

## Departmental Course Syllabus

Department: Radio-Television-Film

Revision Date: Spring 2007

San Antonio College \* 1300 San Pedro\* San Antonio, TX\* 78212-4201

Course Number and Title: MUSB 2380

COOPERATIVE EDUCATION – MUSIC MANAGEMENT AND  
MERCHANDISING

Credit Hours: 3 CREDIT HOURS/1 LECTURE HOUR/15 – 20 LAB HOURS

Instructor:

Office: LRTF

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I. Catalog Description:

This course offers career-related activities encountered in the student's area of specialization offered through an individualized agreement among the college, employer, and student. Under the supervision of the college and the employer, the student combines classroom learning with work experience. This courses includes a lecture component.

II. Pre-requisites, co-requisites and other requirements:

Completion of 15 semester hours in MUSB, RTVB or COMM and meet departmental requirements. To be taken in the last semester of the student's work towards the AAS Degree in Music Business.

III. Text:  
None

IV. Instruction will consist of:

Any of all of the following: Lectures, discussion, guest lecturers, field trips, one-on-one meetings with instructor; on-the-job experience under supervision; instructor conferences with supervisor, supervisor's evaluation, final, comprehensive reports.

V. Course Content:

- A. Internship responsibilities.
- B. On-the-job problems and situations.
- C. Getting and holding a job, career advancement.
- D. Individual conferences.
- E. On-site location visits.
- F. Individualized training by supervisor at site.
- G. Final reports.
- H. Supervisor's evaluation.

VI. Learning Outcomes and Performance Objectives with their methods of measurement as used to determine the students' mastery of those outcomes.

**Learning Outcome 1:** As outlined in the learning plan, apply the theory, concepts and skills involving specialized materials, tools, equipment, procedures, regulations, laws, and interactions within and among political, economic, environmental, social and legal systems associated with the occupation and the business/industry.

**Performance Objectives:**

- Progress in achieving the objectives outlined in the learning plan consistent with accepted professional standards for the occupation and the business/ industry.

**Methods of Measurement:**

- Employer evaluation form, on site evaluations and written evaluations.

**Learning Outcome 2:** Demonstrate legal and ethical behavior, safety practices, interpersonal and teamwork skills.

**Performance Objectives:**

- Demonstrate of each of the above while fulfilling the duties outlined in the learning plan to the standards of the employing agency.

**Methods of Measurement:**

- Employer evaluation form, on site evaluations and written evaluations.

**Learning Outcome 3:** Demonstrate appropriate written and verbal communication skills using the terminology of the occupation and the business/industry.

**Performance Objectives:**

- Evidence of use of each of these skills and appropriate professional terminology to the satisfaction of the employer and the college.

**Methods of Measurement:**

- Employer evaluation form, on site evaluations and written evaluations.

**SCANS Competencies:** The following is a list of competencies related to the workplace as outlined by the Texas Higher Education Coordinating Board.

The following SCANS Skills will be included in this course: Participates as a member of a team (C9), Exercises Leadership (C12), and Understands Systems (C15).

Foundation Skills included are: Responsibility (F13), Sociability (F15), Self-Management (F16), and Integrity/Honesty (F17).

VII. Course requirements and grade computation.

A. College Requirements:

A written, comprehensive final examination, not to exceed two and one-half hours in length, shall be given at the end of each semester for each course at the regularly scheduled time. Any exceptions to these requirements must be approved by the appropriate dean. Other examinations are given at the discretion of the instructor.

A student who must be absent from a final examination should petition that instructor for permission to postpone the examination. **A student absent without permission from a final examination is graded "F."** Postponed examinations result in a grade of "I." The final exam must be taken within 120 calendar days from the end of the semester or the grade automatically becomes an "F." (San Antonio College Bulletin, Faculty Handbook - January 1995)

B. Departmental Requirements:

Grade is determined by any or all of the following: A final written report; attendance at class meetings, private conferences, and on-site locations, on-site evaluations, supervisor's report.

C. Instructor Requirements:

VIII. College Policies:

- A. San Antonio College does not discriminate on the basis of race, religion, color, national origin, sex, age, or disability with respect to access, employment programs or services.

- B. Students are urged not to bring children to either a class or a lab. Minors under the age of twelve (12) must not be left unattended on campus. College Academic Council - April, 1998
- C. ADA Statement: "As per Section 504 of the Vocational Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, if accommodation is needed contact the Office of DisABILITY Support Services, CAC 124C, Phone: (210) 733-2347.
- D. A Rapid Response Team exists for the purpose of responding to emergencies. If you have a disability that will require assistance in the event of a building evacuation, notify Disability Support Services, Chance Academic Center 124C, Phone: (210) 733-2347.
- E. Academic Dishonesty: Students may be subject to disciplinary proceedings resulting in an academic penalty or disciplinary penalty for academic dishonesty. Academic Dishonesty includes, but is not limited to, cheating on a test, plagiarism and collusion. For additional information refer to the "Student Code of Conduct" in the San Antonio College Bulletin.
- F. **Students are required to silence all electronic devices (e.g., pagers, cellular phones, etc.) when in classrooms, laboratories and the library. College Academic Council, 01/ 2000.**
- G. San Antonio College Attendance Policy: Regular and punctual attendance at all classes and laboratories, day and/or evening, is required. A student absent for any reason is responsible for all work missed. Both tardiness and early departure from class are forms of absenteeism. The instructor establishes the policy with regard to each. Absences of each student are recorded without exception. The counting of absences begins on the first day of class. A student absent the equivalent of two weeks of instruction in a 16-week semester may be dropped by the instructor. If a student is dropped from a class for excessive absences, the instructor will record a grade of "W" (withdraw). It is the student's responsibility to ensure that the withdrawals have been submitted.
- H. San Antonio College is a smoke free campus.
- I. ACCD DPS Emergency Phone Numbers:
  - ACCD DPS Emergency Phone (210) 222-0911
  - ACCD DPS General Phone (210) 208-8099
  - ACCD DPS Weather Phone (210) 208-8189 (For information on college closures)
- J. Students must also abide by the policies, procedures, and rules set forth in the "Student Code of Conduct" and all other policies set forth in the San Antonio College Bulletin.  
[http://www.accd.edu/sac/sacmain/schedule/SAC\\_Bulletin\\_05-06.pdf](http://www.accd.edu/sac/sacmain/schedule/SAC_Bulletin_05-06.pdf)