

5/28/01

Course	Title	Credit
MUBZ M450	Senior Seminar	3 hrs.

Bulletin Description

Prepares students to undertake their Internship by providing an in-depth study of how to prepare to successfully enter a career path.

Prerequisites

Senior standing

Permission of Instructor

Textbooks and Other Materials to be Purchased by Student

Handouts from Instructor

Course Requirements

Textbook reading assignments are **REQUIRED** as they provide the necessary background information for class discussions.

- Two oral reports discussing an article of significance to the Music Industry will be required. Magazines such as Billboard, Mix, Keyboard, Electronic Musician, Music Trades, Grammy, Recording Engineering & Producer, and other professional periodicals/journals must be used.
- Class discussions play a major role in this course. Therefore, students are expected to attend all class meetings.
- Unannounced quizzes will be given on previously assigned reading.
- Regular written assignments will be given over assigned reading.
- All assignments are due when indicated. Late assignments will not be accepted.
- The Music Business Program Handbook should be consulted for general questions relating to this course.

Special Accommodations

Students with disabilities who believe that they need accommodations in this class are encouraged to contact the office of Academic Enrichment and Disability Services at 85-2990 as soon as possible so that accommodations can be implemented in a timely fashion.

Academic Integrity

All work you do for this class is expected to be your own, and academic dishonesty (including, but not limited to plagiarism on papers, music composition or cheating on exams) will be punished. A summary of the University's definitions and procedures concerning academic integrity can be found in the Undergraduate Bulletin (pp. 45-46). If you are uncertain how to use and cite the work of others within your own work, consult reference works such as Kate L. Turbian, A Manual for Writers of Term Papers, Theses, and Dissertations, 5th ed., revised and expanded by Bonnie Birtwhistle Honigsblum (Chicago and London: University of Chicago Press, 1987), or come see me.

Course Objectives

This course will prepare students for their Internship. Basic concepts of self-awareness and interpersonal professional relationships, motivational and leadership skills, setting and achieving goals, resume and letter writing, telephone usage, time management, and interview skills will be presented along with discussions of numerous career options. Students will research Internship opportunities and be expected to discuss and comment upon them. The goal is to provide a foundation of knowledge to enter a career path.

Course Outline

Week #1	<i>Introduction to Self-Assessment</i>
Week #2	<i>Personal Profile: Self Assessment Test Potential Internship Identification</i>
Week #3	<i>Resume Writing Building a Professional Network</i>
Week #5	<i>Salesmanship and Self Promotion Marketing and Promotion</i>
Week #6	<i>Salesmanship and Self Promotion Marketing and Promotion</i>
Week #7	<i>Time Management Building a Professional Reputation</i>
Week #8	<i>Setting and Achieving Goals How To Make Things Happen</i>
Week #9	<i>Setting and Achieving Goals How To Get People To Help You: Motivation</i>
Week #10	<i>Writing the Cover Letter Other Correspondence</i>
Week #11	<i>Interpersonal Professional Relationships People Skills</i>
Week #12	<i>Telephone Usage</i>
Week #13	<i>Interview Techniques</i>
Week #14	<i>Interview Techniques</i>

Evaluation

- Grading points will be taken from the following items:

Attendance: 100 points per day
Oral Reports: 200 points each
Quizzes: 200 points each
Assignments: 400 points each
Final Paper or Project: 800 points

95 - 100% A
90 - 94% B+

85 - 89%	B
80 - 84%	C+
75 - 79%	C
70 - 74%	D+
65 - 69%	D
0 - 64%	F
Incomplete	I

Attendance

- Classes will start and end on time.
 - Attendance will be taken at the beginning of class.
 - Therefore, late attendance constitutes an absence.
 - Two absences: conference with Instructor.
 - Four absences: conference with Associate Dean.
 - Five absences: withdraw from class.
 - Students are responsible for all information missed during absence.
 - Prior notice given to the instructor or a call to the Music Business Program office (504) 865-3984 indicating illness etc. will be the **only excused absence**.
 - Grades will be posted regularly on the Music Business Program bulletin board.

Bibliography