

AMGT 795

Arts Management Capstone

Spring 2017

FH 322

Professor: Carole Rosenstein

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Office Hours: Thursdays 2-4 pm AND by appointment

Students are required to complete a Capstone in order to complete the MA AMGT degree. The purpose of the Capstone is to provide students with the opportunity to deepen, expand and demonstrate mastery of one area of arts management expertise. The Capstone will expand on work undertaken in a completed AMGT course or internship. Faculty will provide guidance and approve Capstone topics. The Capstone is a required one-credit course. Students may register for the Capstone after having completed all core course requirements for the MA AMGT degree.

This course serves as the culmination of the Arts Management MA Program curriculum. Under intensive, one-on-one guidance from the instructor and with the support of their peers, students will identify, deepen and expand on work produced earlier in their studies in the AMGT Program and will use this older work as a foundation to create a Capstone. The Capstone is a fully developed and professional-level piece of work that demonstrates a student's mastery of one area of Arts Management expertise. Capstones may take the form of a paper or a presentation. The Capstone demands that a student demonstrate key professional capabilities including: identification of a question or topic that is important to the field, comprehensive research of that question or topic, critical thinking about the topic and question, good writing about and clear verbal presentation of the question or topic.

Course Requirements:

1. Students choosing a **Capstone paper** will produce a 20-page paper and a 15-minute presentation.
2. Students choosing a **Capstone presentation** will produce a 1-hour presentation and a 5-page précis.
3. Students must attend an "Introduction to the Capstone" workshop.
4. Students must attend two presentation and critique sessions.
5. Students must attend a mandatory one-on-one review session.
6. **Students must attend all scheduled presentations of their cohort's Capstones.**

Grading: Capstones are Pass/Fail! They will be assessed by your faculty mentor and other members of the Arts Management faculty. Other reviewers may be invited with your approval as well as the approval of your faculty mentor and the Arts Management Program Director. **If you fail the Capstone, you will be required to retake the course. This course is repeatable one time only. It is vital that you work in close partnership with your faculty mentor and promptly complete drafts that are responsive to your faculty mentor's direction.** Incompletes will be approved only under the most serious circumstances.

Grounds for failing the Capstone include plagiarism.

The GMU Honor Code: <http://www.gmu.edu/catalog/apolicies/index.html#Anchor12>

To promote a stronger sense of mutual responsibility, respect, trust, and fairness among all members of the George Mason University community and with the desire for greater academic and personal achievement, we, the student members of the university community, have set forth this honor code: *Student members of the George Mason University community pledge not to cheat, plagiarize, steal, or lie in matters related to academic work.*

No grade is important enough to justify cheating, for which there are serious consequences that will follow you for the rest of your life. If you feel unusual pressure about your grade in this or any other course, please talk to me or to a member of the GMU Counseling Center staff.

Using someone else's words or ideas without giving them credit is *plagiarism*, a very serious Honor Code offense. It is very important to understand how to prevent committing plagiarism when using material from a source. If you wish to quote verbatim, you must use the exact words and punctuation just as the passage appears in the original and must use quotation marks and page numbers in your citation. If you want to paraphrase or summarize ideas from a source, you must put the ideas into your own words, and you must cite the source. The wise course is, "When in doubt, cite."

Be especially careful when using the Internet for research. Not all Internet sources are equally reliable; some are just plain wrong. Also, since you can download text, it becomes very easy to inadvertently plagiarize. If you use an Internet source, you must cite the exact URL in your paper and include with it the last date that you successfully accessed the site.

A Capstone that contains plagiarized material will receive an F.

Electronic devices: Please turn your cell phone ringer off at the beginning of class. As a matter of courtesy to your professor and classmates, cell phones, text and email may only be used during formal breaks in the class session. **Please do not browse or read on electronic devices during class time.**

Absence: Please inform Dr. Rosenstein of the reason for any absence.

GMU Diversity Statement: George Mason University promotes a living and learning environment for outstanding growth and productivity among its students, faculty and staff. Through its curriculum, programs, policies, procedures, services and resources, Mason strives to maintain a quality environment for work, study and personal growth.

An emphasis upon diversity and inclusion throughout the campus community is essential to achieve these goals. Diversity is broadly defined to include such characteristics as, but not limited to, race, ethnicity, gender, religion, age, disability, and sexual orientation. Diversity also entails different viewpoints, philosophies, and perspectives. Attention to these aspects of diversity will help promote a culture of inclusion and belonging, and an environment where

diverse opinions, backgrounds and practices have the opportunity to be voiced, heard and respected.

The reflection of Mason's commitment to diversity and inclusion goes beyond policies and procedures to focus on behavior at the individual, group and organizational level. The implementation of this commitment to diversity and inclusion is found in all settings, including individual work units and groups, student organizations and groups, and classroom settings; it is also found with the delivery of services and activities, including, but not limited to, curriculum, teaching, events, advising, research, service, and community outreach.

Disability: If you are a student with a disability and you need academic accommodations, please see me and contact the Office of Disability Resources at 703.993.2474. All academic accommodations must be arranged through that office. The need for accommodations should be identified at the beginning of the semester and that the specific accommodation has to be arranged through the Office of Disability Resources. Faculty are not to provide accommodations to students on their own (e.g. allowing a student extra time to complete an exam because the student reports having a disability).

Official Communication with Students: According to the University catalog, all students and faculty are to use their **GMU.EDU** email address. No official information can be sent to students unless on the Mason email system. Students are responsible for the content of university communication sent to their Mason e-mail account, and are required to activate that account and check it regularly.

SCHEDULE

1. January 24 (Class will meet 12-1:30. Please let me know if you want to attend virtually.)

Introduction to the Capstone

2. January 31 (Class will meet 12-1:30. Please let me know if you want to attend virtually.)

Proposals due. Your proposal must include 2 proposed readers. Please be in touch with a potential reader before you propose her or him.

Proposal presentations and critique

Proposals will be returned to you by February 7

DO NOT START WORKING ON YOUR CAPSTONE UNTIL YOU HAVE AN APPROVED PROPOSAL. HOW WILL YOU KNOW? I WILL WRITE YOU AN EMAIL THAT SAYS, "THIS PROPOSAL AND YOUR TWO READERS HAVE BEEN APPROVED."

3. - 7. February 7 – March 7 (no class meetings)

Proposal revisions → Writing (for those with approved proposals and readers)

**FRIDAY, FEBRUARY 24 IS THE LAST DAY TO DROP A CLASS
(67% TUITION PENTALTY).
IF YOU DO NOT HAVE AN APPROVED PROPOSAL BY THAT DAY,
YOU SHOULD DROP THIS CLASS
AND TAKE IT AGAIN IN A LATER TERM.
100% of students who have failed the Capstone
did not have an approved proposal before this week in the course.**

7. March 7

Draft papers or presentations due to crosenst@gmu.edu by 7 pm.

A draft is an early version of YOUR FULL CAPSTONE. If you are writing a paper, I expect 20 pages. If you are doing a presentation, I expect one hour's worth of slides and script.

Drafts will be returned to you March 21 or earlier.

8. March 20 – March 24 (scheduled appointments, **mandatory**)

Writing

Individual advising

9. - 12. March 21 – April 24 (scheduled appointments as requested/needed)

Revisions

Individual advising

13. April 25 (class will meet 12-1:30)

Practice run for presentations

14. May 5 (A **Friday**, reserve 10 am – 5 pm. Also hold May 6.)

Presentations

Final papers and précis due