



COURSE OUTLINE

The course description is online @ <http://camosun.ca/learn/calendar/current/web/musc.html>

Ω Please note: the College electronically stores this outline for five (5) years only.
It is **strongly recommended** you keep a copy of this outline with your academic records.
You will need this outline for any future application/s for transfer credit/s to other colleges/universities.

1. Instructor Information

(a)	Instructor:	Damian Graham	
(b)	Office Hours:	By appointment – for prompt scheduling, please use email contact below	
(c)	Location:	Post-Secondary Office, Victoria Conservatory of Music	
(d)	Phone:	250-386-5311, x 5000	Alternative Phone:
(e)	Email:	info@damiangraham.com	
(f)	Website:	www.damiangraham.com	

2. Intended Learning Outcomes

(No changes are to be made to these Intended Learning Outcomes as approved by the Education Council of Camosun College.)

Upon completion of this course the student will be able to:

1. Manage and supervise the processes governing general aspects of the musical workplace, including musical service contracts, arts-funding grant applications, and music-related strategic plans.
2. Evaluate and complete a contract for musical service.
3. Prepare and submit a grant application to an arts funding organization.
4. Participate effectively in the development of a music-related strategic plan.
5. Relate the activities of various national and international musical/arts institutions to the practice of the working musician in Canada.
6. Discuss the structure and function of the following institutions: AFM, SOCAN, Canada Council, CMRRA and FACTOR.
7. Compare, contrast, and critically discriminate aspects of music promotion through traditional and technological means.
8. Summarize the role promoters, producers, and agents play in the working life of the professional musician.
9. Describe the most basic techniques and processes for maintaining financial and legal data in support of a music business.

3. Required Materials

- (a) Computer with full internet access
- (b) "Desire to Learn" site for this course

Most course materials are self-contained within our online learning space at <https://online.camosun.ca>. Complete log-in is given at the site portal.

- (c) Additional small materials typically at-hand will be used for some assignments.

4. Course Content and Schedule

(This section can include: class hours, lab hours, out of class requirements and/or dates for quizzes, exams, lectures, labs, seminars, practicums, etc.)

Week 1

Course Start-up

Week 2

Module 1: How Musicians Make Money

ASSIGNMENTS:

- None
-

First Physical Class Session - Photos

Week 3

Module 2: Self-Promotion

ASSIGNMENTS:

- Mail Chimp Test

Week 4

Module 3: Online Life

ASSIGNMENTS:

- Get Your Own URL
- Get your own Wordpress account
- Forward your URL

Week 5

Module 4: Running Your Career Like A Business

ASSIGNMENTS:

- Success, Negotiating

Week 6

Module 5: Your Image

ASSIGNMENTS:

- Defining Your Image

Second Physical Class Session

Week 7

Module 6: The Important Stuff

ASSIGNMENTS:

- Managing Your Time
- Listening

Week 8

Module 7: Music Associations

ASSIGNMENTS:

- Join SOCAN

Week 9

Module 8: Taxes

ASSIGNMENTS:

- Taxes 1

Week 10

Module 9: Taxes (Again)

ASSIGNMENTS:

- Income Tracking (Due April 2nd)
- Expense Tracking (Due April 2nd)

Third Physical Class Session

Week 11

- Module 10: Online Life (Part 2)
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ASSIGNMENTS:

- Create a "Contact" page on your website (Due March 27th)
- Create a "Biography" page on your website (Due March 27th)
- Write a bio and upload it to your website (Due March 27th)

Week 12

Module 11: Booking and Touring

ASSIGNMENTS:

- Booking a performance (Due April 1st)
- Research Revenue Streams (Due April 1st)
- Touring Duties (Due April 1st)
- Touring-Loaders Duties (Due April 1st)

Week 13

Module 12: Final Project

Week 14

Module 13: Overview

Fourth Physical Class Session- Final Exam

5. Basis of Student Assessment (Weighting)

(This section should be directly linked to the Intended Learning Outcomes.)

- Assignments: 70%
- Final Exam/Project: 20%
- Final Examination: 10%

6. Grading System

(No changes are to be made to this section unless the Approved Course Description has been forwarded through the Education Council of Camosun College for approval.)

Standard Grading System (GPA)

Percentage	Grade	Description	Grade Point Equivalency
90-100	A+		9
85-89	A		8
80-84	A-		7
77-79	B+		6
73-76	B		5
70-72	B-		4
65-69	C+		3
60-64	C		2
50-59	D	Minimum level of achievement for which credit is granted; a course with a "D" grade cannot be used as a prerequisite.	1
0-49	F	Minimum level has not been achieved.	0

Temporary Grades

Temporary grades are assigned for specific circumstances and will convert to a final grade according to the grading scheme being used in the course. See Grading Policy E-1.5 at camosun.ca for information on conversion to final grades, and for additional information on student record and transcript notations.

Temporary Grade	Description
I	<i>Incomplete:</i> A temporary grade assigned when the requirements of a course have not yet been completed due to hardship or extenuating circumstances, such as illness or death in the family.
IP	<i>In progress:</i> A temporary grade assigned for courses that, due to design may require a further enrollment in the same course. No more than two IP grades will be assigned for the same course. (For these courses a final grade will be assigned to either the 3 rd course attempt or at the point of course completion.)
CW	<i>Compulsory Withdrawal:</i> A temporary grade assigned by a Dean when an instructor, after documenting the prescriptive strategies applied and consulting with peers, deems that a student is unsafe to self or others and must be removed from the lab, practicum, worksite, or field placement.

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, at Student Services, or the College web site at camosun.ca.

STUDENT CONDUCT POLICY

There is a Student Conduct Policy **which includes plagiarism**. It is the student's responsibility to become familiar with the content of this policy. The policy is available in each School Administration Office, at Student Services, and the College web site in the Policy Section.

ADDITIONAL COMMENTS AS APPROPRIATE OR AS REQUIRED