



# **THEATRE MANAGEMENT THE 512 COURSE SYLLABUS: FALL 2018**

**Instructor: Joe Reynolds**

**Office Location: Online**

**Office Hours: M-F 3:4:30pm**

**Office Phone: 323-314-9566**

**University Email Address: joe.reynolds@tamuc.edu**

**Preferred Form of Communication: Email**

**Communication Response Time: 24 hours or less**

## **COURSE INFORMATION**

### ***Materials – Textbooks, Readings, Supplementary Readings***

#### ***Textbook(s) Required:***

***THEATRE MANAGEMENT: Producing and Managing the Performing Arts, DAVID M. CONTE, 2007. USED\_ON\_AMAZON.***

#### ***Optional Texts and/or Materials:***

*Building Communities, not Audiences, Doug Borwick, 2012.*

*Good to Great: the Social Sector Monograph to Good to Great, Jim Collins, 2001.*

*Management and the Arts, William Byrnes, 2015.*

*Building the successful theatre company, Lisa Mulchay, 2011.*

*Articles, power points and excerpts placed on the eCollege website, see syllabus for specifics.*

### ***Course Description***

This course examines the principles of performing arts management as it relates to profit and non-profit entities. Emphasis will be placed on the practical and contemporary

*The syllabus/schedule are subject to change.*

aspects of the field, including facility management, budgeting, programming, audience development, fundraising, marketing, staffing, and leadership.

## ***Student Learning Outcomes***

1. Explain business management concepts as they relate to arts organizations.
2. Identify marketing concepts as they relate to arts organizations.
3. Demonstrate practical application of these concepts through the creation of a theoretical arts organization.

## ***Minimal Technical Skills Needed***

Microsoft Word and PowerPoint.

## ***Instructional Methods***

QUIZZES based on the required readings.

ASSIGNMENTS such as budgets, marketing plans and mission statements.

MIDTERM EXAM to evaluate your knowledge of the material.

FINAL EXAM (cumulative) to evaluate your knowledge of the course material.

FINAL PROJECT to display your critical application of the material.

DISCUSSION board postings when required. This allows you to engage in critical thinking, to expand the reading assignments and to interact with other students taking this course. I will post a question that requires your response. Respond to each posting to receive full credit. You may also respond to your classmate's response but I will only grade your response to my question.

## ***Tips for Success in the Course***

Regularly log into the course website.

Follow the schedule for readings and assignments.

Take the quizzes before the due dates if possible.

Review the course schedule at end of syllabus.

Note due dates in your calendar.

## **GRADING**

Final grades in this course will be based on the following scale:

A = 90%-100%

B = 80%-89%

C = 70%-79%

D = 60%-69%

F = 59% or Below

*The syllabus/schedule are subject to change.*

## **EVALUATION**

150 points Exam (15%)

150 points Mid Term (15%)

200 points Quizzes (20%)

200 points Assignments (20%)

200 points Project (20%)

100 points Discussion (10%)

Total points 1000 (100%)

### **Breakdown**

Grade Determination 900-1000 Points=A 800-899 Points= B 700-799 Points= C 600-699 Points= D 599 & Below= F

## **TECHNOLOGY REQUIREMENTS**

- To fully participate in online courses you will need to use a current Flash enabled internet browser. For PC and Mac users the suggested browser is Mozilla Firefox.
- You will need regular access to a computer with a broadband Internet connection. The minimum computer requirements are:
  - 512 MB of RAM, 1 GB or more preferred
  - Broadband connection required courses are heavily video intensive
  - Video display capable of high-color 16-bit display 1024 x 768 or higher resolution
- You must have a:
  - Sound card, which is usually integrated into your desktop or laptop computer
  - Speakers or headphones.
  - \*For courses utilizing video-conferencing tools and/or an online proctoring solution, a webcam and microphone are required.
- Both versions of Java (32 bit and 64 bit) must be installed and up to date on your machine. At a minimum Java 7, update 51, is required to support the learning management system. The most current version of Java can be downloaded at: [JAVA web site http://www.java.com/en/download/manual.jsp](http://www.java.com/en/download/manual.jsp)

*The syllabus/schedule are subject to change.*

- Current anti-virus software must be installed and kept up to date.
- Run a browser check through the Pearson LearningStudio Technical Requirements website. [Browser Check](http://help.ecollege.com/LS_Tech_Req_WebHelp/en-us/#LS_Technical_Requirements.htm#Browse) [http://help.ecollege.com/LS\\_Tech\\_Req\\_WebHelp/en-us/#LS\\_Technical\\_Requirements.htm#Browse](http://help.ecollege.com/LS_Tech_Req_WebHelp/en-us/#LS_Technical_Requirements.htm#Browse)

Running the browser check will ensure your internet browser is supported.

Pop-ups are allowed.

JavaScript is enabled.

Cookies are enabled.

- You will need some additional free software (plug-ins) for enhanced web browsing. Ensure that you download the free versions of the following software:
  - [Adobe Reader](https://get.adobe.com/reader/) <https://get.adobe.com/reader/>
  - [Adobe Flash Player](https://get.adobe.com/flashplayer/) (version 17 or later) <https://get.adobe.com/flashplayer/>
  - [Adobe Shockwave Player](https://get.adobe.com/shockwave/) <https://get.adobe.com/shockwave/>
  - [Apple Quick Time](http://www.apple.com/quicktime/download/) <http://www.apple.com/quicktime/download/>
- At a minimum, you must have Microsoft Office 2013, 2010, 2007 or Open Office. Microsoft Office is the standard office productivity software utilized by faculty, students, and staff. Microsoft Word is the standard word processing software, Microsoft Excel is the standard spreadsheet software, and Microsoft PowerPoint is the standard presentation software. Copying and pasting, along with attaching/uploading documents for assignment submission, will also be required. If you do not have Microsoft Office, you can check with the bookstore to see if they have any student copies.
- For additional information about system requirements, please see: [System Requirements for LearningStudio](https://secure.ecollege.com/tamuc/index.learn?action=technical) <https://secure.ecollege.com/tamuc/index.learn?action=technical>

## **ACCESS AND NAVIGATION**

### ***Pearson LearningStudio (eCollege) Access and Log in Information***

This course will be facilitated using Pearson LearningStudio, the learning management system used by Texas A&M University-Commerce. To get started with the course, go to [myLeo](http://www.tamuc.edu/myleo) and from the top menu ribbon select eCollege. Then on the upper left side of the screen click on the My Courses tab. <http://www.tamuc.edu/myleo.aspx>

You will need your campus-wide ID (CWID) and password to log into the course. If you do not know your CWID or have forgotten your password, contact the Center for IT Excellence (CITE) at 903.468.6000 or [helpdesk@tamuc.edu](mailto:helpdesk@tamuc.edu).

*The syllabus/schedule are subject to change.*

**Note:** It is strongly recommended you perform a “Browser Test” prior to the start of your course. To launch a browser test login to Pearson LearningStudio, click on the My Courses tab, and then select the Browser Test link under Support Services.

## **Pearson LearningStudio Student Technical Support**

Texas A&M University-Commerce provides students technical support for the use of Pearson LearningStudio.

Technical assistance is available 24/7 (24 hours, 7 days a week).

If you experience LearningStudio (eCollege) technical problems, contact the LearningStudio helpdesk at 1-866-656-5511 (toll free) or visit [Pearson 24/7 Customer Support Site](http://247support.custhelp.com/) <http://247support.custhelp.com/>

The student help desk may be reached in the following ways:

- ❑ **Chat Support:** Click on '*Live Support*' on the tool bar within your course to chat with a Pearson LearningStudio Representative.
- ❑ **Phone:** 1-866-656-5511 (Toll Free) to speak with Pearson LearningStudio Technical Support Representative.

**Accessing Help from within Your Course:** Click on the '*Tech Support*' icon on the upper left side of the screen inside the course. Then you will be able to get assistance via online chat or by phone.

**Note:** Personal computer and internet connection problems do not excuse the requirement to complete all course work in a timely and satisfactory manner. Each student needs to have a backup method to deal with these inevitable problems. These methods might include the availability of a backup PC at home or work, the temporary use of a computer at a friend's home, the local library, office service companies, Starbucks, a TAMUC campus open computer lab, etc.

### ***Policy for Reporting Problems with Pearson LearningStudio***

Should students encounter Pearson LearningStudio based problems while submitting assignments/discussions/comments/exams, the following procedure must be followed:

1. Students must report the problem to the help desk. You may reach the helpdesk at 1-866-656-5511.
2. Students must file their problem with the helpdesk and obtain a helpdesk ticket number
3. Once a helpdesk ticket number is in your possession, students should email me to advise me of the problem and provide me with the helpdesk ticket number.

*The syllabus/schedule are subject to change.*

4. I will call the helpdesk to confirm your problem and follow up with you

**PLEASE NOTE:** Your personal computer and internet access problems are not a legitimate excuse for filing a ticket with the Pearson LearningStudio Help Desk. Only Pearson LearningStudio based problems are legitimate reasons to contact the Help Desk.

You strongly are encouraged to check for your internet browser compatibility **BEFORE** the course begins and take the Pearson LearningStudio tutorial offered for students who may require some extra assistance in navigating the Pearson LearningStudio platform.

### myLeo Support

Your myLeo email address is required to send and receive all student correspondence. Please email [helpdesk@tamuc.edu](mailto:helpdesk@tamuc.edu) or call us at 903-468-6000 with any questions about setting up your myLeo email account. You may also access information at [myLeo](http://myLeo). <https://leo.tamuc.edu>

### Learner Support

The [One Stop Shop](http://www.tamuc.edu/admissions/onestopshop/) was created to serve you by providing as many resources as possible in one location. <http://www.tamuc.edu/admissions/onestopshop/>


The [Academic Success Center](http://www.tamuc.edu/campusLife/campusServices/academicSuccessCenter/) provides academic resources to help you achieve academic success.

<http://www.tamuc.edu/campusLife/campusServices/academicSuccessCenter/>

## FREE Mobile APPS

The Courses apps for phones have been adapted to support the tasks students can easily complete on a smaller device. Due to the smaller screen size course content is not presented.

The Courses app is free of charge. The mobile Courses Apps are designed and adapted for different devices.

	<b>App Title:</b>	<b>iPhone</b> – Pearson LearningStudio Courses for iPhone <b>Android</b> – LearningStudio Courses - Phone
	<b>Operating System:</b>	<b>iPhone</b> - OS 6 and above <b>Android</b> – Jelly Bean, Kitkat, and Lollipop OS
	<b>iPhone App URL:</b>	<a href="https://itunes.apple.com/us/app/pearson-learningstudio-courses/id977280011?mt=8">https://itunes.apple.com/us/app/pearson-learningstudio-courses/id977280011?mt=8</a>
	<b>Android App URL:</b>	<a href="https://play.google.com/store/apps/details?id=com.pearson.lsphone">https://play.google.com/store/apps/details?id=com.pearson.lsphone</a>

*The syllabus/schedule are subject to change.*

Once downloaded, search for Texas A&M University-Commerce, and it should appear on the list. Then you will need to sign into the myLeo Mobile portal.

The Courses App for Android and iPhone contain the following feature set:

- View titles/code/Instructor of all Courses enrolled in online
- View and respond to all discussions in individual Courses
- View Instructor Announcements in individual Courses
- View Graded items, Grades and comments in individual Courses
- Grade to Date
- View Events (assignments) and Calendar in individual Courses
- View Activity Feed for all courses
- View course filters on activities
- View link to Privacy Policy
- Ability to Sign out
- Send Feedback

## **LearningStudio Notifications**

Students can be alerted to course activities via text on their mobile phones or up to two email addresses.

Based on their preferences, students can automatically receive a push notification with every new: course announcement, threaded discussion post, grade, and/or assignment without having to login to the course. Enrolled students will automatically receive email notifications for announcements and can opt out of this feature. To receive text notifications, students must opt in.

To begin setting up notifications, go into your course in LearningStudio and click on the bell-shaped Notifications icon on the main menu ribbon.

By default the student's university email address will appear. This cannot be changed in LearningStudio. Additional email addresses may be added by clicking the Add button. After all of the other selections are completed be sure to click the Save and Finish button.

## **COMMUNICATION AND SUPPORT**

### ***Interaction with Instructor Statement***

The instructor's communication response time and feedback on assessments are stated clearly.

*The syllabus/schedule are subject to change.*

# **COURSE AND UNIVERSITY PROCEDURES/POLICIES**

## ***Course Specific Procedures/Policies***

Attendance/Lateness, Late Work, Missed Exams and Quizzes and Extra Credit

## **Syllabus Change Policy**

The syllabus is a guide. Circumstances and events, such as student progress, may make it necessary for the instructor to modify the syllabus during the semester. Any changes made to the syllabus will be announced in advance.

## ***University Specific Procedures***

### ***Student Conduct***

All students enrolled at the University shall follow the tenets of common decency and acceptable behavior conducive to a positive learning environment. The Code of Student Conduct is described in detail in the [Student Guidebook](#).

<http://www.tamuc.edu/admissions/registrar/documents/studentGuidebook.pdf>

Students should also consult the Rules of Netiquette for more information regarding how to interact with students in an online forum: [Netiquette](#)

<http://www.albion.com/netiquette/corerules.html>

### ***TAMUC Attendance***

For more information about the attendance policy please visit the [Attendance](#) webpage and [Procedure 13.99.99.R0.01](#).

<http://www.tamuc.edu/admissions/registrar/generalInformation/attendance.aspx>

<http://www.tamuc.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedures/13students/academic/13.99.99.R0.01.pdf>

### ***Academic Integrity***

Students at Texas A&M University-Commerce are expected to maintain high standards of integrity and honesty in all of their scholastic work. For more details and the definition of academic dishonesty see the following procedures:

[Undergraduate Academic Dishonesty 13.99.99.R0.03](#)

<http://www.tamuc.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedures/13students/undergraduates/13.99.99.R0.03UndergraduateAcademicDishonesty.pdf>

[Graduate Student Academic Dishonesty 13.99.99.R0.10](#)

*The syllabus/schedule are subject to change.*



<http://www.tamuc.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedures/13students/graduate/13.99.99.R0.10GraduateStudentAcademicDishonesty.pdf>

## ***ADA Statement***

### **Students with Disabilities**

The Americans with Disabilities Act (ADA) is a federal anti-discrimination statute that provides comprehensive civil rights protection for persons with disabilities. Among other things, this legislation requires that all students with disabilities be guaranteed a learning environment that provides for reasonable accommodation of their disabilities. If you have a disability requiring an accommodation, please contact:

### **Office of Student Disability Resources and Services**

Texas A&M University-Commerce

Gee Library- Room 132

Phone (903) 886-5150 or (903) 886-5835

Fax (903) 468-8148

Email: [StudentDisabilityServices@tamuc.edu](mailto:StudentDisabilityServices@tamuc.edu)

Website: [Office of Student Disability Resources and Services](#)

<http://www.tamuc.edu/campusLife/campusServices/studentDisabilityResourcesAndServices/>

### ***Nondiscrimination Notice***

Texas A&M University-Commerce will comply in the classroom, and in online courses, with all federal and state laws prohibiting discrimination and related retaliation on the basis of race, color, religion, sex, national origin, disability, age, genetic information or veteran status. Further, an environment free from discrimination on the basis of sexual orientation, gender identity, or gender expression will be maintained.

### ***Campus Concealed Carry Statement***

Texas Senate Bill - 11 (Government Code 411.2031, et al.) authorizes the carrying of a concealed handgun in Texas A&M University-Commerce buildings only by persons who have been issued and are in possession of a Texas License to Carry a Handgun. Qualified law enforcement officers or those who are otherwise authorized to carry a concealed handgun in the State of Texas are also permitted to do so. Pursuant to Penal Code (PC) 46.035 and A&M-Commerce Rule 34.06.02.R1, license holders may not carry a concealed handgun in restricted locations.

For a list of locations, please refer to the [Carrying Concealed Handguns On Campus](#) document and/or consult your event organizer.

Web url:

<http://www.tamuc.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedures/34SafetyOfEmployeesAndStudents/34.06.02.R1.pdf>

Pursuant to PC 46.035, the open carrying of handguns is prohibited on all A&M-Commerce campuses. Report violations to the University Police Department at 903-886-5868 or 9-1-1.

## **COURSE OUTLINE / CALENDAR**

### **Week #1 – 8/29 – 9/4**

Reading: Conte — Preface, Introduction, Chapter 1 and Chapter 2.

**Post response to question on DISCUSSION board on or before 9/9**

### **Week #2 – 9/5 - 9/11**

Read Conte: Chapter 3 and 4.

**Assignment #1 on or before 9/11**

### **Week #3 – 9/12 – 9/18**

Read Conte: Chapter 5 and 6

**QUIZ #1 (Chapter 1 – 4) due on or before 9/18**

**Assignment #2 — Due on or before 9/18**

### **Week #4 – 9/19 – 25**

Read Conte: Chapter 7 and 8

**Post response to question on DISCUSSION board on or before 9/25**

### **Week #5 – 9/26 - 10/2**

Read Conte: Chapter 9 and 10.

**QUIZ #2 (Chapter 5-10) due on or before 10/2**

### **Week #6 – 10/3 - 9**

Read Conte: Chapter 11 and Appendix G, H, I, J, K, L and M.

**Midterm Exam (all reading material to date) — due on or before 10/9**

### **Week #7 – 10/10 - 16**

Read Conte: Chapter 12

**Assignment #3 — Due on or before 10/16**

*The syllabus/schedule are subject to change.*

**Week #8 – 10/17 - 23**

Read Conte: Chapter 13

**Post response to question on DISCUSSION board on or before 10/23**

**Week #9 – 10/23 - 30**

Read Conte: Chapter 14

**Assignment #4 — Due on or before 10/30**

**Week #10- 10/31 - 11/ 6**

Read Conte: Chapter 15

**QUIZ #3 (Chapter 12, 13, 14) on or before 11/6**

**Week #11 – 11/7 - 13**

Read Conte: Chapter 16

**Post response to question on DISCUSSION board on or before 11/13**

**Week #12 – 11/14 - 20**

Read Conte: 17

**Quiz #4 (Chapter 15, 16, 17)**

**Week #13 – 11/21 - 27**

Thanksgiving Week

**Week #14 – 11/28 - 12/ 4**

**Assignment #5 — Due on or before 12/4**

**Week #15 – 12/5 - 11**

**Final Project Due on or before 12/11**

**Week #16 – 12/12 – 16**

Review and Final Exam.

**Final Exam on or before 12/16**

Final is cumulative.

**KEY DATES**

QUIZZES - 50 points each

#1 — 9/18 PERILOUS

#2 — 10/2

#3 — 11/6

#4 — 11/20

ASSIGNMENTS - 40 points each

*The syllabus/schedule are subject to change.*

#1 — 9/11  
#2 — 9/18  
#3 — 10/16  
#4 — 10/30  
#5 — 12/4

DISCUSSIONS - 25 points each

#1 — 9/9  
#2 — 9/25  
#3 — 10/23  
#4 — 11/13

MIDTERM — 10/9 - 150 points

FINAL PROJECT — 12/11 —

FINAL — 12/16 - 150 points — 200 points