

Practicum in Music Entrepreneurship/Internship MUCE 4030/5030

**Online Only via Canvas**

Instructor: Professor Jessica Muñiz

Assistant Professor of Music Business

www.nizcomusic.com

940-565-2620 ● jessica.muniz@unt.edu

**Office Hours:** By Appointment (please contact me via email)

Room MU204 or via Zoom  
**Zoom ID**: 545 725 2137 ● **Passcode**: music123

**Overview:**

This course provides an opportunity for students to develop hands-on experiences in the music industry. Interns will receive mentorship from music and business professionals, make connections, and build practical skills to manage and promote their careers. These experiences will also help students develop a professional portfolio with a track record of music business and arts administration experience, making them more competitive in the marketplace. A variety of internship opportunities are available through several musical organizations in the vibrant DFW community. Students are responsible for securing an internship with an organization based on their interests and goals and will be given an internship contract for the semester. The contract will be signed by the student and the internship organization mentor. Interns will submit a final paper describing and assessing the internship experience: lessons learned, what was accomplished, and challenges faced. Interns will also keep a weekly log of work done, contacts made, observations about the specific organization, and copies of any materials produced. All of these materials will be incorporated into the final paper. At the end of the semester, the organization mentor will provide a brief evaluation of the intern’s performance which will be used along with the intern's final paper to assign a grade for the internship.

**Required attendance to Music Business Departmental:**

Students enrolled in this class are required to attend departmental meetings on Wednesdays of each month from 11am-11:50am CST in the Recital Hall. This is a fine opportunity to introduce yourself and connect with music industry guest speakers and your peers. Students who cannot attend the departmental live must notify the instructor and are required to watch the video recording and complete a short writing assignment that they must turn the last week of the course. Students attending in person do not need to complete a writing assignment. The first department will be on August 27, 2025.

**GenAI:**

In this course, the use of GenAI tools is generally welcomed and even encouraged **when cited appropriately,** provided the final product reflects the student’s creative input and decision-making **(i.e. do not copy and paste directly what the AI provides).**

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**Grading:**

* **Departmental attendance- 150pts:** Students who cannot attend the departmental live must notify the instructor, and are required to watch the video recording and complete a short writing assignment: Email instructor five major takeaways that you learned from the guest departmental speaker.
* **Student report- 350pts:** This is a 2-3 page (double-spaced, 11pt font, 1 inch margins) report reflecting on your experience as an intern. Things to address are: *What did you do? What did you learn? What was the most interesting thing from the position? Would you consider (or not consider) a full-time role in this area of work/company? Anything else relatable that you would like to contribute. You will attach your daily log to this report when you submit it.*
* **Internship supervisor report- 500pts:** This is a brief (one-page max document/letter) from your internship supervisor reflecting/evaluating your service as an intern. Please have your supervisor **email** me the report: [jessica.muniz@unt.edu](mailto:jessica.muniz@unt.edu)

Grading for this course is on a points scale.

**A= 900-1000pts, B= 840-899pts, C= 760-839pts, D= 680-759pts, F= 0-679pts**

**UNT Resources and Policies**

**ACADEMIC INTEGRITY**

Students caught cheating or plagiarizing will receive a "0" for that particular assignment or exam [or specify alternative sanction, such as course failure]. Additionally, the incident will be reported to the Dean of Students (Office of Academic Integrity), who may impose further penalty. According to the UNT catalog, the term “cheating" includes, but is not limited to: a. use of any unauthorized assistance in taking quizzes, tests, or examinations; b. dependence upon the aid of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments; c. the acquisition, without permission, of tests or other academic material belonging to a faculty or staff member of the university; d. dual submission of a paper or project, or resubmission of a paper or project to a

different class without express permission from the instructor(s); or e. any other act designed to give a student an unfair advantage. The term “plagiarism” includes, but is not limited to: a. the knowing or negligent use by paraphrase or direct quotation of the published or unpublished work of another person without full and clear acknowledgment; and b. the knowing or negligent unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic materials.

See:  [Academic Integrity](https://policy.unt.edu/policy/06-003) LINK:  <https://policy.unt.edu/policy/06-003>

**STUDENT BEHAVIOR**

Student behavior that interferes with an instructor’s ability to conduct a class or other students' opportunity to learn is unacceptable and disruptive and will not be tolerated in any instructional forum at UNT. Students engaging in unacceptable behavior will be directed to leave the classroom and the instructor may refer the student to the Dean of Students to consider whether the student's conduct violated the Code of Student Conduct. The university's expectations for student conduct apply to all instructional forums, including university and electronic classrooms, labs, discussion groups, field trips, etc.

See: [Student Code of Conduct](https://deanofstudents.unt.edu/conduct)

Link: <https://deanofstudents.unt.edu/conduct>

**ACCESS TO INFORMATION – EAGLE CONNECT**

Your access point for business and academic services at UNT occurs at my.unt.edu. All official communication from the university will be delivered to your Eagle Connect account.  For more information, please visit the website that explains Eagle Connect.

See:  Eagle Connect

LINK:   eagleconnect.unt.edu/

**ODA STATEMENT**

The University of North Texas makes reasonable academic accommodation for students with disabilities. Students seeking accommodation must first register with the Office of Disability Access (ODA) to verify their eligibility. If a disability is verified, the ODA will provide you with an accommodation letter. You can now request your Letters of Accommodation

ONLINE and ODA will mail your Letters of Accommodation to your instructors. You may wish to begin a private discussion with your professors regarding your specific needs in a course. Note that students must obtain a new letter of accommodation for every semester.For additional information see the Office of Disability Access.

LINK: [disability.unt.edu/](http://disability.unt.edu/)

Phone: (940) 565-4323

**Health and Safety Information**

Students can access information about health and safety at: [https://music.unt.edu/student-health-and-wellness](http://www.apple.com)

**Registration Information for Students**Link: <https://registrar.unt.edu/students>

**Academic Calendar, Spring 2025**Link: <https://registrar.unt.edu/registration/fall-academic-calendar.html>

**Final Exam Schedule**

See: <https://registrar.unt.edu/exams/final-exam-schedule/fall>

**Financial Aid and Satisfactory Academic Progress**

**Undergraduates**

A student must maintain Satisfactory Academic Progress (SAP) to continue to receive financial aid. Students must maintain a minimum 2.0 cumulative GPA in addition to successfully completing a required number of credit hours based on total hours registered. Students cannot exceed attempted credit hours above 150% of their required degree plan. If a student does not maintain the required standards, the student may lose their financial aid eligibility.

Students holding music scholarships must maintain a minimum 2.5 overall cumulative GPA and 3.0 cumulative GPA in music courses.

If at any point you consider dropping this or any other course, please be advised that the decision to do so may have the potential to affect your current and future financial aid eligibility. It is recommended that you to schedule a meeting with an academic advisor in your college or visit the Student Financial Aid and Scholarships office to discuss dropping a course before doing so.  
LINK: <http://financialaid.unt.edu/sap>

**Graduates**  
A student must maintain Satisfactory Academic Progress (SAP) to continue to receive financial aid. Students must maintain a minimum 3.0 cumulative GPA in addition to successfully completing a required number of credit hours based on total registered hours per term. Music scholarships require a 3.5 cumulative GPA. Students cannot exceed maximum timeframes established based on the published length of the graduate program. If a student does not maintain the required standards, the student may lose their financial aid eligibility.

If at any point you consider dropping this or any other course, please be advised that the decision to do so may have the potential to affect your current and future financial aid eligibility. It is recommended you schedule a meeting with an academic advisor in your college, an advisor in UNT-International or visit the Student Financial Aid and Scholarships office to discuss dropping a course.   
Link: [http://financialaid.unt.edu/sap](http://www.apple.com)

**RETENTION OF STUDENT RECORDS**

Student records pertaining to this course are maintained in a secure location by the instructor of record. All records such as exams, answer sheets (with keys), and written papers submitted during the duration of the course are kept for at least one calendar year after course completion. Course work completed via the Canvas online system, including grading information and comments, is also stored in a safe electronic environment for one year. You have a right to view your individual record; however, information about your records will not be divulged to other individuals without the proper written consent. You are encouraged to review the Public Information Policy and the Family Educational Rights and Privacy Act (FERPA) laws and the university’s policy in accordance with those mandates.

Link: <http://ferpa.unt.edu>

**COUNSELING AND TESTING**

UNT’s Center for Counseling and Testing has an available counselor whose position includes 16 hours per week of dedicated service to students in the College of Music and the College of Visual Arts and Design. Please visit the Center’s website for further information:  
Link:<http://studentaffairs.unt.edu/counseling-and-testing-services>

For more information on mental health resources, please visit:

See: [Mental Health Resources](https://disparities.unt.edu/mental-health-resources)

Link:  <https://disparities.unt.edu/mental-health-resources>

**ADD/DROP POLICY**

Please be reminded that dropping classes or failing to complete and pass registered hours may make you ineligible for financial aid.  In addition, if you drop below half-time enrollment you may be required to begin paying back your student loans.  See Academic Calendar (listed above) for additional add/drop Information.

Drop Information:  <https://registrar.unt.edu/registration/fall-academic-calendar.html>

**STUDENT RESOURCES**

The University of North Texas has many resources available to students. For a complete list, go to <https://success.unt.edu/aa-sa-resources>  
Note: A printer-friendly PDF version is available by clicking the green button on the home page

**CARE TEAM**

The Care Team is a collaborative interdisciplinary committee of university officials that meets regularly to provide a response to student, staff, and faculty whose behavior could be harmful to themselves or others.  
Link: <https://studentaffairs.unt.edu/care-team>