BELMONT UNIVERSITY
MIKE CURB COLLEGE OF ENTERTAINMENT AND MUSIC BUSINESS
COURSE SYLLABUS For XXXX

Course Title: A&R Administration
Course #: MBU 3990 01  Credit Hrs: 3  Semester: Fall 2009
Class Location: MBC 109  Meeting Time(s): Tuesday 6:30-9:15 PM
Final Exam: 12/15/09 – 7:00 pm

Instructor: Alison Booth
Contacts: Phone: 301-4334  Email: alison.booth@sonymusic.com

COURSE DESCRIPTION:

A & R Administration is an integral function of Record Company operations and this course examines the business perspective of A&R functions and how records are made. The student will learn about all aspects of the recording project and what happens ‘behind the scenes’, from developing the budget with the producer to creating the company’s product and its long-term assets.

COURSE OBJECTIVES:

At the conclusion of this course, the student will be able to:
Describe a record company’s major contractual obligations and how each impacts the activities and profitability of the company, calculate contractual LP recording funds as well as union and publisher liabilities, create recording budgets for many different project types, both commercial and promotional, discuss how physical and digital recorded music products are made and how recorded assets are contractually delivered to and later archived by record companies for future re-purposing efforts and revenue.

GOALS OF THE MIKE CURB COLLEGE OF ENTERTAINMENT AND MUSIC BUSINESS:

The following objectives will be applied toward course completion:

- To provide a personalized, career-oriented and practical education that emphasizes leadership, innovation, private enterprise, and entrepreneurship.

- To equip students with the tools to think critically, communicate effectively, accept responsibility, make successful decisions, and prosper in diverse work environments.

- To emphasize quality classroom instruction within the parameters of ethical Christian principles.

HONOR CODE:

As members of the Belmont community, students, faculty, staff, and administrators are all responsible for ensuring that their experiences will be free of behaviors, which compromise value. In order to uphold academic integrity, the University has adopted an Honor System. Students and faculty will work together to establish the optimal conditions for honorable academic work. Following is the Student Honor Pledge that guides academic behavior:

“I will not give or receive aid during examinations; I will not give or receive false or impermissible aid in course work, in the preparation of reports, or in any other type of work that is to be used by the instructor as the basis of my grade; I will not engage in any form of academic fraud. Furthermore, I will uphold my responsibility to see to it that others abide by the spirit and letter of this Honor Pledge.”
COURSE REQUIREMENTS:

1. **Attendance:** As per the current Undergraduate Bulletin. Class participation is expected; attendance and absences will be noted.

2. **Materials:** Textbook titled “A&R Administration”, available in the University bookstore

3. **Participation and Prepared assignments:** Written responses on announced Recording Budgets Project will be submitted by students for grading based on standard criteria. An in-class overview project will require the participation of all students. See Listing provided in the Class Schedule below for expected due dates of the Projects.

4. **Testing:** Tests are expected to be administered on dates listed in the Class Schedule below. Dates may shift slightly depending on when material is fully covered. Any deviations from the schedule listed will be clearly announced to students. Additionally, there will be three unannounced Pop Quizzes containing True/False and Multiple Choice questions as well as questions requiring brief descriptive answers.

5. **Basis of grade evaluation:** Grading scale as per the current Undergraduate Bulletin. Participation credits are listed below:

<table>
<thead>
<tr>
<th>ITEM</th>
<th>CREDIT (or %)</th>
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<tbody>
<tr>
<td>A. Three Tests</td>
<td>300 37%</td>
</tr>
<tr>
<td>B. Two Projects</td>
<td>200 25%</td>
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<tr>
<td>C. Three Pop Quizzes</td>
<td>150 19%</td>
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<tr>
<td>D. Class Participation</td>
<td>150 19%</td>
</tr>
<tr>
<td>Total Points (%)</td>
<td>800 100%</td>
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Class Schedule

- 09/01/09 Overview of A & R Administration
- 09/08/09 Overview of Contractual and Financial Issues
- 09/15/09 Additional Contractual Issues and Review
- 09/22/09 Understanding Recording Projects
- 09/29/09 Test
- 10/06/09 Union Issues
- 10/13/09 Additional Union Issues and Recording Budgets
- 10/20/09 Review of Recording Projects / Work on Budget Project (due 10/23/09)
- 10/27/09 Test / Recording Costs & Repertoire Set-up
- 11/03/09 Creation of Products from Project Assets
- 11/10/09 Delivery and Other Overview
- 11/17/09 Verification of Assets
- 11/24/09 Test / Archiving
- 12/01/09 Digital Releases
- 12/08/09 Project / Final Overview
- 12/15/09 Final Exam

ACCOMMODATION OF DISABILITIES:

In compliance with Section 504 of the Rehabilitation Act and the Americans with Disabilities Act, Belmont University will provide reasonable accommodation of all medically documented disabilities. If you have a disability and would like the university to provide reasonable accommodations of the disability during this course, please notify Melisa Smith, Coordinator of Disability Services in the Office of the Dean of Students (460-6407) as soon as possible.