

AMGT 795
Arts Management Capstone
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Fall 2019

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.

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.

AMGT 795 Policies and Requirements

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 electronic devices 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, either in-person or by phone appointment. Please see Schedule of Assignments.
5. Students must attend 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 presentation;
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 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 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 Dr. Salmon 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; the third reader may be an outside professional in the field and earned a Master's level academic degree. All readers' names and contact information must be presented to the course professor. 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 occurs on the day of the capstone presentation; however, if an emergency does occur, students must notify the professor of record or the Program Director immediately. 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 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.

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 MLA or APA 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.

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 me 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).*

Schedule of Assignments – Fall 2019
Meeting Days and Times TBD

Week 1 (August 27)

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

Week 2 (September 3)

#1 Assertion Statement/Purpose/Rationale - send electronically for approval. If not approved, rewrites due electronically September 7.

Week #3 (September 10)

#2 AMGT Statement/Courses Assignment Due

Proposal Review – Discuss Format, Citation Methods, Research Methods; secure 2 faculty members to serve as readers.

Week #4 (September 17)

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

Week #5 (September 24)

Resource Review and Research Methods Due

Peer Reviews of initial drafts

Week #6 (October 1)

Discuss Proposal Requirements vs. Final Document

Sign-Up Sheet for Phone Appointments

Contact your mentors/readers about the upcoming drafts due dates

Week #7 (October 8)

Draft of Proposal Due October 12 (Friday) – electronically by Noon EST to Dr. Salmon

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

Week #8 (October 15)

YOUR PROPOSAL MUST BE APPROVED BY SATURDAY, OCTOBER 20

Mentor to write approval email to Dr. Salmon

Individual Phone Appointments to review proposals/follow up

Week #9 (October 22)

Explanation/Exploration of Your Study -- Due

Week #10 (October 29)

Implication for the Arts Management Profession Due

Week #11 (November 6)

Writing the Conclusion/Talk-Meet with your mentors

Week #12 and Week #13 (November 12 and 19)

Prepare the Final Draft

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

Week #14 (November 26)

FINAL DRAFT OF CAPSTONE REVIEWED BY MENTORS

Preparation for presentations; questions regarding final document submission

Week #15 (December 3)

make appointments for conferences as requested/needed

Individual Reviews with Dr. Salmon

December 6,7, Capstone Days! Presentations/Precise

George Mason University Fall 2019 Schedule/Full Semester Course

Tuition Payment Due Date	August 26
First day of classes	August 26
Last Day to Submit: Domicile Reclassification Application	August 26
Labor Day: university closed	September 2
Last day to add classes:all individualized section forms due	September 3
Last Day to Drop (with 100% tuition refund)	September 9
Drop period begins with no tuition refund	September 10
Final Drop Deadline (with no tuition refund)	September 17
Student Self-Withdrawal	September 18– September 30
Selective Withdrawal Period (undergraduate students only) (100% tuition liability)	October 1 – October 29
Fall Break(Monday classes/labs meet Tuesday. Tuesday classes do not meet this week)	October 14
Incomplete work from spring/summer 2019 due to instructor	October 25
Incomplete grade changes from spring/summer 2019 due to Registrar	November 1
Thanksgiving recess(No Classes)	November 27- December 1
Last day of classes	December 7