AMGT 795
Arts Management Capstone
Professor Aimee Fullman
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Fall 2019
Founders Hall, Room 428
Tuesday, 12:00-1:20 pm
Office Hours and Tutorials by Appointment

Students are required to complete a capstone project in order to earn 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. Generally, the student examines one or two arts organizations, identifies a problem or challenge, and uses a case study method to apply relevant arts management theories and practices with substantial objectivity.

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 work. The Capstone is a fully developed and professional-level work that demonstrates a student's mastery of one area of Arts Management expertise. Capstone works will take the form of a 7500-word (+or – 10%) paper and a 15-minute oral public 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, good writing about and clear verbal presentation of the question or topic.

Grading: Capstones are Pass/Fail. The capstone is a required one-credit course and is graded as Pass or Fail. Students may register for the capstone after having completed all core course requirements for the MA AMGT degree. Faculty will provide guidance and your professor of record will approve capstone topics. For those that do not pass the course, you will be required to retake Capstone and this course is repeatable one time only. Grounds for failing Capstone include plagiarism.

AMGT 795 Policies and Requirements
Course Requirements:

1. **Students will complete a professional-level 7,500 word single-spaced paper** in Times New Roman 12 point font format.
2. **Students will give a public oral presentation of 15 minutes**
3. **Students must attend class sessions in-person or electronically**. If students use electronic devises to attend the session, it is their responsibility that the connection works well. Each electronic session works in real time with the students who attend class in-person; therefore, all classroom policies stated below apply.
4. Students must participate in instructor/student writing conferences/tutorials, either in-person or by Skype appointment. Please see Schedule of Assignments.
5. Students **must** attend all scheduled presentations of their cohort's Capstones.

Course Learning Outcomes/Goals:

Students will
1. assess a topic's feasibility and practicability for the Arts Management Capstone; coursework, theories, practices, inform the decision;
2. create a capstone proposal that demonstrates systematic evidence to focus on the topic;
3. prepare research activities which are valid and evaluated thoroughly;
4. communicate in a clear, academic writing style;
5. construct a well-organized and coherent presentation; and
6. propose implications for future work in the arts management field.

Grading: Capstones are Pass/Fail -- The drafts and final document will be assessed by your faculty mentors, and other members of the Arts Management faculty. **The course is repeatable, once. However, 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.

Electronic devices policy (for all in-person and remote students):
**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. Your attentiveness or lack of attentiveness to the lecture and discussion will be assessed as a part of the attendance/participation/discussion portion of your grade.

**Class lectures and discussions may be recorded, if the student has documented learning challenges. Reproduction or distribution of these materials without permission will be acted upon as a violation of the honor code.

Absence Policy (for all in-person and remote students): Please inform Professor Aimee of the reason for any absence prior to class. Missing three classes – in person or remotely – may result in an unsatisfactory grade.

Capstone Readers: The primary reader for your capstone is the professor of record, who posts the final grade; the second reader is a member of the AMGT faculty inclusive of adjunct professors; the third reader may be an outside professional in the field who has earned a Master's level academic degree. All readers' names and contact information must be presented to the course professor by submission of proposal. If any questions arise about a reader's qualifications, the professor of record and the Program Director will review.

Capstone Emergencies or Difficulties: Rarely, an emergency (individual/family medical emergency etc.) occurs on the day of the capstone presentation; however, if an individual emergency does occur, students must notify the professor of record and the Program Director (Professor Aimee) immediately via phone and email; an appropriate written documentation will be required to substantiate the circumstances. All parties will work together to ensure that the student has the opportunity to complete the capstone in a timely manner.

When preparing the final paper or the presentation, students should take all precautions to save their work through various technological options. Students should make every effort to remain resilient, engaged, and healthy during their studies. Careful planning and communication with the AMGT faculty and director may help the student achieve success.

UNIVERSITY POLICIES/UNIVERSITY CATALOG-WEBSITE

The GMU Honor Code: 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, using the Chicago format. The exception to this rule is information termed *general knowledge*—information that is widely known and stated in a number of sources. Determining what is "general knowledge" can be complicated, so 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.

The integrity of the University community is affected by the individual choices made by each of us. Mason has an Honor Code with clear guidelines regarding academic integrity. Three fundamental and rather simple principles to follow at all times are that: (1) all work submitted be your own; (2) when using the work or ideas of others, including fellow students, give full credit through accurate citations; and (3) if you are uncertain about the ground rules on a particular assignment, ask for clarification. No grade is important enough to justify academic misconduct. Plagiarism means using the exact words, opinions, or factual information from another person without giving the person credit. Writers give credit through accepted documentation styles, such as parenthetical citation, footnotes, or endnotes. Paraphrased material must also be cited, using Chicago format. A simple listing of books or articles is not sufficient. Plagiarism is the equivalent of intellectual robbery and cannot be tolerated in the academic setting. If you have any doubts about what constitutes plagiarism, please see me.

Mason is an Honor Code university; please see the Office for Academic Integrity for a full description of the code and the honor committee process. The principle of academic integrity is taken very seriously and violations are treated gravely. What does academic integrity mean in this course? Essentially this: when you are responsible for a task, you will perform that task. When you rely on someone else's work in an aspect of the performance of that task, you will give full credit in the proper, accepted form. Another aspect of academic integrity is the free play of ideas.

Vigorous discussion and debate are encouraged in this course, with the firm expectation that all aspects of the class will be conducted with civility and respect for differing ideas, perspectives, and traditions. When in doubt (of any kind) please ask for guidance and clarification. Assignments will be run through Safe Assign software in Blackboard.

Disability: If you have a documented learning disability or other condition that may affect academic performance you should: 1) make sure this documentation is on file with Disability Services (SUB I, Rm. 4205; 993-2474; http://ds.gmu.edu) to determine the accommodations you need; and 2) talk with me to discuss your accommodation needs. If you are a student with a disability and you need academic accommodations, please see your professor and contact Disability Services at 993-2474, http://ds.gmu.edu. All academic accommodations must be arranged through Disability Services.

Official Communication with Students: According to the University catalog, all students and faculty are to use their **GMU.EDU** email address. Some commercial email addresses may be filtered out of the **GMU.EDU** system. 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. *Therefore:* Students must use their MasonLive email account to receive important University information, including communications related to this class. I will not respond to messages sent from or send messages to a non-Mason email address.

Please sign up for the Mason Alert System by visiting the website https://alert.gmu.edu, An emergency poster exists in each classroom explaining what to do in the event of crises and further information about emergency procedures exists on http://www.gmu.edu/service/cert

Faculty/Responsible Employee: *As a faculty member and designated "Responsible Employee," I am required to report all disclosures of sexual assault, interpersonal violence, and stalking to Mason's* Title IX Coordinator *per* university policy 1412. *If you wish to speak with someone confidentially, please contact the* Student Support and Advocacy Center *(703-380-1434),* Counseling and Psychological Services *(703-993-2380),* Student Health Services*, or* Mason's Title IX Coordinator *(703-993-8730; cde@gmu.edu).*

Writing Resources:
The Writing Center offers free writing support to Mason students through face-to-face tutoring, online tutoring and workshops at both Arlington (FH Room 212) and Fairfax campuses. To make an appointment visit writingcetner.gmu.edu. The Writing Center also offers workshops designed for ESL students (https://writingcenter.gmu.edu/for-graduate-students/esl-writing-groups and Opt-in Tutoring Support (https://writingcenter.gmu.edu/tutoring/esl-writing-support.) Students are encouraged to make appointments with the writing center for help during the semester as soon as possible and before end of semester assignments are due.

For more information about student support and resources at GMU visit:
http://www.gmu.edu/mlstudents/

Schedule of Assignments – Fall 2019
All assignments should be submitted through Blackboard in order to obtain instructor feedback. Hard deadlines are Proposal due date (September 27), draft submission (November 26) and final submission (December 5).

August 27: Introductions, Discuss Initial Topic Ideas, Format, Citation Methods, Program and Graduation Requirements

September 3: Writing Tools (handbooks, research, outlines), Samples, "What is Academic Writing?" handouts; discussion of first half of outline: Problem Statement, Research Questions, Rationale, Significance, Research/Literature (Resource) Review

Assignment 1: Identifying your Topic due on Friday September 6 at noon EST 1 page or 300-500 words for feedback by drop date.

September 9: **This is the final day to drop with a full refund.**
Proposal Review –Discuss Research Methods (Case Studies and Interviews); secure 2 faculty members to serve as readers

Assignment 2: Background and Rationale due on Friday September 13 at noon 2 pages (750-1000 words)

September 17: *Class does not meet. Final Class Drop Deadline (50% penalty tuition refund)*

Assignment 3: Research/Literature Review due on Friday September 20 at noon 3-5 Times New Roman single-spaced pages (1500-2500 words).

Assignment 4: Research Methods due on Tuesday September 24 at noon in class for peer review of Assignments 1-4.

September 24 –Resource Review and Research Methods Already Due
Peer Reviews of proposal drafts.

Proposal (Topic/Research Question, Background/Rationale, Resource Review and Research Methods) 4000-5000 words Due: Friday September 27 at noon on Blackboard.

Monday September 30 is the last day for student withdrawal (tuition penalty)
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.

October 1–Discuss Proposal Requirements vs. Final Document and Gathering the Data
Sign-Up Sheet for Professor Aimee Appointments. Contact your mentors/readers about the upcoming drafts due dates

October 8 – *no class session/individual appointments*
Begin Individual appointments for proposal comments; Communicate with your mentors/readers! Gather Data and begin analysis.

October 15 – *no class session*
Start gathering data. Mentor to write approval email to Professor Aimee. Individual <u>Appointments</u> to review proposals/follow up

October 22: -*no class session*
Continue gathering data, present data and start thinking about analysis

<u>Assignment 5: Present the Data</u> due on Friday October 25 at noon 4 pages or 1500-2000 words.

October 29: Explain and Analyze the Data
Explain the data and begin the analysis

<u>Assignment 6: Explain the Data</u> due on Friday November 1 at noon, 3-5 pages (1000-2500 words).
Talk-Meet with your mentors

November 5: Implications and Conclusion

<u>Assignment 7: Implications for Arts Management</u> due on Friday November 8 at noon, 2-3 pages (1000-1500 words).

November 12-19 – *no class sessions;* **Prepare the Final Draft**
Individual <u>Appointments</u> with Professor Aimee as needed; Re-Contact Mentors/Readers

<u>Assignment 8: Conclusion</u> due on Friday November 15 at noon, 2 pages (750-1000 words.)

November 26 – class meets– FINAL DRAFT OF CAPSTONE REVIEWED BY MENTORS and Professor Aimee: Preparation for presentations; questions regarding final document submission

Final draft of Capstone for Professor Fullman and peer review in class Tuesday November 26 at noon.

Capstone presentation practice times will be scheduled during the week prior to final presentations. It is strongly suggested that you practice presenting your Capstone at least 1-2 times in front of an audience (roommates count) before the public presentations December 6 and 7.

December 3 – class meets for *final consultation and practice presentations with Professor Fullman and feedback groups*

December 6-7 – Capstone Days! 9:00-5:30 pm

Capstone Final Version: Everyone needs to submit their Final Capstone and presentation by Thursday December 5 at 11:59 pm via Blackboard. Bring two copies for your readers to your presentation.

Any final revisions requested after presentations by readers (submitted by noon on Weds September 11), will be due on Sunday December 15 at midnight.