

**Location:** D180 Fox Fine Arts

**Instructor:** Carolyn Cubit-Tsutsui

**Office Phone:** 747-8026/328-7486 (cell)

**Office Hours:** By Appointment M-F 8:30a-2pm

**Time:** MW 9-10:20a

**Email:** cacubittsutsui@utep.edu

**Office:** Fox Fine Arts D179

### Communication:

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

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### Course Description

Through lecture, discussion and projects students will have an introduction to the economic and managerial aspects of American performing arts especially as they apply to nonprofit and professional arts organizations.

### 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, 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.

### Learning Outcomes

1. Students will be able to identify non-profit business management concepts as they relate to performing arts organizations.
2. Students will understand and implement marketing, development and budgeting concepts as they relate to performing arts organizations.
3. Students will be able to demonstrate theoretical knowledge of these skills by creating mission statements, budgets, staffing plans, marketing and development campaigns for an imaginary performing arts organization.

### Overview of Assignments and Grading

**Participation, Preparedness & Readiness** – You can earn 50pts here, this is earned by showing up to class, submitting work on time, being prepared in readings and demonstrating your knowledge through Admin Tickets. While you can earn 50points here, your goal is to get 40 points

**Ushering** – You are expected to usher to performances this semester for the theatre department. You can do the same show or 1 each. You will earn 5 points per ushering. Signup sheet will provided on second week.

**Final Binder/Project** – This is worth 40 points. You will be working on it all semester, as each component is due you will provide your best work and a self-grade sheet. I will return the work with notes and either an agreement or disagreement on your self-grade. You can then resubmit correct work as many times as you wish up until the final submission. I will only be grading the final submission. This is called **un-grading**, and gives you the opportunity to work on your project until you get the grade you are satisfied with.

**Final Presentation** – This is worth 10 points – you will present your project to the class during finals week.

### Required Reading and Electronic Materials

1. *Text Book* – I no longer have a text book that you need to buy – all chapters are available digitally through the library.
2. Various handouts distributed during class
3. Reading materials posted on or linked in Blackboard
4. Research sources used for your project
5. 3 ring binder – 1” with front plastic cover
6. 2 folders with pockets (1) for work submission and returns throughout semester and (1) to save all your work and notes – you must save them for the final project submission.
7. Active UTEP email account and access to Blackboard

8. Microsoft Office – Word, Excel and PowerPoint
9. Adobe Reader - <http://get.adobe.com/reader/>

## **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
  - You are graded on attendance, receiving 1 point for on time and present, .5 points for late not more than 15 minutes and 0 for very late/absent. If you miss class and miss the work...talk to your classmates.
- Completion of assignment
  - Assignments are due at the beginning of class. Grading is based on completion of assignment, I can't grade what is not done and your grades will reflect that.
  - Anything submitted late – you forfeit your Participation/Preparedness and Readiness point that day. Anything turned in after I go home on that due date may not be graded in a timely manner and may impact the assignment after that as all the assignments build off one another.
- 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. Come with solutions.

## **Getting Help**

### **Technical Support**

If you do not know how to use Blackboard or have technical issues with Library access – go to Tech Support Room 300 at Library immediately. Do not wait until you do not understand until you are having problems. You can contact Help Desk via email, [helpdesk@utep.edu](mailto:helpdesk@utep.edu), by phone 747-5257. Hours are M-F 7a-8p, Sat 9a-10p and Sun 12-4p.

### **Copyright Statement** <https://www.copyright.gov/title17/92chap5.html>

Some of the materials in this course are copyrighted. Copying of textbooks is not “fair use” under the Copyright Act. Your cooperation is expected.

### **Student Conduct/Scholastic Dishonesty/Final Exams and Plagiarism**

Refer to the [Handbook of Operating Procedures: Student Affairs](#).

Due to the nature of an online class, proper online etiquette is critical.

### **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@utp.edu](mailto:cass@utp.edu) or go to Room 106 Union East Building.

## **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.
- 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.

- Your work schedule, military deployment, athletic events, travel, vacations, sick children, broken computer, lack of access to internet, employment at UTEP, etc. are not valid excuses for missing any work in this class. If you are sick and unable to submit an assignment you will be required to provide a doctor's note in order to submit a late assignment.
- 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. This could be the difference between a passing and failing grade so I strongly suggest that you utilize the spell check that is provided in all of your Blackboard links.

### **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.

### **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.
- 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.