

MUM 1949
 Professor Ed Calle
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OFFICE HOURS:

<u>DAY</u>	<u>IN</u>	<u>OUT</u>
Monday	12:00 Noon 9:45 PM	1:15 PM 10:00 PM
Tuesday	7:00 AM 10:00 AM	8:15 AM 12 Noon
Wednesday	12:00 Noon 6:30 PM	1:15 PM 6:55 PM
Thursday	7:00 AM 10:00 AM	8:15 AM 12 Noon
Saturday	8:45 AM	9:50 AM

BOOKS:

1. Co-Op Workbook - Wadsworth

Requirements: A valid E-mail account, access to the World Wide Web, a writing instrument and a notebook. You must send resumes to prospective intern locations and go through the interview process.

Attendance : Your internship is 72 hours. You must work out the schedule with your intern supervisor.

Assignments/Projects: You are required to complete all assignments as described in the book. You must complete all assignments given to you by your supervisor and then complete a verbal evaluation with Professor Calle.

Grading: Your grade is based on your completed book (35%), supervisor reviews (50%) and verbal evaluation (15%).

Objectives:

1. Prepare an introductory letter.
2. Make an appointment for an interview via the telephone.
3. Prepare a resume.
4. Complete a job interview process.
5. Maintain professional attendance, punctuality and job performance.
6. To be exposed to a variety of music industry jobs and to learn the skills necessary to be a productive employee.
7. Learn how to follow instructions and complete tasks in a timely manner.
8. Complete all job related tasks described in the book.
9. Turn in a completed and professional looking presentation you can use as a portfolio for future employment.