

Syllabus
Leadership in Performing Arts Organizations/THEA 3387
Tuesday: 9:00a.m.-10:00a.m.
All other assignments due on Blackboard
TENTATIVE SYLLABUS

Instructor: Adriana Dominguez, Ph.D.

Communication:

E-mail: adrianad@utep.edu (best method of communication)

Office: 307 Prospect Hall

Office Hours: Tuesday:10a.m.-11:30a.m.

Office Phone: 915-747-5502

Text number: 575-265-0687

Phone: You can TEXT me any immediate questions about the course Monday-Friday 9a.m.-5p.m. (MST)

VIOLATIONS of these time restrictions will result in reduced use of text.

Please note that all deadlines are in Mountain Standard Time (MST).

*I ask that you look over the syllabus and all the module instructions before asking a question.

Course Description: An examination of concepts, frameworks, and models to understand the process of managing a performing arts organization. Focus of the course includes the principles of leadership management in conjunction with board of trustees, professional and artistic staff, and volunteers.

This is a course highly focused on STUDENT perception, discussion, and research. Discussions, presentations, and interactions will be the guiding tools in this course.

Course Objectives: 1) To gain an understanding of leadership theories and their implementation in performing arts organizations. 2) To be able to evaluate the different processes and impact of leadership on performing arts organizations. 3) To participate actively in leadership processes of performing arts organizations. 4) To be able to communicate and present information effectively in informal class discussions, and to be able to evaluate and communicate both orally and in writing the importance of leadership in performing arts organizations.

Class Policies:

Punctuality/Attendance: Punctuality is a necessity in theatre. As such, punctuality is necessary in this course. It is each student's responsibility to attend class. All class/group activities will count towards the final grade. Every student may miss one class without providing an explanation and without suffering repercussions (i.e. I neither want nor need to know why you were not able to come to class). Choose your freebie wisely and plan ahead; emergencies with

family, cars, and health may happen later in the semester. If there are extenuating circumstances, make sure that you notify your instructor immediately. Class should only be missed due to EMERGENCIES; you signed up for the course with full knowledge of the date/time. Be aware that freebies ONLY apply to class participation/quiz grades!

Subject Matter: The performing arts have a power to stir strong emotions, or possibly touch on subjects you might not feel comfortable reading. If you have concerns about reading or discussing specific subjects, please contact me soon as possible to discuss possible accommodations. I expect all our discussions—including any that may occur outside of class—to be conducted in a respectful and professional matter.

The Center for Accommodations and Support Services

If you have or believe you have a disability, you may wish to self-identify. You can do so by providing documentation to The Center for Accommodations and Support Services located at Union Building East Room 106 by phone (915) 747-5148 or email cass@utep.edu. If you have a condition that may affect your ability to exit safely from the premises in an emergency or that may cause an emergency during class, you are encouraged to discuss this in confidence with the instructor and/or the director of The Center for Accommodations and Support Services.

The University Writing Center

The University Writing Center offers free synchronous online one-on-one writing assistance for UTEP Connect students. Graduate and undergraduate consultants work with writers on projects for a wide variety of classes and provide assistance during all parts of the writing process, including: prewriting, drafting, revising, and editing. Online assistance is available by appointment through the UWC's website (uwc.utep.edu). Most UWC consultants are bilingual Spanish and English speakers. Consultants will not edit your paper for you, and you are the one ultimately responsible for the work you submit and the grade you earn. Instead, Writing Center consultants will guide you through the writing process and teach you valuable writing skills. Visit the UWC's website to learn more about the services they provide, or make an appointment for an online consultation. Online consultations take place during regular business hours (see website) and must be made at least one day in advance.

Academic Integrity Statement

Academic dishonesty is prohibited and is considered a violation of the UTEP Handbook of Operating Procedures. It includes, but is not limited to, cheating, plagiarism, and collusion. Cheating may involve copying from or providing information to another student, possessing unauthorized materials during a test, or falsifying research data on laboratory reports. Plagiarism occurs when someone intentionally or knowingly represents the words or ideas of another person's as ones' own. And, collusion involves collaborating with another person to commit any academically dishonest act. Any act of academic dishonesty attempted by a UTEP student is unacceptable and will not be tolerated. Violations will be taken seriously and will be referred to the Dean of Students Office for possible disciplinary action. Students may be suspended or expelled from UTEP for such actions. Please consult the Handbook of Operating Procedures at <http://hoop.utep.edu> for the complete University policy on academic dishonesty. You may also consult with the Assistant Dean of Students at the Student Union Building West, Room 102, or by calling (915) 747-5648.

I do expect all work to be original; I do read all of your work.

Student Agreements

Student agrees to treat fellow students, UTEP faculty and staff, with respect and collaborate with all group members in a professional manner.

Student understands that copyright laws protect the materials used in this class. Student will refrain from any public or private distribution of all materials provided and/or created in this course.

Student understands that any superimposed copyright on materials may not be “letterboxed” or covered over in any way. Student will not upload the aforementioned materials to Internet sites, whether public or private, such as YouTube, FaceBook, or any other Web Publishing System. Student will not exhibit any of the materials provided and student work created in this course and shared on Blackboard in any public venue without express and written permission of the copyright holder.

Student Responsibility

You are responsible for seeing that all of your equipment and software are up to date or that you get yourself to a lab, library, etc. where you can meet the requirements of the class.

Blackboard works best with Mozilla Firefox, Google Chrome, and Safari. Stay away from Internet Explorer! For some reason Blackboard does not communicate well with Internet Explorer so avoid it. Additionally, it is very important that your Adobe Reader and Java software be up to date. All of your readings, lectures, and assignment sheets are (.pdf) files and require the latest version of Adobe Reader.

It is very important that you follow directions carefully. You must submit all of your work correctly. If you fail to properly submit your work you will not receive credit for the assignment. Here is an example of improperly submitting work: Student opens assignment link, copies/pastes their critical response then fails to click the submit button. They then move into another part of Blackboard and the assignment is never submitted. Simple human error, but it will cost you a grade.

You must check Blackboard daily for announcements and course messages. If you fail to check Blackboard and you miss an important announcement or email you are responsible for the consequences.

You are provided with a course calendar that clearly defines all due dates and deadlines. Online learning is independent learning and you must be responsible enough to submit all work on time. I will not accept late work.

The only time that I will accept a late quiz or assignment is if the Blackboard System goes down. I have the ability to enter the system as both an administrator and as a student and I will know if there was a system failure. If there was a failure I am provided with a report stating so and then I can extend the deadline.

You will be penalized for poor writing skills. If you submit work that is riddled with spelling, grammar, and punctuation errors you will lose a significant number of points for that assignment.

Respect

All students are in this class to learn. Should a student disrupt that process, the instructor will take the appropriate steps to ensure that all students interact in a safe space that is conducive to the learning process.

Remember that your instructor is also a human being. She has many other responsibilities outside of this class, just as the student has several responsibilities outside of this one class. Read the syllabus, stick to class/university policies, utilize common etiquette and respect, and know that your instructor wants you to succeed in this course, but she is not responsible for that, you are.

I do not drop students from class; that is your choice and responsibility.

Work will be graded in a timely manner as listed in the explanation of assignments.

As this is an online classroom, it is essential that online communication is effective and reflects appropriate behavior. Netiquette, guidelines for online behavior and interaction, will serve as the standard for this course. Netiquette guidelines provided by UTEP Online Teaching Academy.

Security:

Remember that your password is the only thing protecting you from pranks or more serious harm.

Don't share your password with anyone.

Change your password if you think someone else might know it.

Always logout when you are finished using the system.

Guidelines for communicating online:

Treat instructor with respect, even in email or in any other online communication.

Use clear and concise language.

Remember that all college level communication should have correct spelling and grammar.

Avoid slang terms such as “wassup?” and texting abbreviations such as “u” instead of “you”.

Use standard fonts such as Times New Roman and use a size 12 or 14 pt. font.

Avoid using the caps lock feature as it can be interpreted as yelling.

Limit and possibly avoid the use of emoticons like :) or 9.

Be cautious when using humor or sarcasm as tone is sometimes lost in an email or discussion post and your message might be taken seriously or offensive.

Be careful with personal information (both yours and other's).

Do not send confidential patient information via e-mail.

Email Netiquette:

When you send an email to your instructor, teaching assistant, or classmates, you should:

Use a descriptive subject line.

Be brief.

Avoid attachments unless you are sure your recipients can open them.

Avoid HTML in favor of plain text.

Sign your message with your name and return e-mail address.

Think before you send the e-mail to more than one person.

Message Board Netiquette:

When posting on the Discussion Board in your online class, you should:

Make posts that are on topic and within the scope of the course material.
Take your posts seriously and review and edit your posts before sending.
Be as brief as possible while still making a thorough comment.
Always give proper credit when referencing or quoting another source.
Be sure to read all messages in a thread before replying.
Don't repeat someone else's post without adding something of your own to it.
Always be respectful of others' opinions even when they differ from your own.
When you disagree with someone, you should express your differing opinion in a respectful, non-critical way.
Do not make personal or insulting remarks.
Be open-minded.

Please note that aggressive and unprofessional behavior is not acceptable and will be dealt with immediately.

Considerations:

Remember that your instructor is also a human being. She has many other responsibilities outside of this class, just as the student has several responsibilities outside of this one class. Read the syllabus, stick to class/university policies, utilize common etiquette and respect, and know that your instructor wants you to succeed in this course, but she is not responsible for that; you are. In addition, do not expect the instructor to make exceptions for you.

Make sure that BEFORE you ask a question about course requirements or due date you have checked the syllabus as the information is probably there.

COVID-19 PRECAUTIONS

Please stay home if you have been diagnosed with COVID-19 or are experiencing COVID-19 symptoms. If you are feeling unwell, please let me know as soon as possible, so that we can work on appropriate accommodations. If you have tested positive for COVID-19, you are encouraged to report your results to covidaction@utep.edu, so that the Dean of Students Office can provide you with support and help with communication with your professors. The Student Health Center is equipped to provide COVID 19 testing.

The Center for Disease Control and Prevention recommends that people in areas of substantial or high COVID-19 transmission wear face masks when indoors in groups of people. The best way that Miners can take care of Miners is to get the vaccine. If you still need the vaccine, it is widely available in the El Paso area, and will be available at no charge on campus during the first week of classes. For more information about the current rates, testing, and vaccinations, please visit epstrong.org

Grading:

Class Participation & Article Discussions: 25%
UTEP Play Attendance/Viewing/Ushering: 5%
Volunteer Packet: 10%
Development Ask: 5%
Investigative Paper: 15%

Interviews and Reports: 40%
100-90=A, 80-89=B, 70-79=C, 60-69=D, 0-59=F

- *I DO NOT DROP STUDENTS FROM A CLASS—THAT IS YOUR RESPONSIBILITY.
- * LATE WORK IS NOT ACCEPTED. IT IS THE STUDENT’S RESPONSIBILITY TO ENSURE THAT WORK IS TURNED IN ON TIME.
- * ASSIGNMENTS MUST BE SUBMITTED IN THE REQUIRED FORMAT FOR CREDIT—ALL SUBMITTED WORK MUST BE TYPED AND DOUBLE SPACED.
- *YOU MUST WORK TO EARN YOUR GRADE!**

Explanation of Assignments:

Class Participation/Article Discussions:

The student is responsible for attending the class meetings. In addition, the student will be required to research the given topic for the week and upload in Blackboard by SUNDAY night at 11:59p.m. least two (2) articles (current, 2018+). The student will then be in charge of leading the discussion. The articles must be from high quality sources. Uploading them on Sunday will allow for everyone to read the articles for the Tuesday class meeting.

PLAY ATTENDANCE/VIEWING/USHERING:

The students MUST also USHER a MINIMUM of TWO times in order to gain an understanding of working with patrons, house managers, box office personnel, and other theatre staff (students can also usher at the UTEP Dinner Theater for this assignment). Students need to complete this assignment before the 11/9 class session.

Investigative Paper:

The student is required to write a five to seven page quality investigative paper on a pertinent issue facing leaders of performing arts organizations (the topic must be approved by the instructor by the appropriate deadline of **11/8 @ 10a.m.**). If a topic is not approved on time, the student will **NOT** be allowed to submit a paper for assessment. Students must provide a minimum of EIGHT valid resources (A MAXIMUM OF FIVE can be internet resources--Wikipedia IS NOT a valid resource). **DUE 12/12/21 @ 11: 59PM. LATE WORK IS NOT ACCEPTED.**

Volunteer Packet:

Based on articles, interviews, and experience, students will create a five page volunteer packet for an organization. 11/14 @ 11:59PM

Development Ask:

Based on articles, interviews, and experience, students will create a one page outreach letter seeking funds for an organization. 11/28 @ 11:59PM

Interviews and Reports:

In order to learn about the current issues in the field, it is necessary to talk to those in the field. During the SECOND half of the semester (after October 1); the student will need to set up four

(4 interviews) with leaders in the field. These interviews can be in person, over the phone, or video conferencing. The student will need to have one interview from EACH of these categories:

Children's Theatre
Music Performance (Vocal, Instrumental, etc.)
Dance performance
Student Choice

The student will need to write a two page summary of the interview and upload it on Bb (connecting it with class discussions) and will present their findings at the class discussion. The instructor must also be copied on the communication. Reports 1 & 2 are due 10/24 @ 11:59PM; reports 3 & 4 are due 10/31 @ 11:59PM.

Instructor Bio:

Adriana Dominguez is an Assistant Professor of Theatre and UTEP. She received her B.A. in Theatre Arts with a Minor in Secondary Education from the University of Texas at El Paso, her M.A. in Performing Arts Administration from New York University, and her Ph.D. in Curriculum & Instruction from New Mexico State University. Adriana has participated in theatre as an actress, director, producer, designer, and teacher at the elementary school, middle school, high school, and college level.

VERY Tentative Class Schedule:

Week One: 8/24:	What is a leader? What are performing arts organizations?
Week Two: 8/31:	Leadership Styles and Organizational Culture (including boards)
Week Three: 9/7:	Finances and Development
Week Four: 9/14:	Working with Staff & Volunteers
Week Five: 9/21:	Competition for the Performing Arts
Week Six: 9/28:	Programming, Community, and Audience Development
Week Seven/Eight/Nine 10/5-10/19:	Set Up/Conduct interviews
Week Ten: 10/26:	Interview Reports (1-2)
Week Eleven: 11/2:	Interview Reports (3-4)
Week Twelve: 11/9:	Volunteer Packet Draft

Week Thirteen 11/16:	Present Volunteer Packet
Week Fourteen: 11/23:	Development Ask Draft
Week Fifteen: 11/30:	Present Development Ask
Week Sixteen: 12/7:	Investigative Paper Draft
Week Seventeen: 12/13:	Present Final Paper