Nashville State Community College  
Business & Applied Arts Division  
Music Technology

Master Course Syllabus

This master course syllabus is meant simply as a guide and overview of the course. Each instructor will further clarify their criteria for grading, classroom procedures, attendance, exams and dates, etc. on his/her course syllabus.

Course Title: MST-1340 Music Publishing I
Credits: 3  
Class Hours: 3  
Course description from catalog including prerequisites and co-requisites. An introduction to the music publishing industry. Topics include self-publishing vs. professional publishing, starting your own publishing company, song plugging, and performance rights organizations.  
*Not part of a Tennessee Transfer Pathway*

Instructor Information:
Name:  
Email:  
Office Phone:  
Office Location:  
Office Hours:

Textbook and Other Materials:  

Reference Materials: TBD  
Supplies: TBD

Course Outcomes:  
Upon successful completion of this course, students should be able to:  
1. Demonstrate the proper use of the terminology used in the Music Publishing Industry.  
2. Identify and evaluate Performing Rights Organization affiliation options.  
3. Describe standard music publishing practices and procedures.
4. Accurately explain the collection and distribution of music publishing royalties.
5. Describe contract and license options common to the Music Publishing Industry.

**Course Competencies:**
The following are detailed course competencies intended to support the course outcomes:

1. List the professional qualifications that are required of music publishers.
2. Describe in detail, the services that performing rights organizations provide music publishers, songwriters, and the entertainment industry.
3. List the criteria that performing rights organizations require of music publishers and songwriters.
4. Identify potential conflicts of interest when selecting a PRO.
5. Describe in detail, the services that the Harry Fox Agency provides.
6. Describe in detail, the services that song pluggers provide.
7. Identify key factors when negotiating a music publishing agreement.
8. List the equipment and materials needed to start a music publishing company.
9. Describe in detail, the services that music publishers provide songwriters, artists, and the entertainment industry.
10. Articulate the contractual definitions of common publishing agreements.
11. Describe the ways in which music publishers acquire songs and build catalogs.
12. Communicate the common distribution of publishing royalties.
13. Describe in detail, the Broadcast Data System.
14. Describe in detail, the manner in which broadcast and live performances of a music publisher’s catalog are logged and tabulated.
15. Articulate the different performing rights licensing options that are available.
16. Describe in detail, the importance and procedure of filing a clearance form with a PRO.
17. Explain advance and recoup practices common to the music publishing industry.
18. Select and prepare appropriate copyright forms for a given work.
20. Identify instances of copyright infringement.
21. Demonstrate the ability to calculate mechanical, sync, print, and performance royalties for a number of hypothetical situations.
22. Describe the factors that help a music publisher develop leverage when negotiating a publishing agreement.
23. List commonly agreed to record royalty rates.
24. Describe in detail, public domain.
25. List the contractual protections a music publisher should request when negotiating a licensing agreement.
26. Explain the standard practices of collecting foreign royalties.
27. Describe the impact that new technologies are having on the music publishing industry.
28. Generate professional electronic and other communications without spelling and grammatical errors.

The following are general education competencies intended to support the course outcomes:

1. Write clear, well-organized business communications consistent with music industry standards.
2. Locate, evaluate, and use multiple sources of information to identify potential music publishing opportunities.
3. Prepare and produce professional sounding voice-messages and other oral communications.
4. Use and adapt current technologies to create professional quality informational and promotional materials.

**Topics to Be Covered:**
See the Course Competencies listed above.

**Course Assessments:**
The following performance assessments will be used to demonstrate students' understanding, knowledge and skills:
Exams, quizzes, assignments, and in-class activities

**Grading Policy:**

**Grading Scale:**
A = 90-100
B = 80-89
C = 70-79
D = 60-69
F = 0-59
FA (see below)
FN (see below)

Per TBR policy, a student who does not officially drop or withdraw from a course, but receives a failing grade, will receive an “FA” if the last day of attendance was earlier than two-thirds into the part-of-term. That date equates to the last day to withdraw from the course.

An FN is awarded to students who never attended class.

**Late Work Policy & Make-up Procedures for Missed Assignments and Work:**
Each instructor will provide policy.
**Attendance Policy**

A student is expected to attend all scheduled classes and laboratories. Absences in a course may affect a student’s final grade. The student is responsible for all assigned work in the course regardless of excused or unexcused absences. Tardiness may also affect a student's final grade.

**D2L Brightspace/NSOnline and myNSCC email**

It is the student’s responsibility to check D2L and MyNSCC email on a regular basis. These are the official communication channels between the college and students. Students are responsible for the information communicated through those channels. D2L contains specific course information and MyNSCC contains information important for other purposes.

**Technology Statement**

Nashville State’s classes are considered to be web-enhanced. Faculty have an expectation that students will use a computer and the Internet to complete assignments, engage in online discussions, and access various course materials through Desire2Learn (D2L) course shells. Computers are available for student use at each campus during campus open hours.

**ADA Compliance Statement**

Nashville State complies with the Americans with Disabilities Act. If you wish to request any special accommodations for any courses in which you are enrolled, contact the Access Center at 615.353.3741 or 615.353.3721.

**Classroom Misconduct**

Nashville State Community College has a zero tolerance policy for disruptive conduct in the classroom. Students whose behavior disrupts the classroom will be subject to disciplinary sanctions. The Nashville State Student Code of Conduct policy is available at [https://s3.amazonaws.com/nscc.edu/PDFs/dean-students/Student_Code_of_Conduct_Policy.pdf](https://s3.amazonaws.com/nscc.edu/PDFs/dean-students/Student_Code_of_Conduct_Policy.pdf)

Please be aware that children are not allowed in class or unattended on campus.

**Academic Misconduct**

Any form of academic dishonesty, cheating, plagiarizing, or other academic misconduct is prohibited. Students are responsible for understanding and aiding by the Academic Misconduct Policy in the Nashville State Student Code of Conduct that can be found at [https://s3.amazonaws.com/nscc.edu/PDFs/dean-students/Student_Code_of_Conduct_Policy.pdf](https://s3.amazonaws.com/nscc.edu/PDFs/dean-students/Student_Code_of_Conduct_Policy.pdf)

In addition to other possible disciplinary sanctions that may be imposed through regular college procedures as a result of academic dishonesty the instructor has the authority to assign an “F” or a “Zero” for the exercise, paper, or examination or to assign an “F” for the course. Students may appeal through the appropriate college grade appeal procedures.

**Academic Early Warning System**

Nashville State Community College has implemented an Early Warning System to notify students via e-mail about academic problems such as poor classroom attendance, poor
performance on assignments/tests, poor communication skills, late/missing assignments, and/or lack of classroom participation. *Please note that Early Warning Alerts do not affect a student’s academic standing.

**RAVE Emergency Alert System**
Emergency events can happen at any time and Nashville State Community College wants to be able notify students if and when they occur. For this reason, all students have been enrolled in the free RAVE alert system. If you have not already done so, please log in at [https://getrave.com/login/nscc](https://getrave.com/login/nscc) to confirm and update your contact information and notification preferences. It is critical that your information be correct so that you will receive any emergency notifications. Your RAVE Username is your NSCC email address. If you've never received an email from RAVE with your password, or if you need to reset your password, select “Forgot your password?” and a new password will be emailed to you. Should the RAVE system indicate “user not found”, select Register and create your own RAVE account.

**Inclement Weather Policy**
Nashville State will use the RAVE alert system to send a text message to students, staff, and faculty about adjusted hours of operation and/or closings at individual campuses. All students should check the Nashville State website home page at www.nscc.edu for announcements on campus closures, which may vary from campus to campus. Campus closures will also be announced on local television stations.

When classes are cancelled, an online assignment will be posted in NS Online. Check NS Online for a message from your instructor regarding your online assignment requirements.

Students should use their own best judgment in determining whether to report to campus during inclement weather when classes are not cancelled.

**Class Cancellation Policy**
If the class is cancelled, the instructor will notify all students by posting in the NSOnline/D2L course, e-mailing through NSOnline/D2L, and/or by posting a sign on the classroom door. In the event of class cancellation, students must access NSOnline/D2L to complete classwork and the assignment that will be posted in the course D2L site.