

## NASHVILLE STUDIES PROGRAM DESCRIPTION – SUMMER 2012

### INTRODUCTION:

The Nashville Studies program is housed in Southern Illinois University's (SIU) College of Mass Communication and Media Arts (MCMA) and is a joint venture of the Department of Radio-Television, the Department of Cinema and Photography, and the School of Journalism. The program was initiated in the summer of 2006. Through Nashville Studies, students from SIU are placed in summer internships with music and other media companies throughout the Nashville area. The internship base is constantly expanding with new opportunities being added for students. The contacts made by students during the internship experience provide an invaluable basis for gaining first-hand knowledge of the music and other media industries. They also provide a network of helpful professionals who can be of future assistance to students in the pursuit of their career goals. The Nashville Studies Program is a unique opportunity complementing the hands-on philosophy of our College. We believe strongly in the value of experiential learning and provide significant practical opportunities for our students in their academic and extracurricular programs in Carbondale. Nashville Studies allows us to extend that experience beyond the walls of academia into professional environments thus enhancing our students' education and competitiveness.

### INTERNSHIP SITES:

On the application form, each student must submit a request broadly indicating the area in which they would prefer to be placed (i.e., production, research, development, etc.). Every attempt is made to place individuals with sponsors in their preferred internship area. All internships are monitored for quality and will provide excellent, substantive experience. Students should not expect to be placed in a particular company or niche area. Internships are very competitive so there are no guarantees. Students should strive to make their resumes competitive and be prepared to accept any reasonable opportunity to gain experience. Interns are generally unpaid and are expected to be available for work as needed. Some interns will work in traditional forty-hour weeks; however, the media business often involves non-traditional and long hours. Interns should be prepared for varying work scenarios involving odd hours and unpredictable schedule changes.

### ADMISSION REQUIREMENTS:

Admission to the Nashville Studies Program is selective. Applicants must be a student in one of MCMA's departments or in a closely related major. **Students who are not MCMA majors must have a reference form from an MCMA faculty or staff member and must be interested in an internship in the media industries. Students must have junior standing by the end of the semester preceding the program, a 2.75 SIU GPA, and a minimum of two recommendations, one of which must be from a faculty member from their home department.** Students who apply to the program and do not satisfy the minimum GPA requirement must include a letter of explanation about their GPA with their application materials. Preference will be given to students who satisfy the minimum GPA requirement. Students should submit a copy of their unofficial transcripts from SalukiNet with their application materials. Students must also be interviewed by the Studies Program Committee and GUIDES members as part of the selection process. These interviews will be conducted during the first week of February. Students will sign up for an interview time when they turn in their application materials.

### APPLICATION PROCESS:

Application packets may be printed from MCMA's website ([www.mcma.siu.edu/internships](http://www.mcma.siu.edu/internships)). **Students must submit their application packets to the MCMA Dean's Office (COMM-1012) no later than 4:00 p.m. on Friday, January 27, 2012.** It is the applicant's responsibility to see that his or

her recommendation forms are included in the packet. Incomplete or late applications will not be considered. **Students selected for the program will be notified by the Internship Coordinator via email on Friday, February 10, 2012.**

#### **REGISTRATION PROCESS:**

After receiving notification of acceptance, students must register for the Nashville Studies Program with their academic advisor for one (1) to six (6) hours of credit. **Students selected for the program must register for academic credit by February 24, 2012.** Students should check with their academic advisor to find out how many credit hours may be received for internships and to determine how the credit hours for internships are calculated. Students should also inquire about the academic requirements involved. Students will be subject to the policies of the department in which they register under their respective internship course numbers and a special "800" section number in Cinema and Photography, Radio-Television, or Journalism. Graduate students should check with their department to ascertain the appropriate procedures and course number for registration. The Admission and Records Office places the applicant on an approved class list. If for any reason (i.e., unpaid fines, tuition, etc.), the student cannot be registered into an approved class before the deadline of his or her first payment for the housing / program fee, which is **Friday, March 23, 2012**, the student's acceptance into the program is subject to cancellation. All students should check with their advisors to make sure there are no "registration holds" on their files.

All students are charged tuition at the in-state rate regardless of their permanent residence, and on-campus fees will not be added. **Please note that tuition is not included in the housing/program fee. It will be billed separately by the SIU Bursar's Office.** All tuition payments must be paid in full before students' departure to Nashville. Any students owing tuition after the University's final payment deadline will be dropped from the program, and any non-reimbursable expenditures made by the University on their behalf will not be refunded. **Students must be registered for academic credit to participate in the Nashville Studies Program.**

#### **PLACEMENT PROCESS:**

Once students turn in their application materials, they must also email a final resume to the Internship Coordinator within one week of applying for the program. Students should use a primary email address that is appropriate for the internship search on their resumes (i.e., no email addresses such as ilovebeer@hotmail.com). This will be the email address sponsors use to contact students so it must stay current throughout the placement process. Cell phone voice mail messages should also be appropriate for the internship search. Students must advise the Internship Coordinator immediately should any of their contact information change.

Students must also schedule a meeting with the Internship Coordinator or send the Internship Coordinator a detailed email to discuss their interests and career goals and to explore the types of internship opportunities in which they are interested. This should be done shortly after receiving the email notifying students of their selection for the program. Primarily, internship positions or placements are arranged by the Internship Coordinator. The identification and recruitment of sponsors are ongoing and determined by the nature of the Nashville Studies applicant pool. Every effort will be made to match students with positions that are meaningful, instructive, and relevant to their career goals. Whenever possible, the student's specific area of interest will be considered as part of the sponsor selection and intern matching process. The placement process will begin in February and continue up until the week before the internships begin. The goal is to place all interns by mid-May, but the process sometimes takes until late May or early June. Students who have not secured an internship the week before the starting date will be given the option of withdrawing from the program or continuing the process. Students who are accepted must relay their interests to the Internship Coordinator and register for academic credit before being promoted for an internship.

Students must also pay the housing/program fee to continue being promoted for an internship. Intern applicants will be kept reasonably informed of the progress of internship placements.

### **RESUMES:**

A good resume is the key to securing an internship. Students should make sure their resumes are competitive to improve their chances of landing an internship. **All students interested in the Studies Programs must attend one of MCMA's resume workshops.** Resumes are the key to getting interviews for internships or jobs so students should make sure their resumes adequately describe their education and skills. Resumes should be free of any typos or spelling errors. Inaccurate or untruthful information on a resume is considered resume fraud and will be grounds for dismissal from the program. Students who did not attend one of MCMA's resume workshops during the fall semester will be required to attend one of the two sessions offered during the first two weeks of the spring semester. Attendance will be determined by students' signature on the attendance sheets circulated at each workshop.

### **PORTFOLIOS:**

In addition to resumes, internship sponsors often request portfolios and work examples from students interested in internships. Links to online portfolios are helpful but students should also have a CD prepared of their work examples in case these materials are requested. All students who apply to the Studies Programs must have an online portfolio listed on their resumes or submit a portfolio on CD with their application materials. Online portfolios are preferred.

### **INTERVIEWING:**

Competition for internships in Nashville is very high, and most sponsors will require a telephone or an in-person interview before agreeing to accept an intern. Participants must realize that they may be required to travel to Nashville for this purpose. Individual interns will be notified immediately if a sponsor is interested in arranging an interview either by the Internship Coordinator or the sponsor. **Participants must actively participate in the placement process. Failure to actively participate in the placement process (i.e., ignoring a sponsor's request for an interview or failing to interview at a scheduled date and time) is grounds for dismissal from the program. Dismissal for failure to actively participate in the placement process may result in the loss of all fees paid for the program.** Students must carbon copy the Internship Coordinator on all correspondence to prospective sponsors.

Many sponsors now use email to request interviews with students. Additionally, the Internship Coordinator uses email to keep students updated on the placement process. Therefore, Nashville Studies students should check their email several times a day throughout the placement process. Intern applicants are required to arrange an interview as soon as possible and to inform the Internship Coordinator of the interview date and time. In addition, when and if the internship is secured, the student must inform the Internship Coordinator immediately. **Internship shopping is strongly discouraged.** Students should also advise the Internship Coordinator of how interviews went after they take place and keep the Internship Coordinator informed of any developments. If the internship falls through at any time during the placement process or during the internship, students must notify the Internship Coordinator immediately.

### **ACADEMIC REQUIREMENTS:**

Internships done for academic credit all involve an academic component, usually a paper. Journalism students must get a faculty member to be their instructor of record for their internships. The instructor of record for all Radio-Television students is the academic advisor, Jean Kelley (jeank@siu.edu, 453-6902). The instructor of record for all Cinema and Photography students is the department chair, Walter Metz (wmetz@siu.edu, 453-5087). Outside majors should check with their

academic advisors to find out their department's academic requirements and who will be their instructors of record. **It is the students' responsibility to contact their instructors of record in advance to find out the paper requirements, deadlines, and submission details before leaving for their internships.**

**PROFESSIONAL BEHAVIOR:**

Students are expected to behave professionally throughout the placement process and their internships. All students applying for the Studies Programs must submit a signed Networking Contract along with their application packets. This includes showing up on time for appointments, interviews, meetings, etc. and acting in a courteous and appropriate manner. Professional behavior also involves following up on email and telephone requests for interviews in a timely manner. In the internship context, academic honesty is part of professional behavior. Misrepresentations on resumes (i.e., nature or extent of skills, year in school, GPA, involvement in student organizations, etc.) are considered academic dishonesty and subject to the Student Conduct Code. Professional behavior also includes a duty to represent themselves, MCMA, and SIU in a positive manner. Students must maintain community standards, as explained in the Participant Agreement, which requires getting along with their roommates and fellow SIU students as well as colleagues and supervisors. Failure to behave professionally can result in dismissal from the program. If a student is terminated from his or her internship or from the Studies Programs, he or she will receive a failing grade ("F") for his or her internship grade.

**HOUSING:**

All internship students are required to stay in the housing that has been arranged by the University. Nashville Studies students will be staying in Vanderbilt University residence halls with roommate style arrangements. A two-bedroom unit will house three (3) students. Students will receive more detailed information about the housing at the Studies Program Get-Together, which is held in the spring.

**ROOMMATE SELECTION:**

Students will be expected to select their own roommates. While in residence in Nashville, students must abide by all of Vanderbilt University's rules and the SIU Housing Office regulations. These regulations do not allow coed living arrangements. If students do not select their roommates, roommates will be assigned. The deadline for selecting roommates will be April 20, 2012.

**TRANSPORTATION:**

Students will be expected to provide their own transportation to and from their internship sites. Students planning to drive while participating in Nashville Studies must submit a copy of their driver's licenses with their application materials. Students taking cars to Nashville will also need to purchase a Vanderbilt parking permit, which is not included in the housing/program fee, when they make their first payment of the fee. Students are responsible for any incidental fees, such as charges for lost apartment keys. Public transportation may be available to internship sites, and some internship sites may be within walking distance or on the bus line from the students' apartments. Students should not plan on carpooling to and from different internship sites due to the probability of different work schedules and the possibility of extended workdays at some sites.

**HEALTH INSURANCE:**

**All participants are covered by SIU's group health insurance for the summer, which provides emergency and urgent care only, as long as they were enrolled for the spring semester and did not receive a refund of their health insurance fees.** The insurance costs for summer are included in the program/housing fee. This package does not include access to the Student Health Center during the summer term since participants will be away from campus. All participants are responsible for

ensuring that they have adequate medical insurance for the program. Students who received a refund of their health insurance fees in the spring must submit proof of insurance to the internship coordinator by Monday, April 24, 2012. Each student must sign a Participant Agreement Form, which includes a waiver authorizing the Internship Coordinator to seek medical assistance in the case of an emergency. For questions regarding health insurance benefits, contact the Student Health Center Insurance office at (618) 453-4413 or visit <http://www.siu.edu/~shp/>.

**FINANCIAL AID:**

Financial aid may be used for SIU-sponsored travel/study programs in the summer if students meet the requirements. All students must have a Free Application for Federal Student Aid (FAFSA) on file for the 2011-2012 academic year with SIU. The Financial Aid office cannot assist students unless this is done. Generally, the only types of financial aid available during the summer are tuition scholarships and loans. There are no special tuition scholarships for travel/study, but students may use a tuition scholarship for an SIU program if they are already eligible to receive one. The same conditions apply as would apply on campus. MCMA students may apply for the Joe Foote Scholarship, which can be used toward the Studies Programs. Scholarship applications are due on the last Friday of January (same day as the Studies Programs application packet) and should be submitted to Clare Mitchell (COMM-1214). Please note that this scholarship is not enough to cover the program/housing fee, and students should not expect to rely on this for that cost.

In order to receive a loan (if eligible), students must be enrolled for a minimum number of six (6) credit hours for undergraduates or three (3) credit hours for graduates. There is a maximum loan amount that students can take out during each academic year and for each academic level. If students have any questions, they should contact their financial aid advisor at (618) 453-4334.

**PAID VERSUS UNPAID INTERNSHIPS:**

The priority of the Internship Coordinator is to arrange for quality internships. Seeking paid internship positions is secondary to that mission. **The overwhelming majority of internships in the media industries are unpaid, and students should be aware that they are only covered by SIU's liability insurance if they are participating in unpaid internships for which they are enrolled for academic credit. Students participating in internships that are paid or include a regular stipend are not covered by SIU's liability insurance.** Students should be prepared and willing to accept an unpaid internship. Remember that an internship is an investment in your future that will surely pay dividends down the road.

**PAYMENT OF THE HOUSING/PROGRAM FEE:**

The Nashville Studies 2012 housing/program fee will be approximately \$2,400. Participants must also register and pay for one (1) to six (6) hours of internship credit at their current tuition rate. Payment can be made by check, money order, or credit card. A credit card usage fee is assessed against all payments made by credit card; this fee must be paid by cash or check. **If a student's application for Nashville Studies is approved, the program fee must be submitted on or before Friday, March 23, 2012, to the Division of Continuing Education.** After notification that the applicant has been placed on an approved class list, the Division of Continuing Education will accept payment of the housing/program fee. Students must print a Division of Continuing Education Payment Form from the internships website to submit with their payment. Students may pay their program fees in one, two, or three installments, but in any case, all payments must be received prior to the established payment schedule, or the student's acceptance into the program is subject to cancellation. This fee may be paid by:

**MAIL:** Make checks payable to SIUC and send check with note explaining that the payment is for "Hollywood Studies," and mail to:

**Hollywood Studies**  
**ATTN: Jackie Welch**  
**Division of Continuing Education**  
**Washington Square, Building C, Mailcode 6705**  
**Southern Illinois University Carbondale**  
**Carbondale, IL 62901-6705**

**IN-PERSON:** Pay at the Division of Continuing Education between the hours of 8:00 a.m. and 4:00 p.m., Monday through Friday. The office is located at Washington Square, Building C (in the same complex with Housing, Campus Police, and the Parking Division). In-person payments may be made by check, cash, money order, or credit card.

**BY PHONE:** If paying by credit card, you may call (618) 536-7751. Ask for the Registration Department.

**ON-LINE:** If paying by credit card, you may pay on-line at <http://www.dce.siu.edu>.

A credit card surcharge will be added to all payments made by credit card. The final payment for the housing/program fee will be required prior to the issuance of any financial aid checks. Students **cannot defer payment of the housing/program fee**. If students do not pay their final payment on or before the deadline, they will be dropped from the program, and housing arrangements will be cancelled. In addition, one hundred dollars (\$100) of their previously-paid payment(s) will be retained by the University as a cancellation fee. Interest charged to credit cards cannot be refunded.

**REFUND OF THE PROGRAM FEE:**

A program fee refund will be granted to students under the following circumstances: if too few students enroll and the program is canceled or if a student is not placed due to a lack of sponsors or sponsor disinterest. *Note: As long as the internship opportunity is deemed feasible and worthwhile (regardless of clock hours/credit, proximity, or compensation issues) by the Internship Coordinator, a refund will not be issued to a student who is not placed as a result of his/her declining an interview(s) and/or not accepting an offer(s) from a sponsor.* Interest charged to credit cards cannot be refunded.

Under circumstances of documented personal emergency, participants may be eligible for a partial refund of that portion of the program costs associated with program fees. Tuition refunds are governed by SIU's regular tuition policies. To qualify for a refund, all cancellation requests must be submitted in writing to the Division of Continuing Education. The following items are non-refundable:

- A. One hundred dollars (\$100), which will be retained by SIU as a cancellation fee;
- B. Housing costs if request for refund is made after **Friday, April 20, 2012;**
- C. Any other charges exacted by other contractors, which are designated "non-reimbursable" and which have been committed by the Division of Continuing Education on behalf of the participant.

**STUDENT RESPONSIBILITIES:**

- ◆ Meet all deadlines related to application materials, charges, registration, and faculty sponsor.
- ◆ Attend mandatory program-related events, including an Advanced Resume Workshop, the Studies Programs Orientation, and the Studies Programs Get-Together.

- ◆ Once a sponsor interview is offered, arrange for the date and time of the interview.
- ◆ Notify the Internship Coordinator if and when an interview and an internship are secured.
- ◆ Complete internship requirements.
- ◆ Keep the Internship Coordinator informed of your current address, phone, and email information at all times.
- ◆ Inform the Internship Coordinator if a sponsor declines to offer an interview or internship.
- ◆ Promptly inform the Internship Coordinator if you are completely dissatisfied with your internship experience.
- ◆ Promptly inform the Internship Coordinator if you have been dismissed (fired) from an internship.
- ◆ Complete academic requirements.
- ◆ Submit a copy of the required paper to the instructor of record and the Internship Coordinator.
- ◆ Fill out a program evaluation after the internship is completed.

**SIGNIFICANT DATES AND DEADLINES:**

Friday, January 27	Completed application packets due at the MCMA Dean's office (Room 1012, Communications Building) by 4:00 p.m.
Friday, February 3	Electronic version of resume must be emailed to the Internship Coordinator.
Friday, February 10	Notification by the Internship Coordinator as to which students have been selected.
Friday, March 23	First payment of housing/ program fee (1/3 of option selected or total payment) due to the Division of Continuing Education.
Friday, April 6	Second payment of housing/ program fee due to the Division of Continuing Education.
Friday, April 20	Third and final payment of housing/ program fee due to the Division of Continuing Education.
Sunday, June 10	Move-in day. <b>No early check-ins will be allowed.</b> If students plan on arriving early, they should make reservations at a local hotel. Call the Division of Continuing Education at (618) 536-7751 for recommendations.
Monday, June 11	Internships begin.
Friday, August 3	Last day of internships in Nashville.
Saturday, August 4	Move-out day. All residents must have vacated their apartments by 12:00 noon on this date. <b>No late checkouts will be allowed.</b> If you plan on staying for extra days, you should make reservations in a local hotel. Call the Division of Continuing Education at (618) 536-7751 for recommendations.

**ESTIMATED COST FOR PARTICIPATION IN NASHVILLE STUDIES PROGRAM:**

**FIXED COSTS:**

Housing/Program Fee = \$ 2,400.00\*  
Tuition (Six credit hours at \$192.00/hour) = \$ 1,152.00\*\*

**Subtotal of Fixed Costs =** \$ 3,552.00

**VARIABLE COSTS:**

Travel Costs (Round-Trip Gas) = \$ 100.00

In-City Transportation Allowance = \$ 200.00

Meals And Entertainment = \$ 1,500.00 (estimated at \$25 per day for sixty days)

**Subtotal Of Variable Costs =** \$ 1,800.00

**Total Estimated Costs =** \$ 5,352.00\*\*\*

\* Includes \$50 credit card usage fee.

\*\* Tuition will vary depending upon date of enrollment at SIU.

\*\*\* The budget above is just an estimate. An individual's total cost will vary greatly with increased or decreased transportation, meals, and entertainment expenditures.

**NASHVILLE STUDIES CHECKLIST:**

- Application Materials:** A completed program application, a resume, at least two reference forms (at least one of which must be from a faculty member from the student's home department) in sealed envelopes with the person's signature across the seal, a signed Participant Agreement Form, and a signed Networking Contract should be returned to the MCMA Dean's Office, Room 1012, by 4:00 p.m. on Friday, January 27, 2012. Make a copy of the Participant Agreement for your records. Outside majors must have a reference form from an MCMA faculty or staff member. Students who do not meet the minimum GPA requirement must also submit a letter of explanation with their application materials. Students should either list an online portfolio on their resumes or submit their portfolio on a CD with their application materials. All Nashville Studies applicants must also submit a copy of their driver's licenses with their application materials.
- Electronic Version Of Resume:** Students applying for the Nashville Studies program should email a copy of their resumes to the Internship Coordinator within one week of turning in their application materials. This expedites the placement process so that students' resumes may either be faxed or emailed, depending on the sponsors' preferences.
- Course Registration:** Students who are approved for the program must see their academic advisor about registering for academic credit by Friday, February 24, 2012. These course registration forms will be used to create a class list, which will be forwarded to the Internship Coordinator. Only students on the official class list will be promoted for internships.
- Program/Housing Fee:** By Friday, March 23, 2012, approved students should submit the program/housing fee (or set up an installment plan and make the first payment) using cash, check, money order, or credit card to the Nashville Studies Program, Attention: Jackie Welch, Division of Continuing Education, Mailcode 6705, Southern Illinois University, Carbondale, IL 62901-6705; telephone: (618) 536-7751; email: gstoner@siu.edu. Payments can also be made online at <http://www.dce.siu.edu>. The balance of the program/housing fee must be paid by Friday, April 22, 2011. No intern placements will be made official until the program fee is verified. A \$50.00 surcharge will be added to all credit card payments; this surcharge must be paid by cash or check.
- Tuition:** Participants must register and pay tuition for one (1) to six (6) hours of internship credit. The Nashville Studies internship is a Summer 2012 term course, and the charge for tuition will be billed on the regular SIU Bursar statement and must be paid separately to the Bursar.
- Faculty Sponsor:** Journalism and graduate students must request and secure a faculty sponsor within their department by Monday, April 24, 2012.
- Internship Arrangement:** It is the student's responsibility to discuss and agree on work-related internship activities, duties, and responsibilities with the sponsor, in advance, if possible.
- Academic Paper:** Students' papers to fulfill their academic requirements should be submitted to both the instructor of record and the Internship Coordinator by the deadline established by the instructor of record.
- Program Evaluation:** At the close of the summer internship, students will be asked to complete an evaluation of the Nashville Studies program. These evaluations may be shared with the MCMA department chairs, directors, and faculty sponsors. This evaluation or feedback from students is intended to assist MCMA in making improvements to the program.
- Post Thank You Letter:** Students should send thank you letters to their sponsors the last week of the internship. These letters should be copied to the Internship Coordinator.