

COURSE SYLLABUS

MUSB 2305 (3:3:0)

**Music Publishing**

Commercial Music Program  
Entertainment Business Certificate

Creative Arts Department

Technical Education Division

Levelland Campus

SOUTH PLAINS COLLEGE

**COURSE TITLE:** MUSB 2305-Music Publishing (3:3:0)  
**INSTRUCTOR:** Phillip Smith  
**OFFICE LOCATION:** **CB 157**  
**PHONE/E-MAIL:** 806-716-2290 [psmith@southplainscollege.edu](mailto:psmith@southplainscollege.edu)  
**OFFICE HOURS:** As Posted and by Appointment

**SOUTH PLAINS COLLEGE IMPROVES EACH STUDENT’S LIFE**

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I. GENERAL COURSE INFORMATION

A. Course Description: The administrative and marketing aspects of music publishing, including the application of current copyright law, developing songwriters, rights exploration, and royalty collection.

B. End-of-Course Outcomes: Develop a fundamental knowledge of music publishing and administration including performing rights, clearances, domestic and foreign licensing/royalties (mechanical, digital, sync, print, performance), commercial, jingle, and works made for hire.

C. Academic Integrity: As stated in the General Catalog - “As it is the aim of the faculty of South Plains College to foster a spirit of complete *honesty* and a high standard of *integrity*, the attempt of any student to present as his or her own work that which he or she has not honestly performed is regarded by the faculty and administration as a most serious offense and renders the offender liable to serious consequences, possibly suspension.

Cheating: Dishonesty of any kind on examinations or written assignments, illegal possession of examinations, the use of unauthorized notes during the examination, obtaining information during an exam from a textbook or from the examination paper of another student, assisting others to cheat, alteration of grade records, illegal entry or unauthorized presence in an office are examples of cheating. Complete honesty is required of the student in the presentation of any and all phases of coursework. This applies to quizzes of any length as well as to any examinations, daily assignments, reports, papers, and artistic projects.

Plagiarism: Offering the work of another as one’s own, without proper acknowledgment, is plagiarism; therefore, any student who fails to give credit for quotations or essentially identical expression of material taken from books, encyclopedias, magazines, and other reference works, or from themes, reports or other writings of a fellow student, is guilty of plagiarism.

Scans and Foundation Skills:

**SCAN COMPETENCIES: C-1, 2, 6, 10, 15.**

**FOUNDATION SKILLS: F-1, 2, 5, 8, 16, 17.**

- D. Verification of Workplace Competencies: Successful completion of this course will equip the student with many of the skills necessary to complete part of the capstone experience presented at the end of the second semester of study for certificate candidates and at the end of the fourth semester of study for degree candidates.

## II. SPECIFIC COURSE/INSTRUCTOR REQUIREMENTS

Textbook and Other Materials: *The Musician's Guide to Music Copyright Law* by Jim Jesse  
Handouts and additional texts may be used during the course of the semester. This course will examine various aspects of the music publishing industry, including:

The legal, artistic, and practical fundamentals of songwriting and publishing, including copyright law and payment mechanisms

- Performance rights Organizations, including BMI, ASCAP, SESAC, Global Music Rights, and foreign organizations
- The flow process and personnel in music publishing and production, including basic song forms, musical notations, songwriting, and song-plugging techniques
- The flow process and personnel in music distribution, including Mechanical, print, internet, television, radio, film, industrial, business, and any and all venues related to public performance
- The workings and construction of and how to establish a music publishing company
- How to read, understand and apply information related to music and entertainment magazines, websites, and organizations.
- Royalties/collections and disbursements
- The basic principles of publishing deals/contracts

### ATTENDANCE POLICY

Students are expected to attend all classes in order to be successful in a course. The student may be administratively withdrawn from the course when absences become excessive, as defined in the course syllabus.

When an unavoidable reason for class absence arises, such as illness, an official trip authorized by the college, or an official activity, the instructor may permit the student to make up the work missed. It is the student's responsibility to complete the work missed within a reasonable period of time as determined by the instructor. Students are officially enrolled in all courses for which they pay tuition and fees at the time of registration. Should a student, for any reason, delay in reporting to a class after official enrollment, absences will be attributed to the student from the first class meeting.

Students who enroll in a course but have "Never Attended" by the official census date, as reported by the faculty member, will be administratively dropped by the Office of Admissions and Records. A student who does not meet the attendance requirements of a class as stated in the course syllabus and

does not officially withdraw from that course by the official census date of the semester may be administratively withdrawn from that course and receive a grade of “X” or “F” as determined by the instructor. Instructors are responsible for clearly stating their administrative drop policy in the course syllabus, and it is the student’s responsibility to be aware of that policy.

It is the student’s responsibility to verify administrative drops for excessive absences through MySPC using their student online account. If it is determined that a student is awarded financial aid for a class or classes in which the student never attended or participated, the financial aid award will be adjusted in accordance with the classes in which the student did attend/participate, and the student will owe any balance resulting from the adjustment.

Grading Procedures / Policy / Methods of Evaluation: The Music Publishing class is designed to be very proactive. Students will be required to participate in listening, reading, writing, interviewing, critiquing, group projects, and music production. Grades will be calculated based on the following criteria.

Quizzes	40%
Midterm	20%
Projects & Homework	20%
Final Exam	20%

The instructor will determine, on a case-by-case basis, whether or not to allow any make-up of missed quizzes, midterms, late assignments, or project deadlines.

The instructor will be available to meet with students concerning any aspect of this course at any time during the semester. However, the student will take responsibility for arranging meeting times during the instructor’s posted office hours.

**Electronic device regulations:** ALL electronic devices, including cell phones and computers, will be turned off or silenced during classes and projects unless there is prior approval by the instructor. Any violation of the above electronic devices regulation will result in the student receiving a “0” grade for that class period, and the student may be asked to leave the class. Repeated offenses of this regulation may be grounds for the instructor to drop the student from the class.

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#### Intellectual Exchange Statement

In South Plains College courses, the instructor will establish and support an environment that values and nurtures individual and group differences and encourages engagement and interaction. Understanding and respecting multiple experiences and perspectives will serve to challenge and stimulate all of us to learn about others, about the larger world, and about ourselves. By promoting intellectual exchange, we will not only mirror society as it is, but also model society as it should and can be.

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### Disabilities Statement

Students with disabilities, including but not limited to physical, psychiatric, or learning disabilities, who wish to request accommodations in this class should notify the Disability Services Office early in the semester so that the appropriate arrangements may be made. In accordance with federal law, a student requesting accommodations must provide acceptable documentation of his/her disability to the Disability Services Office. For more information, call or visit the Disability Services Office at Levelland (Student Health & Wellness Office) 806-716-2577, Lubbock Centers (located at the Lubbock Downtown Center) 806-716-4675, or Plainview Center (Main Office) 806-716-4302.

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### Non-Discrimination Statement

South Plains College does not discriminate on the basis of race, color, national origin, sex, disability or age in its programs and activities. The following person has been designated to handle inquiries regarding the non-discrimination policies: Vice President for Student Affairs, South Plains College, 1401 College Avenue, Box 5, Levelland, TX 79336. Phone number 806-716-2360.

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### Title IX Pregnancy Accommodations Statement

If you are pregnant, or have given birth within six months, under Title IX you have a right to reasonable accommodations to help continue your education. To activate accommodations you must submit a [Title IX pregnancy accommodations request](#), along with specific medical documentation, to the Health and Wellness Center. Once approved, notification will be sent to the student and instructors. It is the student's responsibility to work with the instructor to arrange accommodations. Contact the Health and Wellness Center at 806-716-2529 or email [dburleson@southplainscollege.edu](mailto:dburleson@southplainscollege.edu) for assistance.

### CARE (Campus Assessment, Response, and Evaluation) Team

South Plains College is committed to ensuring the safety, health, and well-being of its students and community. To support its campus community SPC has a CARE Team. This is a dedicated group of campus professionals responsible for assessing and responding to students who could benefit from academic, emotional, or psychological support, as well as those presenting risk to the health or safety of the community. If you see someone experiencing challenges, appearing distressed, posing a threat to their safety or someone else's safety, or causing a significant disruption to the SPC community, please submit a [CARE Team referral](#). You may also submit a referral for yourself if you would like additional support. NOTE: In cases where a person's behavior poses an imminent threat to you or another, contact 911.

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### Campus Concealed Carry Statement

Texas Government Code 411.2031, et al. authorizes the carrying of a concealed handgun in South Plains College buildings only by persons who have been issued and are in possession of a Texas

License to Carry a Handgun. Qualified law enforcement officers or those who are otherwise authorized to carry a concealed handgun in the State of Texas are also permitted to do so. Pursuant to Penal Code (PC) 46.035 and South Plains College policy, license holders may not carry a concealed handgun in restricted locations. For a list of locations and Frequently Asked Questions, please refer to the Campus Carry page at: <http://www.southplainscollege.edu/campuscarry.php>

Pursuant to PC 46.035, the open carrying of handguns is prohibited on all South Plains College campuses. Report violations to the College Police Department at 806-716-2396 or 9-1-1.