

NEW COURSE FORM

Signature Routing Log

General Information:

Course Prefix and Number: AAD 150 Introduction to Arts Administration

Proposal Contact Person Name: Michael Braun



Phone: 859 257 4142

Email: Michael.Braun@uky.edu

INSTRUCTIONS:

Identify the groups or individuals reviewing the proposal; note the date of approval; offer a contact person for each entry; and obtain signature of person authorized to report approval.

Internal College Approvals and Course Cross-listing Approvals:

Reviewing Group	Date Approved	Contact Person (name/phone/email)	Signature
Arts Administration Faculty	2/15/2011	Michael Braun / 257 4142 / Michael.Braun@uky.edu	
College of Fine Arts Curriculum Comm.	2/23/11	Jane Johnson / 7-1709 / jhjohn@email.uky.edu	
		/ /	
		/ /	
		/ /	

External-to-College Approvals:

Council	Date Approved	Signature	Approval of Revision ⁶
Undergraduate Council	3/29/2011		
Graduate Council			
Health Care Colleges Council			
Senate Council Approval		University Senate Approval	

Comments:

⁶ Councils use this space to indicate approval of revisions made subsequent to that council's approval, if deemed necessary by the revising council.

NEW COURSE FORM

1. General Information.				
a.	Submitted by the College of: <u>Fine Arts</u>	Today's Date:	<u>1/28/2011</u>	
b.	Department/Division: <u>Fine Arts</u>			
c.	Contact person name: <u>Michael Braun</u>	Email: <u>Michael.Braun@uky.edu</u>	Phone:	<u>859 224 2608</u>
d.	Requested Effective Date:	<input checked="" type="checkbox"/> Semester following approval	OR	<input type="checkbox"/> Specific Term/Year ¹ : _____
2. Designation and Description of Proposed Course.				
a.	Prefix and Number: <u>AAD 150</u>			
b.	Full Title: <u>Introduction to Arts Administration</u>			
c.	Transcript Title (if full title is more than 40 characters):	<u>Introduction to Arts Administration</u>		
d.	To be Cross-Listed ² with (Prefix and Number):	<u>N/A</u>		
e.	Courses must be described by <u>at least one</u> of the meeting patterns below. Include number of actual contact hours ³ for each meeting pattern type.			
	_____ Lecture	_____ Laboratory ¹	_____ Recitation	_____ Discussion
	_____ Clinical	_____ Colloquium	_____ Practicum	_____ Research
	_____ Indep. Study	_____ Residency		
	<u>1</u> Seminar	_____ Studio	_____ Other – Please explain: _____	
f.	Identify a grading system:	<input checked="" type="checkbox"/> Letter (A, B, C, etc.)	<input type="checkbox"/> Pass/Fail	
g.	Number of credits:	<u>1</u>		
h.	Is this course repeatable for additional credit?	YES <input type="checkbox"/>	NO <input checked="" type="checkbox"/>	
	If YES: Maximum number of credit hours:	_____		
	If YES: Will this course allow multiple registrations during the same semester?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	
i.	Course Description for Bulletin:	<u>By requiring attendance at a designated arts event each week, this course introduces Arts Administration majors to the multitude of arts-related resources available on-campus and in the surrounding community. Students will also be introduced to the roles, governing structures, management practices and revenue sources of both for-profit and nonprofit arts organizations within the United States, as well as the types of jobs that are generally filled by Arts Administrators.</u>		
j.	Prerequisites, if any:	<u>Pre-Arts Administration Major or consent of instructor.</u>		
k.	Will this course also be offered through Distance Learning?	YES ⁴ <input type="checkbox"/>	NO <input checked="" type="checkbox"/>	
l.	Supplementary teaching component, if any:	<input type="checkbox"/> Community-Based Experience	<input type="checkbox"/> Service Learning	<input type="checkbox"/> Both
3.	Will this course be taught off campus?	YES <input type="checkbox"/>	NO <input checked="" type="checkbox"/>	

¹ Courses are typically made effective for the semester following approval. No course will be made effective until all approvals are received.

² The chair of the cross-listing department must sign off on the Signature Routing Log.

³ In general, undergraduate courses are developed on the principle that one semester hour of credit represents one hour of classroom meeting per week for a semester, exclusive of any laboratory meeting. Laboratory meeting, generally, represents at least two hours per week for a semester for one credit hour. (from SR 5.2.1)

⁴ You must *also* submit the Distance Learning Form in order for the proposed course to be considered for DL delivery.

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4.	Frequency of Course Offering.			
a.	Course will be offered (check all that apply):	<input checked="" type="checkbox"/> Fall	<input type="checkbox"/> Spring	<input type="checkbox"/> Summer
b.	Will the course be offered every year?	YES <input checked="" type="checkbox"/>	NO <input type="checkbox"/>	
	If NO, explain:	_____		
5.	Are facilities and personnel necessary for the proposed new course available?			
		YES <input checked="" type="checkbox"/>	NO <input type="checkbox"/>	
	If NO, explain:	_____		
6.	What enrollment (per section per semester) may reasonably be expected?	<u>30</u>		
7.	Anticipated Student Demand.			
a.	Will this course serve students primarily within the degree program?	YES <input checked="" type="checkbox"/>	NO <input type="checkbox"/>	
b.	Will it be of interest to a significant number of students outside the degree pgm?	YES <input type="checkbox"/>	NO <input checked="" type="checkbox"/>	
	If YES, explain:	_____		
8.	Check the category most applicable to this course:			
	<input type="checkbox"/> Traditional – Offered in Corresponding Departments at Universities Elsewhere			
	<input type="checkbox"/> Relatively New – Now Being Widely Established			
	<input checked="" type="checkbox"/> Not Yet Found in Many (or Any) Other Universities			
9.	Course Relationship to Program(s).			
a.	Is this course part of a proposed new program?	YES <input type="checkbox"/>	NO <input checked="" type="checkbox"/>	
	If YES, name the proposed new program:	_____		
b.	Will this course be a new requirement ⁵ for ANY program?	YES <input checked="" type="checkbox"/>	NO <input type="checkbox"/>	
	If YES ⁵ , list affected programs:	<u>BA Arts Administration</u>		
10.	Information to be Placed on Syllabus.			
a.	Is the course 400G or 500?	YES <input type="checkbox"/>	NO <input checked="" type="checkbox"/>	
	If YES, the <i>differentiation for undergraduate and graduate students must be included</i> in the information required in 10.b . You must include: (i) identification of additional assignments by the graduate students; and/or (ii) establishment of different grading criteria in the course for graduate students. (See SR 3.1.4.)			
b.	<input checked="" type="checkbox"/> The syllabus, including course description, student learning outcomes, and grading policies (and 400G-/500-level grading differentiation if applicable, from 10.a above) are attached.			

⁵ In order to change a program, a program change form must also be submitted.

Syllabus AAD 150.001

Introduction to Arts Administration

Instructor: XXXX
Office: XXXX Fine Arts Building
Telephone: 859 257 XXXX
Email: XXXX@uky.edu
Classroom: XXXX
Class Hours: Mondays 12:00pm – 12:50pm.
Office Hours: Mondays 10:00 – 12:00, Tuesdays 11:00 – 1:00, Wednesdays 10:00 – 12:00, and Thursdays 11:00 – 1:00. If you have trouble finding me, email me or leave a message on my answering machine, telling me how and when I can contact you.
Texts: Readings posted on Blackboard.

COURSE CONTENT

By requiring attendance at a designated arts event each week, this course introduces Arts Administration majors to the multitude of arts-related resources available on-campus and in the surrounding community. Students will also be introduced to the roles, governing structures, management practices and revenue sources of both for-profit and nonprofit arts organizations within the United States, as well as the types of jobs that are generally filled by Arts Administrators.

COURSE OUTCOMES

- Students will be able to describe the primary characteristics that are associated with presenting and producing events in a wide variety of arts disciplines such as opera, symphonic music, popular music, dance, jazz, folk music, drama, musical theatre, museum exhibitions and gallery shows.
- Students will know how to identify and approach a wide variety of arts-related organizations on UK's campus and in the surrounding community where they may gain experience through jobs, practicums and internships.
- Students will develop a network of friends within the Arts Administration program, and the habit of regularly attending arts events.
- Students will be able to describe the governing structures, management practices and revenue sources of both for-profit and nonprofit arts organizations within the United States.
- Students will be able to describe the types of jobs that are generally filled by Arts Administrators in areas such as marketing, development, programming, production, education, law, finance, and managing facilities and artists' careers

ATENDANCE

At the start of each class I will pass around an attendance sheet. To be recorded as present, you must sign the attendance sheet before the last student signs it and hands it back to me. If you arrive after the sheet has been collected and you do not have a legitimate excuse for being late or absent, you will be recorded as absent. You may miss

one class unexcused without the absence affecting your grade. If you miss a second class unexcused, your final grade will be lowered by one grade level, for example from an A to a B. If you miss a third class unexcused you will automatically fail the class.

If you miss class it is your responsibility to check with your fellow students or the instructor for any handouts, assignments, changes in schedule or other critical information you may have missed. If your absence is unavoidable due to an illness or a family emergency, contact me as soon as possible to let me know why you are missing class, or handing in a late work assignment. When such instances occur, ***take the time you need and do not worry.*** Reasonable accommodations will be made to allow you to catch up. Acceptable reasons for absences are listed in the Student Rights and Responsibilities Handbook. You are entitled to excused absences for the purpose of observing major religious holidays; however, you must notify me in writing of the dates you will be missing by September 13.

CLASS PARTICIPATION

You will be expected to participate in discussions in class regarding the events that you attended and the required readings. In fact, you should volunteer your opinion on a topic at least once in every class. Comment on what you found interesting about an event or a reading. Raise a question. Ask for clarification. Relate a personal anecdote. Bring some new information or a different perspective to the topic being discussed. If I ask you to participate in the discussions, it is a signal that your participation in class is low and your grade in this area is suffering.

During these discussions you need to display your interest and respect for your fellow class participants. Failure to show respect includes behaviors during class such as coming unprepared, not paying attention, not participating, sleeping, working on or reading non-class materials, and not being civil to people during interactions. You may use your computer in class to take notes and look up class related materials; you should not use it for other purposes during class, and you should be expected to be challenged regarding this policy if it appears you are using your computer for other purposes. These types of bad behavior will also dramatically lower your participation grade. Class participation will be worth 5 points during the first half of the semester, and 5 points during the second half of the semester.

Arts Events Attendance/Reviews

You will be required to attend and complete a review sheet on one arts event each week. The reviews will be due by no later than the end of class the following week and will be worth a total of 50 points. You may miss attending an event and handing in a review once without a valid excuse. Each subsequent time that you miss an event and don't hand in a review, without a valid excuse, you will be docked 10 points. If you have a valid excuse for missing the event, you will need to provide me with your excuse and we will identify a substitute event for you to attend and review.

TESTS

There will be a test on October 18, worth 20 points, consisting of short answers to a selection of questions, on the material covered during the first half of the semester. There will also be a test on December 17, worth 20 points, consisting of short answers to a selection of questions, on the material covered during the second half of the semester.

GRADING

Midterm grades will be posted no later than March 8. At the end of the class, you will be assigned a grade on the standard A - E scale used in the College of Fine Arts. The percentage of weight given to activities throughout the course of the semester will be:

Activity	Points
Class Participation First Half of Semester	5
Class Participation Second Half of Semester	5
Event Attendance/Review Sheets	50
Midterm Test	20
Final Test	<u>20</u>
	100

Points	Grade	Points	Grade
100 - 90	A	79 - 70	C
89 - 80	B	69 - 60	D
		59 or less	E

Academic Accommodations

If you have a documented disability that requires academic accommodations in this course, please make your request to the University Disability Resource Center. The Center will require current disability documentation. When accommodations are approved, the Center will provide me with a Letter of Accommodation, which details the recommended accommodations. Contact the Disability Resource Center, Jake Karnes, Director at 859-257-2754 or jkarnes@email.uky.edu.

PLAGIARISM

In general, plagiarism consists of quoting another person or using another person's ideas without giving them credit. Cheating involves such things as copying from another person's work, or having another person complete an assignment for you. If you have questions about whether something constitutes plagiarism or cheating you should consult me or refer to a copy of Student Rights and Responsibilities. Penalties for plagiarism and cheating can be severe, ranging from a reduction in grade to expulsion, depending upon the circumstances.

GETTING HELP

If you are experiencing problems understanding any class topic or assignment, or would like advice on other arts administration, school or career related issues, contact me during my office hours, or make an appointment to see me at another time. I am here to help you succeed in this class and in your other efforts.

COURSE SCHEDULE

Sticking rigidly to the schedule outlined below may not be possible. I reserve the right to change topics, assignments, exams, due dates and readings as long as adequate notice is given. If you miss a class, it is your responsibility to contact a fellow student or me to see if there have been any changes in the schedule.

August 30

Classroom Activity: Introduction and review of Syllabus.

Assignment: Prior to class on September 13 visit the UK Art Museum and the Rassdall Art Gallery in the Student Center and complete the review sheet.

September 6

Classroom Activity: Labor Day Holiday

September 13

Classroom Activity: Discuss the role of nonprofit sector within the United States, including the reasons that led to its development and the policies and laws that encourage its growth and govern its activities. Also discuss visits to the UK Art Museum and the Rassdall Art Gallery in the Student Center.

Assignment: Prior to class on September 20 attend a performance of the Woodsongs Old Time Radio Hour at the Kentucky Theatre and complete the review sheet.

September 20

Classroom Activity: Discuss the nature and scope of the nonprofit arts sector within the United States. Also discuss visit to the Woodsongs Old Time Radio Hour.

Assignment: Prior to class on September 27 attend a performance of the Broadway series at the Lexington Opera House and complete the review sheet.

September 27

Classroom Activity: Discuss the role of Arts Administrators and the types of jobs that are generally available in the field in areas such as marketing, development, programming, production, education, law, finance, and managing facilities and artists' careers. Also discuss visit to the Lexington Opera House.

Assignment: Prior to class on October 4 tour Ashland: The Henry Clay Estate and complete the review sheet.

October 4

Classroom Activity: Discuss the difference between the creation and distribution of art versus entertainment. Also discuss visit to Ashland: The Henry Clay Estate.

Assignment: Prior to class on October 11 attend a performance by the Lexington Philharmonic and complete the review sheet.

October 11

Classroom Activity: Discuss how arts-related organizations in the for-profit and the nonprofit sectors interact. Also discuss the performance of the Lexington Philharmonic.

Assignment: Prior to class on October 25 attend a play at the Lexington Children's Theatre and complete the review sheet.

October 18

Classroom Activity: Test on materials covered in first half of the semester. Midterm grades posted by October 22.

October 25

Classroom Activity: Discuss the role of mission statements in nonprofit arts organizations, including how they are developed and written. Also discuss the play at the Lexington Children's Theatre.

Assignment: Prior to class on November 1 participate in a Gallery Hop in downtown Lexington and complete the review sheet.

November 1

Classroom Activity: Discuss the different ways that for-profit and nonprofit arts-related organizations measure success. Also discuss the Gallery Hop in downtown Lexington.

Assignment: Prior to class on November 8 attend a performance of a play produced by the UK Theatre Department in the Guignol Theatre, and an exhibition in the Tuska Art Gallery and complete the review sheet.

November 8

Classroom Activity: Discuss process of applying for incorporation and nonprofit status. Also discuss the play produced by the UK Theatre Department in the Guignol Theatre and the exhibition in the Tuska Art Gallery.

Assignment: Prior to class on November 15 attend a performance of an opera produced by the UK Opera Program and complete the review sheet.

November 15

Classroom Activity: Discuss role of the board of directors in a nonprofit arts organization. Also discuss the opera produced by the UK Opera Program.

Assignment: Prior to class on November 22 attend an arts event produced by the UK Student Activities Board and complete the review sheet.

November 22

Classroom Activity: Discuss how by-laws are written and adopted and how they are used in the governance of nonprofit arts organizations. Also discuss the arts event produced by the UK Student Activities Board.

Assignment: Prior to class on November 29 attend a performance by the UK Dance Ensemble and complete the review sheet.

November 29

Classroom Activity: Discuss the difference between the way for-profit and nonprofit arts related organizations generate their revenues. Also discuss the performance by the UK Dance Ensemble.

Assignment: Prior to class on December 6 attend a performance by the UK Jazz Ensemble and complete the review sheet.

December 6

Classroom Activity: Discuss how the board and staff of nonprofit arts organizations work together, focusing primarily on their fundraising efforts. Also discuss the performance by the UK Jazz Ensemble.

December 17

Classroom Activity: Final Exam on material covered during the second half of the semester.