



## COURSE OUTLINE

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The Approved Course Description is available on the web @ TBA \_\_\_\_\_

Ω Please note: This outline will not be kept indefinitely. It is recommended students keep this outline for your records.

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### 1. Instructor Information

- (a) Instructor: Gord Clements \_\_\_\_\_
- (b) Office hours: by appointment \_\_\_\_\_
- (c) Location: as arranged \_\_\_\_\_
- (d) Phone \_\_\_\_\_ Alternative \_\_\_\_\_
- (e) E-mail: [gcléments@shaw.ca](mailto:gcléments@shaw.ca) \_\_\_\_\_
- (f) Website: [www.gordclements.com](http://www.gordclements.com) \_\_\_\_\_

### 2. Intended Learning Outcomes

*(If any changes are made to this part, then the Approved Course Description must also be changed and sent through the approval process.)*

Upon successful completion of this course, students will be able to:

- Demonstrate the knowledge and skills related to completion of a contract, reparation of a grant application and the development of a business plan
- Discuss the structure and function of the following institutions: AFM, SOCAN, Canada Council, CMRRA and FACTOR.

### 3. Required Materials

- (a) Texts
- (b) Other

### 4. Course Content and Schedule

(Can include: Class hours, Lab hours, Out of Class Requirements and/or Dates for quizzes, exams, lecture, labs, seminars, practicums, etc. – Instructors may include any information relevant to the course content in this section)

Classroom , 1 hrs.; estimated out-of-class, 3 hrs per week  
Advertising

- brand association and logos
- message hierarchy, organizational architecture, cost per contact
- posters , newspaper, magazines

- radio, television, internet
- advantages and dangers

#### Performing

- employee/employer relationships
- revenue sources (in Victoria?)
- large ensembles (orchestras, pit bands, pro ensembles)
- small groups (quartets, etc.)
- military (Naden, Reserves)

#### Grants

- FACTOR
- Canada Council
- Music BC MAP
- Provincial Cultural

#### Financial Management

- investment
- insurance
- banking (loans, interest, mortgage)

#### Income Tax

- expenses & deductions
- record keeping
- filing considerations
- GST, PST

#### Ethics & Professionalism

- Obligations of Leader, Sideman, Contractor, Employer
- colleagues
- audience
- etc.

#### Touring

- some considerations financial and otherwise
- Cruise Ships
- Canadians working in the U.S.
- Americans working in Canada
- instruments on airplanes
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### **5. Basis of Student Assessment (Weighting)**

*(Should be linked directly to learning outcomes.)*

- (a) Assignments: 30%
- (b) Quizzes
- (c) Exams: 30%
- (d) Other (e.g. Project, Attendance, Group Work)
  - 10% Participation
  - 30% Term Project

### **6. Grading System**

*(If any changes are made to this part, then the Approved Course description must also be changed and sent through the approval process.)*

The following percentage conversion to letter grade will be used:

A+ = 90 - 100%  
A = 85 - 89%  
A- = 80 - 84%  
B+ = 77 - 79%

B = 73 - 76%  
B- = 70 - 72%  
C+ = 65 - 69%  
C = 60 - 64%

D = 50 - 59%  
F = 0.0 - 49%

Letter Grades (minimum 70% required to use course as prerequisite for another course, or to use toward completion of credential)

## 7. Recommended Materials or Services to Assist Students to Succeed Throughout the Course

### LEARNING SUPPORT AND SERVICES FOR STUDENTS

There are a variety of services available for students to assist them throughout their learning. This information is available in the College Calendar, Registrar's Office or the College web site at <http://www.camosun.bc.ca>

### ACADEMIC CONDUCT POLICY

There is an Academic Conduct Policy. It is the student's responsibility to become familiar with the content of this policy. The policy is available in each School Administration Office, Registration, and on the College web site in the Policy Section.

[www.camosun.bc.ca/divisions/pres/policy/2-education/2-5.html](http://www.camosun.bc.ca/divisions/pres/policy/2-education/2-5.html)