐	☐	☐	☐
**	☐	☐	☐	☐	☐
**	☐	☐	☐	☐	☐
**	☐	☐	☐	☐	☐

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:

_____

_____

_____

_____

_____

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_____

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

_____

_____

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_____

_____

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_____

Signed _____   _____

              (Placement Supervisor)   Date