

A480 Internship

Instructor: Michael Stucker
Email: mstucker@iu.edu
Office: MAC MC324
Office Phone: 856-4897
Office Hours: by appointment (*just ask!*)

Course Timeline:

Note the official dates of the term for which you are registering. If your internship extends beyond that end date, you will receive a grade of Incomplete. A valid grade will be issued once internship materials have been submitted and reviewed by the instructor. Internship materials **must** be submitted before **the last day of classes** unless otherwise arranged directly with the instructor.

A grade deduction of 1 letter per week will be applied for late assignment submissions.

Course Overview:

Several weeks before the end of your internship, submit the [internship close letter](#) and [internship evaluation form](#) to your supervisor. The evaluation must be completed and returned to the Audio Engineering Department. The student is solely responsible for insuring that the evaluation has been completed by their supervisor and received by the department.

Internship materials should be submitted to the assignment, you are welcome to upload a link to the files. If you have trouble, you can always email materials to your instructor.

1. A480 requires senior standing. Typically, it is done during the summer before the senior year, or after all coursework has been completed.
2. Prior to enrolling in the internship, the student should meet with the instructor to discuss their goals and options for the internship. Students are solely responsible for making all internship arrangements.
3. Internships must be a minimum of 8 weeks in length working at least 20 hours per week, 160 hours total, and can be paid or unpaid. Longer internships are encouraged.
4. Once the student decides on an internship and works out an arrangement with the hosting facility, he/she must complete the [internship planning sheet](#) and submit it to Michael Stucker. The student will then be authorized to register for A480.
5. During the internship the student must keep a daily journal outlining duties and activities.
6. Several weeks prior to completion, the student must submit the internship evaluation form to their supervisor. The evaluation needs to be completed and returned to the Audio Engineering Department. The student is solely responsible for insuring that the evaluation has been completed by their supervisor and received by the department.