

AMGT 795
Arts Management Capstone
Dr. Victoria N. Salmon
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Fall 2017
Founders Hall, Room 322
Tuesday, 12noon to 1:20pm

Students are required to complete a capstone project 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 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 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, 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 10-minute presentation.
2. Students choosing a **Capstone presentation** will produce a 1-hour presentation and a 5-page précis.
3. Students must attend class sessions in-person or electronically. If students use an electronic device to attend the session, it is their responsibility that the connection works well. As the semester continues, some class sessions will be "required in-person attendance."
4. Students must participate in instructor/student writing conferences, either in-person or by phone appointment. Please see Schedule of Assignments.
5. Students must attend scheduled presentations of their cohort's Capstones.

Grading: Capstones are Pass/Fail -- The drafts and final document 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. **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: 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, **after notifying the professor**. However, these recordings are to be played only for your own personal use and may not under any circumstances be reproduced. Reproduction or distribution of these materials without permission will be acted upon as a violation of the honor code.

Absence: Please inform Dr. Salmon of the reason for any absence prior to class.

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, using the APA or MLA 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.

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. 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.

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>

Schedule of Assignments – Fall 2017

August 29– class meets

Introductions, Writing Tools (handbooks, research, outlines), Samples, Program and Graduation Requirements; “What is Academic Writing?” handouts; discussion of first half of outline: Problem Statement, Research Questions, Rationale, Significance, Resource Review, AMGT section

NOTE: NEW TOPIC = NEW, COMPLETE PROPOSAL

September 5– no class session -- #1 Assertion Statement - send electronically for approval.

September 10 – class meets– #2 AMGT Statement Assignment Proposal Review – Discuss Format, Citation Methods, Research Methods; secure 2 faculty members to serve as readers.

September 19 –no class session

Assignments: #3 Resource Review (4-5 pages) and #4 Research Method/Questions Sections

September 26 – class meets – Resource Review and Research Methods Due

PROPOSAL DRAFT discussion -- Research Methods and Questions; Peer Reviews of initial drafts

SEPTEMBER 29 – LAST DAY TO DROP CLASS – 67% TUITION PENALTY

October 3– class meets

Draft of Proposal Due – electronically by Noon EST to Dr. Salmon

Sign Up Sheet for Phone Appointments

Contact your mentors/readers about the upcoming drafts due dates

October 10 – no class session/University Schedule/Proposal to Mentors/Readers

Begin Individual Phone appointments for proposal comments; Communicate with your mentors/readers!

October 17 – no class session

YOUR PROPOSAL MUST BE APPROVED BY SATURDAY, OCTOBER 21

Mentor to write approval email to Dr. Salmon

Individual Phone Appointments to review proposals

October 24 class meets

Explanation/Exploration of Your Study -- Due

October 31 – class meets

Implication for the Arts Management Profession Due

November 7 – class meets

Writing the Conclusion/Talk-Meet with your mentors

November 14 and November 21 – no class sessions; Prepare the Final Draft

Individual Phone Appointments with Dr. Salmon; Contact Mentors/Readers

November 28 – class meets – FINAL DRAFT OF CAPSTONE REVIEWED BY MENTORS

Preparation for presentations; questions regarding final document submission

December 5 – make appointments for conferences as requested/needed

Individual Reviews with Dr. Salmon

December 8 and 9 – Capstone Days! Presentations/Precise

George Mason University Fall 2017 Schedule

First day of classes ; last day to submit Domicile Reclassification Application; Payment Due Date	August 28
Labor Day, university closed	September 4
Last day to add classes —all individualized section forms due Last day to drop with no tuition penalty	September 5
Last day to drop with a 33% tuition penalty	September 19
Final Drop Deadline (67% tuition penalty)	September 29
Midterm progress reporting period (100-200 level classes)—grades available via Patriot Web	September 25 – October 20
Selective Withdrawal Period (undergraduate students only)	October 2 – October 27
Columbus Day recess (Monday classes/labs meet Tuesday. Tuesday classes do not meet this week)	October 9
Incomplete work from spring/summer 2017 due to instructor	October 27
Incomplete grade changes from spring/summer 2017 due to Registrar	November 3
Thanksgiving recess	November 22 – 26
Last day of classes	December 9
Reading Days Reading days provide students with additional study time for final examinations. Faculty may schedule optional study sessions, but regular classes or exams may not be held.	December 11 – 12
Exam Period	Wed December 13 – Wed December 20
Degree Conferral Date The Winter Graduation Ceremony will be held on Thu December 21.	Sat December 23