



**MUSIC BUSINESS
Northwest College**

MUSB 2381- COOPERATIVE EDUCATION, MUSIC MANAGEMENT AND MERCHANDISING

CRN 28675 – Fall 2014

Spring Branch Campus - Room 443H | Date/Time: TBA

1 hour lecture, 320 hour lab course / 336 hours per semester/ 16 weeks

Instructor: Dr. Aubrey Tucker

Instructor Contact Information: Office phone: 713-718-5606

aubrey.tucker@hccs.edu

Instructional Materials

No text required. Student will maintain weekly work reports, to be signed by industry internship sponsor, and a journal of daily observations by the student on the internship; copies of each which will be turned in to instructor. Student will also investigate additional resources for information (library resources, websites, publications, etc.). Other materials will be available on the Aubrey Tucker Learning Web site at: **<http://learning.hccs.edu/>**

Office location: 443G Performing Arts Center

Office hours: 11-12 Monday, Tuesday, Thursday; 6-7pm Thursday and/or by appointment

Please feel free to contact me concerning any problems that you are experiencing in this course. You do not need to wait until you have received a poor grade before asking for my assistance. Your performance in my class is very important to me. I am available to hear your concerns and just to discuss course topics. Feel free to call or come by my office anytime during these hours or make an appointment to meet at another time.

Course Description

Career related activities encountered in the student's area of specialization. Under the supervision of the college and the employer, the student combines classroom learning with work experience. Directly related to Music Business, specific learning objectives guide the student through the work experience. 20 hours a week of work experience plus instructor conference are required.

Prerequisites

Completion of GUST 0342, MATH 0308, ENGL 0310 or 0349; OR passing grades on the Reading, Math, and English portion of the college assessment exam.

Course Goals

1. The student will gain a basic knowledge and understanding of the organization and management of specific areas of the music industry
2. The student will improve word processing and computer skills
3. The student will present an oral semester report, integrating skills learned in this class

Student Learning Outcomes

1. The student will gain a basic knowledge and understanding of entertainment copyrights and some of the contracts used in the music, film and television industry.
2. The student will improve word processing and computer skills
3. The student will present an oral semester report, integrating skills learned in this class
4. The student can list the primary creative team in a film or television project and what kinds of agreements are required for each

Learning Objectives

Students will:

1. Mid-term Summary Report: due by mid-term; minimum two pages, word processed, based on weekly work reports (attached), journal (copy attached) and two other sources. Include bibliography
2. Final Summary Report: due by scheduled final exam (this is your final exam), minimum four pages, word processed, based on weekly work reports (attached), journal (copy attached) and five other sources. Include bibliography
3. 15 minute oral report of Internship given to a MUSB class as scheduled by instructor

Services to Students with Disabilities

Students who require reasonable accommodations for disabilities are encouraged to report to The Disability Support Service Office at Spring Branch Campus, 713-718-5697, to make necessary arrangements. Faculty are only authorized to provide accommodations by the Disability Support Service Office

Course Grading Criteria (% of final grade)

Your final grade will be based on the following proportions:

1. Weekly reports, Employer's verification of internship status 50%
2. Mid-term Summary Report 15%
3. Oral Report 15%

4. Final Summary Report 20%
(3 points added to final average for active participation in MEISA Student Club)

Grading percentile: the official HCC grading rubric is as follows:

90–100 percent	A	Exceptionally fine work; superior in presentation, visual observation, comprehension and participation
80–89 percent	B	Above average work; superior in one or two areas
70–79 percent	C	Average work; good, unexceptional participation
60–69 percent	D	Below average work; noticeably weak with minimal participation
Below 60 percent	F	Clearly deficient in presentation, style and content with a lack of participation

HCC Policy Statement: Academic Honesty

A student who is academically dishonest is, by definition, not showing that the coursework has been learned, and that student is claiming an advantage not available to other students. The instructor is responsible for measuring each student's individual achievements and also for ensuring that all students compete on a level playing field. Thus, in our system, the instructor has teaching, grading, and enforcement roles. You are expected to be familiar with the College's Policy on Academic Honesty, found in the catalog. What that means is: If you are charged with an offense, pleading ignorance of the rules will not help you. Students are responsible for conducting themselves with honor and integrity in fulfilling course requirements. Penalties and/or disciplinary proceedings may be initiated by College System officials against a student accused of scholastic dishonesty. "Scholastic dishonesty": includes, but is not limited to, cheating on a test, plagiarism, and collusion.

Cheating on a test includes:

- Copying from another students' test paper;
- Using materials not authorized by the person giving the test;
- Collaborating with another student during a test without authorization;
- Knowingly using, buying, selling, stealing, transporting, or soliciting in whole or part the contents of a test that has not been administered;
- Bribing another person to obtain a test that is to be administered.

Plagiarism means the appropriation of another's work and the unacknowledged incorporation of that work in one's own written work offered for credit.

Collusion mean the unauthorized collaboration with another person in preparing written work offered for credit. Possible punishments for academic dishonesty may include a grade of 0 or F in the particular assignment, failure in the course, and/or recommendation for probation or dismissal from the College System. (See the Student Handbook)

HCC Policy Statements

Class Attendance - It is important that you come to class! Attending class regularly is the best way to succeed in this class. Research has shown that the single most important factor in student success is attendance. Simply put, going to class greatly increases your ability to succeed. You are expected to attend all lecture and labs regularly. You are responsible for materials covered during your absences. Class attendance is checked daily.

Although it is your responsibility to drop a course for nonattendance, the instructor has the authority to drop you for excessive absences. If you are not attending class, you are not learning the information. As the information that is discussed in class is important for your career, students may be dropped from a course after accumulating absences in excess of 12.5% hours of instruction. The six hours of class time would include any total classes missed or for excessive tardiness or leaving class early. You may decide NOT to come to class for whatever reason. As an adult making the decision not to attend, you do not have to notify the instructor prior to missing a class. However, if this happens too many times, you may suddenly find that you have "lost" the class.

Poor attendance records tend to correlate with poor grades. If you miss any class, including the first week, you are responsible for all material missed. It is a good idea to find a friend or a buddy in class who would be willing to share class notes or discussion or be able to hand in paper if you unavoidably miss a class.

Class attendance equals class success.

HCC Course Withdrawal Policy

If you feel that you cannot complete this course, you will need to withdraw from the course prior to the final date of withdrawal. Before, you withdraw from your course; please take the time to meet with the instructor to discuss why you feel it is necessary to do so. The instructor may be able to provide you with suggestions that would enable you to complete the course. Your success is very important. Beginning in fall 2007, the Texas Legislature passed a law limiting first time entering freshmen to no more than **SIX** total course withdrawals **throughout** their educational career in obtaining a certificate and/or degree.

To help students avoid having to drop/withdraw from any class, HCC has instituted an Early Alert process by which your professor *may* "alert" you and HCC counselors that you might fail a class because of excessive absences and/or poor academic performance. It is your responsibility to visit with your professor or a counselor to learn about what, if any, HCC

interventions might be available to assist you – online tutoring, child care, financial aid, job placement, etc. – to stay in class and improve your academic performance.

If you plan on withdrawing from your class, you **MUST** contact a HCC counselor or your professor prior to withdrawing (dropping) the class for approval and this must be done **PRIOR** to the withdrawal deadline to receive a “W” on your transcript. **Final withdrawal deadlines vary each semester and/or depending on class length, please visit the online registration calendars, HCC schedule of classes and catalog, any HCC Registration Office, or any HCC counselor to determine class withdrawal deadlines. ***Remember to allow a 24-hour response time when communicating via email and/or telephone with a professor and/or counselor. Do not submit a request to discuss withdrawal options less than a day before the deadline.***

If you do not withdraw before the deadline, you will receive the grade that you are making in the class as your final grade.

Repeat Course Fee

The State of Texas encourages students to complete college without having to repeat failed classes. To increase student success, students who repeat the same course more than twice, are required to pay extra tuition. The purpose of this extra tuition fee is to encourage students to pass their courses and to graduate. Effective fall 2006, HCC will charge a higher tuition rate to students registering the third or subsequent time for a course. If you are considering course withdrawal because you are not earning passing grades, confer with your instructor/counselor as early as possible about your study habits, reading and writing homework, test taking skills, attendance, course participation, and opportunities for tutoring or other assistance that might be available.

Classroom Behavior

As your instructor and as a student in this class, it is our shared responsibility to develop and maintain a positive learning environment for everyone. Your instructor takes this responsibility very seriously and will inform members of the class if their behavior makes it difficult for him/her to carry out this task. As a fellow learner, you are asked to respect the learning needs of your classmates and assist your instructor achieve this critical goal.

Use of Camera and/or Recording Devices

As a student active in the learning community of this course, it is your responsibility to be respectful of the learning atmosphere in your classroom. To show respect of your fellow students and instructor, you will turn off your phone and other electronic devices, and will not use these devices in the classroom unless you receive permission from the instructor. Use of recording devices, including camera phones and tape recorders, is prohibited in classrooms, laboratories, faculty offices, and other locations where instruction, tutoring, or testing occurs. Students with disabilities who need to use a recording device as a reasonable

accommodation should contact the Office for Students with Disabilities for information regarding reasonable accommodations

Instructor Requirements

As your Instructor, it is my responsibility to:

- Provide the grading scale and detailed grading formula explaining how student grades are to be derived
- Facilitate an effective learning environment through class activities, discussions, and lectures
- Description of any special projects or assignments

- Inform students of policies such as attendance, withdrawal, tardiness and make up
- Provide the course outline and class calendar which will include a description of any special projects or assignments
- Arrange to meet with individual students before and after class as required

Evaluate your professors online

HCC has implemented a new online teaching assessment survey for students to evaluate course professors. EGLS₃ is now available. Through the EGLS₃ survey, students will be able to assess teaching effectiveness. This is your opportunity to be heard. Starting (date to be announced) go to hccs.edu/EGLS3 to take the survey and evaluate your instructors.