

Location: D180 Fox Fine Arts**Time:** MW 12:00-1:20pm**Instructor:** Carolyn Cubit-Tsutsui**Email:** cacubittsutsui@utep.edu**Office Phone:** 747-8026**Office:** Fox Fine Arts D179 (across from the Studio Theatre)**Hours:** MWF 9:30am – 10:30am or BY APPOINTMENT (I am not available on Tuesday or Thursday)**Communication:**

EMAIL/PHONE: I will respond to all emails and phone messages MWF between 9am and 2pm. Email will be the fast of the two methods of communication.

Course Description

Through lecture, discussion and projects students will have an introduction to the economic and managerial aspects of American theatre especially as they apply to non profit and professional theatre.

Teaching Philosophy

My teaching philosophy is to allow students to experience personal responsibility in the university setting. It will be the student's responsibility to actively participate in his/her job as a college student by attending class every day, arriving prepared, actively participating in class and completing all assignments. My job is to provide a positive environment that encourages the desire to learn, guide the student through the course and make sure that the student feels comfortable coming to me in person to ask any questions or to talk about the class.

Goals of the Course

1. To acquaint you with the various administrative structures of performing arts organizations
2. To introduce you to the basic content areas of performing arts administration
3. To provide experience in the critical-thinking, problem solving skills needed in any arts administrative position
4. To provide experiences for you to utilize the communication skills needed in any administrative position

Overview of Assignments

1. A semester-long project with several separate problem-solving aspects due regularly throughout the semester: a chance to "practice" solving the problems you would meet in the real world.
2. Two Exams – both will be take home
3. Class participation in discussion, a short presentation and homework

Required Reading and Electronic Materials

1. *Theatre Management – Producing and Managing the Performing Arts* by David M. Conte and Stephen Langley, 2007, ISBN - 978-0896762565 (Not required but recommended)
2. Various handouts distributed during class or posted on Blackboard
3. Research sources used for your project
4. Active UTEP email account and access to Blackboard
5. Microsoft Office – Word, Excel and PowerPoint
6. Adobe Reader - <http://get.adobe.com/reader/>

Grading

- 50% - Semester Long Project
- 25% - Exams
- 25% - Class participation, Presentation, Homework

****Attendance and tardiness WILL affect your grade
*Be sure to save ALL graded work and verify your grade periodically throughout the semester.***

Instructor Expectations

Ideally

- Respect and Courtesy to everyone in the classroom: classmates, guests, instructor
- Your willingness to grapple with each of the assigned problems using your best thinking
- Keeping up with assignments
- Your close attention in class
- Your positive participations in class discussions and exercises
- Thoughtful speech
- Careful writing

Minimally

- Respect and Courtesy to everyone in the classroom: classmates, guests, instructor
- ATTENDANCE IN CLASS
 - The only excused absences in class is an official University activity, such as traveling with a team or work on a production in which proper documentation is provided with a minimum of 10 days notice.
 - All other absences are not “excused” but must be explained to the instructor and supported with documentation. In case of unavoidable absences from class because of illness, death in the family, or other emergency, the student should notify the instructor immediately and present appropriate verification upon return. Without appropriate documentation, the absences will be considered “unavoidable.” Arrangements to complete assignments missed because of an unavoidable absence should be made with the instructor.
 - **Excess absences (3 or more) will result in the grade for the course being lowered one full grade.** Class absences before and after vacations are treated like any other absence during the semester and will be counted as part of the excessive absence total.
 - **A series of latenesses may also be counted as absences (3 tardies = 1 absence).**
- Completion of assignment
 - Assignments are due at the beginning of class
 - Assignments will be accepted with minimum penalty if received by the time I go home on the due date if turned in with an excuse, real or imaginary, that elicits sympathy or, even better, makes me laugh.
 - Assignments turned in while I am reviewing that particular assignment will be docked one complete letter grade.
 - Assignments turned in after they have been returned to class will be docked two complete letter grades.
 - Assignments not turned in will mean an automatic failure of the entire project (which means a 50% failing grade).
- Exceptions to the rule
 - Please review your schedule with the dates that assignments are due. If you anticipate serious conflicts during the semester, you may negotiate to turn in assignments late with no penalty. The negotiation must be done at least TWO weeks in advance of the due date for the assignment. The negotiation will take place by EMAIL on BLACKBOARD only. The better prepared you are for the negotiation, the more likely the negotiation will turn out favorably for you.

Student Conduct, Plagiarism, Copyright, and Scholastic Dishonesty

It is the student’s responsibility to be aware of all university policies.

<http://admin.utep.edu/Default.aspx?tabid=30195>

Students with Disabilities Policy:

If you have or suspect a disability and need an accommodation you should contact the Cass Office at 747-5148 or at cass@utep.edu or go to Room 106 Union East Building.

Syllabus Change Policy:

Except for changes that substantially affect the evaluation (grading) statement, this syllabus is a guide for the course and is subject to change with advance notice.

Date	Topic	Due
Week 1 8/22 & 8/24	Overview of Class "Theatre Management and the Performing Arts"	
Week 2 8/29 & 8/31	"Place of Performance" Understanding your community	Job Descriptions Homework Due Mon
Week 3 9/5 & 9/7	No School Monday Commercial Theatre	
Week 4 9/12 & 9/14	Non Profit Producing Theatre Presenters and Presenting	<i>Midterm Exam Handed Out Wed</i>
Week 5 9/19 & 9/21	Planning and the Arts Mission Statements	Midterm Exam Due Mon Mission Homework Due Wed
Week 6 9/26 & 9/28	Theatre Facilities	*Mission Statements Due Wed
Week 7 10/3 & 10/5	Programming/Planning a Season Budgeting	Facility Homework Due Mon Season Planning Homework Due Wed
Week 8 10/10 & 10/12	Staffing/Casting and Personnel Management No Class on Wednesday	*Season Plan & Facility Plan Due Mon
Week 9 10/17 & 10/19	Financing Budgeting, Control Cost, Ticket Pricing and Ticketing	Budget Homework Due Wed
Week 10 10/24 & 10/26	Marketing, Audience Development Sources of Earned Income	*Staffing Chart and Budget Due Mon
Week 11 10/31 & 11/2	Fundraising and Sources of Unearned Income	*Production Budget Due Mon
Week 12 11/7 & 11/9	Audience and Company Management	*Marketing Plan Due Mon
Week 13 11/14 & 11/16	TBA – All Work will be returned to you by Monday	
Week 14 11/21 & 11/23	No Class Meeting - Work on Final Presentations and Binder	
Week 15 11/28 & 11/30	Presentation of Organizations	*Binder Due Wed, incl. New Work <i>Final Exams given on Wed. Nov. 30th</i> Final Exams due Mon. Dec 9th by 2pm

*Failure to submit timely will result in failure of entire semester long project which is 50% of your grade