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FEB 5 2014

OFFICE OF THE
ADMINISTRATION**Course Information**

Date Submitted: 10/2/2013

Current Prefix and Number: AAD - Arts Administration , AAD 150 INTRODUCTION TO ARTS ADMINISTRATION

Other Course:

Proposed Prefix and Number: 150

What type of change is being proposed?

Major Change

Should this course be a UK Core Course? No

1. General Information

a. Submitted by the College of: FINE ARTS

b. Department/Division: Arts Administration

c. Is there a change in 'ownership' of the course? No

If YES, what college/department will offer the course instead: Select...

e. Contact Person

Name: Rachel Shane

Email: rachel.shane@uky.edu

Phone: 859-257-7717

Responsible Faculty ID (if different from Contact)

Name:

Email:

Phone:

f. Requested Effective Date

Semester Following Approval: Yes OR Effective Semester:

2. Designation and Description of Proposed Course

a. Current Distance Learning (DL) Status: N/A

b. Full Title: INTRODUCTION TO ARTS ADMINISTRATION

Proposed Title: INTRODUCTION TO ARTS ADMINISTRATION

c. Current Transcript Title: INTRODUCTION TO ARTS ADMINISTRATION

Proposed Transcript Title: INTRODUCTION TO ARTS ADMINISTRATION

d. Current Cross-listing: none

Proposed – ADD Cross-listing : NA

Proposed – REMOVE Cross-listing:

e. Current Meeting Patterns

Proposed Meeting Patterns

LECTURE: 3

f. Current Grading System: ABC Letter Grade Scale

Proposed Grading System: PropGradingSys

g. Current number of credit hours: 1

Proposed number of credit hours: 3

h. Currently, is this course repeatable for additional credit? No

Proposed to be repeatable for additional credit? No

If Yes: Maximum number of credit hours:

If Yes: Will this course allow multiple registrations during the same semester? No

2i. Current Course Description for Bulletin: 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.

Proposed Course Description for Bulletin: Arts administrators work to connect arts and audiences through programs, performances, exhibitions, festivals, and screenings. This course introduces the role of arts administrators in arts organizations and provides an overview of the scope of careers available in arts administration. Through field trips and guest speakers, students will begin to explore the arts from a management perspective. Additionally, the course will begin to explore the current issues and trends affecting arts organizations and arts management professionals.

2j. Current Prerequisites, if any: Prereq: Pre-Arts Administration Major or consent of instructor.

Proposed Prerequisites, if any: Prereq: Pre-Arts Administration Major or consent of instructor.

2k. Current Supplementary Teaching Component:

Proposed Supplementary Teaching Component:

3. Currently, is this course taught off campus? No

Proposed to be taught off campus? No

If YES, enter the off campus address:

4. Are significant changes in content/student learning outcomes of the course being proposed? Yes

If YES, explain and offer brief rationale: The course is being expanded from 1 to 3 credit hours. Therefore, the SLOs have been expanded to reflect the broader and deeper scope of the course. Student Learning Outcomes After completing this course, students will be able to: 1.Examine the role of arts administrators in arts organization; 2.Describe the types of jobs and job requirements of arts administrators in areas including marketing, development, programming, production, and education; 3.Analyze common management issues faced by nonprofit arts administrators; 4.Describe what they will need to do to earn a BA in Arts Administration at the University of Kentucky. 5.Identify arts organizations where they might complete their required practicums and internships for the Arts Administration Program; and 6.Create a cover letter, resume and work samples necessary to apply for practicums and internships.

5a. Are there other depts. and/or pgms that could be affected by the proposed change? No

If YES, identify the depts. and/or pgms:

5b. Will modifying this course result in a new requirement of ANY program? Yes

If YES, list the program(s) here: Arts Administration

6. Check box if changed to 400G or 500: No

Distance Learning Form

Instructor Name:

Instructor Email:

Internet/Web-based: No

Interactive Video: No

Hybrid: No

1.How does this course provide for timely and appropriate interaction between students and faculty and among students? Does the course syllabus conform to University Senate Syllabus Guidelines, specifically the Distance Learning Considerations?

2.How do you ensure that the experience for a DL student is comparable to that of a classroom-based student's experience? Aspects to explore: textbooks, course goals, assessment of student learning outcomes, etc.

3.How is the integrity of student work ensured? Please speak to aspects such as password-protected course portals, proctors for exams at interactive video sites; academic offense policy; etc.

4.Will offering this course via DL result in at least 25% or at least 50% (based on total credit hours required for completion) of a degree program being offered via any form of DL, as defined above?

If yes, which percentage, and which program(s)?

5.How are students taking the course via DL assured of equivalent access to student services, similar to that of a student taking the class in a traditional classroom setting?

6.How do course requirements ensure that students make appropriate use of learning resources?

7.Please explain specifically how access is provided to laboratories, facilities, and equipment appropriate to the course or program.

8.How are students informed of procedures for resolving technical complaints? Does the syllabus list the entities available to offer technical help with the delivery and/or receipt of the course, such as the Information Technology Customer Service Center (<http://www.uky.edu/UKIT/>)?

9.Will the course be delivered via services available through the Distance Learning Program (DLP) and the Academic Technology Group (ATL)? NO

If no, explain how student enrolled in DL courses are able to use the technology employed, as well as how students will be provided with assistance in using said technology.

10.Does the syllabus contain all the required components? NO

11.I, the instructor of record, have read and understood all of the university-level statements regarding DL.

Instructor Name:

SIGNATURE|GMASC1|Geraldine Maschio|AAD 150 CHANGE College Review|20131011

SIGNATURE|JMETT2|Joanie Et-Mims|AAD 150 CHANGE Undergrad Council Review|20140205

Courses	Request Tracking
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Course Change Form

<https://myuk.uky.edu/sap/bc/soap/rfc?services=>

[Open in full window to print or save](#)

Generate R

Attachments:

Upload File

Browse...

ID	Attachment
Delete 2982	AAD 150 Introduction to Arts Administration.docx

First 1 Last

Select saved project to retrieve...

Get New

NOTE: Start form entry by choosing the Current Prefix and Number
(*denotes required fields)

Current Prefix and Number:	AAD - Arts Administration AAD 150 INTRODUCTION TO ARTS ADMINISTRATION	Proposed Prefix & Number:	150
* What type of change is being proposed?		<input checked="" type="checkbox"/> Major Change <input type="checkbox"/> Major - Add Distance Learning <input type="checkbox"/> Minor - change in number within the same hundred series, except 799 is the same "hundred series" <input type="checkbox"/> Minor - editorial change in course title or description which does change in content or emphasis <input type="checkbox"/> Minor - a change in prerequisite(s) which does not imply a change course content or emphasis, or which is made necessary by the edit or significant alteration of the prerequisite(s) <input type="checkbox"/> Minor - a cross listing of a course as described above	
Should this course be a UK Core Course? <input type="radio"/> Yes <input checked="" type="radio"/> No If YES, check the areas that apply:			
<input type="checkbox"/> Inquiry - Arts & Creativity <input type="checkbox"/> Composition & Communications - II <input type="checkbox"/> Inquiry - Humanities <input type="checkbox"/> Quantitative Foundations <input type="checkbox"/> Inquiry - Nat/Math/Phys Sci <input type="checkbox"/> Statistical Inferential Reasoning <input type="checkbox"/> Inquiry - Social Sciences <input type="checkbox"/> U.S. Citizenship, Community, Diversity <input type="checkbox"/> Composition & Communications - I <input type="checkbox"/> Global Dynamics			
1. General Information			
a. Submitted by the College of:		Submission Date:	
FINE ARTS		10/2/2013	
b. Department/Division:		Arts Administration	
c.* Is there a change in "ownership" of the course?			
<input type="radio"/> Yes <input checked="" type="radio"/> No If YES, what college/department will offer the course instead? Select...			
e.* * Contact Person Name:		Rachet Shane Email: rachet.shane@uky.edu Phone: 859-257-7717	
* Responsible Faculty ID (if different from Contact):		Email: Phone:	
f.* Requested Effective Date:		<input checked="" type="checkbox"/> Semester Following Approval OR Specific Term:	
2. Designation and Description of Proposed Course.			
a. Current Distance Learning(DL) Status:		<input checked="" type="radio"/> N/A <input type="radio"/> Already approved for DL* <input type="radio"/> Please Add <input type="radio"/> Please Drop	
*If already approved for DL, the Distance Learning Form must also be submitted <u>unless</u> the department affirms (by checking this box) that the proposed change affect DL delivery.			
b. Full Title:		Proposed Title: *	
INTRODUCTION TO ARTS ADMINISTRATION		INTRODUCTION TO ARTS ADMINISTRATION	

c. Current Transcript Title (if full title is more than 40 characters):		INTRODUCTION TO ARTS ADMINISTRATION			
c. Proposed Transcript Title (if full title is more than 40 characters):		INTRODUCTION TO ARTS ADMINISTRATION			
d. Current Cross-listing:	<input checked="" type="checkbox"/> N/A	OR	Currently ² Cross-listed with (Prefix & Number):	none	
Proposed – ADD ³ Cross-listing (Prefix & Number):			NA		
Proposed – REMOVE ^{3,4} Cross-listing (Prefix & Number):					
e. Courses must be described by at least one of the meeting patterns below. Include number of actual contact hours ⁵ for each meeting pattern					
Current:	Lecture	Laboratory ⁵	Recitation	Discussion	Indep. Study
	Clinical	Colloquium	Practicum	Research	Residency
	Seminar	Studio	Other: Please explain:		
Proposed: *	Lecture 3	Laboratory ⁵	Recitation	Discussion	Indep. Study
	Clinical	Colloquium	Practicum	Research	Residency
	Seminar	Studio	Other: Please explain:		
f. Current Grading System:	ABC Letter Grade Scale				
Proposed Grading System:*	<input checked="" type="radio"/> Letter (A, B, C, etc.) <input type="radio"/> Pass/Fail <input type="radio"/> Medicine Numeric Grade (Non-medical students will receive a letter grade) <input type="radio"/> Graduate School Grade Scale				
g. Current number of credit hours:	1	Proposed number of credit hours:*	3		
h.* Currently, is this course repeatable for additional credit?					<input type="radio"/> Yes <input checked="" type="radio"/> No
* Proposed to be repeatable for additional credit?					<input type="radio"/> Yes <input checked="" type="radio"/> No
If YES:	Maximum number of credit hours:				
If YES:	Will this course allow multiple registrations during the same semester?				<input type="radio"/> Yes <input checked="" type="radio"/> No
i. Current Course Description for Bulletin:					
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.					
* Proposed Course Description for Bulletin:					
Arts administrators work to connect arts and audiences through programs, performances, exhibitions, festivals, and screenings. This course introduces the role of arts administrators in arts organizations and provides an overview of the scope of careers available in arts administration. Through field trips and guest speakers, students will begin to explore the arts from a management perspective. Additionally, the course will begin to explore the current issues and trends affecting arts organizations and arts management professionals.					
j. Current Prerequisites, if any:					
Prereq: Pre-Arts Administration Major or consent of instructor.					
* Proposed Prerequisites, if any:					
*					

Prereq: Pre-Arts Administration Major or consent of instructor.	
k. Current Supplementary Teaching Component, if any:	<input type="radio"/> Community-Based Experience <input type="radio"/> Service Learning <input type="radio"/> Both
Proposed Supplementary Teaching Component:	<input type="radio"/> Community-Based Experience <input type="radio"/> Service Learning <input type="radio"/> Both <input type="radio"/> No Change
3. Currently, is this course taught off campus?	<input type="radio"/> Yes <input checked="" type="radio"/> No
* Proposed to be taught off campus?	<input type="radio"/> Yes <input checked="" type="radio"/> No
If YES, enter the off campus address: _____	
4.* Are significant changes in content/student learning outcomes of the course being proposed?	<input checked="" type="radio"/> Yes <input type="radio"/> No
If YES, explain and offer brief rationale:	
<p>The course is being expanded from 1 to 3 credit hours. Therefore, the SLOs have been expanded to reflect the broader and deeper scope of the course.</p> <p>Student Learning Outcomes After completing this course, students will be able to:</p> <ol style="list-style-type: none"> 1. Examine the role of arts administrators in arts organization; 2. Describe the types of jobs and job requirements of arts administrators in areas including marketing, development, programming, production, and education; 3. Analyze common management issues faced by nonprofit arts administrators; 4. Describe what they will need to do to earn a BA in Arts Administration at the University of Kentucky. 	
5. Course Relationship to Program(s).	
a.* Are there other depts and/or pgms that could be affected by the proposed change?	<input type="radio"/> Yes <input checked="" type="radio"/> No
If YES, identify the depts. and/or pgms: _____	
b.* Will modifying this course result in a new requirement ¹ for ANY program?	<input checked="" type="radio"/> Yes <input type="radio"/> No
If YES ² , list the program(s) here:	
Arts Administration	
6. Information to be Placed on Syllabus.	
a. <input type="checkbox"/>	Check box if changed to 400G or 500. If changed to 400G- or 500-level course you must send in a syllabus and you must include the differentiation between under and graduate students by: (i) requiring additional assignments by the graduate students; and/or (ii) establishing different gra in the course for graduate students. (See SR 3.1.4.)

¹See comment description regarding minor course change. *Minor changes are sent directly from dean's office to Senate Council Chair.* If Chair deems the change as "not minor," the form will be appropriate academic Council for normal processing and contact person is informed.

²Courses are typically made effective for the semester following approval. No course will be made effective until all approvals are received.

³Signature of the chair of the cross-listing department is required on the Signature Routing Log.

⁴Removing a cross-listing does not drop the other course – it merely unlinks the two courses.

⁵Generally, undergrad courses are developed such that one semester hr of credit represents 1 hr of classroom meeting per wk for a semester, exclusive of any lab meeting. Lab meeting generally two hrs per wk for a semester for 1 credit hour. (See SR 6.2.1.)

⁶You must also submit the Distance Learning Form in order for the course to be considered for DL delivery.

⁷In order to change a program, a program change form must also be submitted.

Submit as New Proposal Save Current Changes

AAD 150 Introduction to Arts Administration

Class Time: MWF 11:00-11:50am
Credit Hours: 3-credit lecture

Instructor: Dr. Rachel Shane
Office Address: Room 111, Fine Arts Building
Email: Rachel.Shane@uky.edu
Office Telephone: 859 257 7717
Office Hours: Monday, Wednesday and Friday
2pm – 4pm

Course Description

Arts administrators work to connect arts and audiences through programs, performances, exhibitions, festivals, and screenings. This course introduces the role of arts administrators in arts organizations and provides an overview of the scope of careers available in arts administration. Through field trips and guest speakers, students will begin to explore the arts from a management perspective. Additionally, the course will begin to explore the current issues and trends affecting arts organizations and arts management professionals.

Prerequisites

Arts Administration pre-major status or consent of instructor.

Student Learning Outcomes

After completing this course, students will be able to:

1. Examine the role of arts administrators in arts organization;
2. Describe the types of jobs and job requirements of arts administrators in areas including marketing, development, programming, production, and education;
3. Analyze common management issues faced by nonprofit arts administrators;
4. Describe what they will need to do to earn a BA in Arts Administration at the University of Kentucky.
5. Identify arts organizations where they might complete their required practicums and internships for the Arts Administration Program; and
6. Create a cover letter, resume and work samples necessary to apply for practicums and internships.

Required Materials

All required reading materials will be either posted in Blackboard, or available through the UK Career Center.

Description of Course Activities and Assignments

Course Assignments:

Assignment	% of Grade
Attendance	10%
Participation	5%
Cover Letter	10%
Resume	10%
Work Samples	10%
Case Study Papers	15%
Arts Event Papers	40%
Total	100%

Summary Description of Course Assignments:

- **Cover Letter:** written in a business letter format that can be used in the search for practicums and internships.
- **Resume:** written and laid out in a conventional business style that can be used in the search for practicums and internships.
- **Work Samples:**
 - **Writing:** one short form such as a business letter, advertisement or news letter article, and one long form such as an analysis or research paper that can be used in the search for practicums, internships and jobs.
 - **Graphic:** such an advertisement, poster or web site that can be used in the search for practicums, internships and jobs.
- **Case Study Papers:** During the course of the semester, three case studies will be examined that depict challenges frequently encountered by arts administrators. Prior to the discussion of these cases, students will submit two-page papers identifying the main issues in the case and analyzing how successfully they were resolved.
- **Arts Event Papers:** During the course of the semester, students will attend arts events on campus and in the community. Prior to the discussion of each event, students will submit papers describing administrative, marketing and/or production aspects of the event.

Course Grading

Attendance: See course attendance policies below.

Participation: See participation policies below.

All assignments will be graded according to the following grade scale:

90 – 100% = A. Displays exceptional research, originality, organization, design, writing and execution.

80 -89% = B. Displays strong research, originality, organization, design, writing and execution.

70 – 79% = C. Displays average research, originality, organization, design, writing and execution.

60 – 69% = D. Displays below average research, originality, organization, design, writing and execution.

Below 59% = F. Unacceptable research, originality, organization, design, writing and execution.

Final Exam Information

There will be no final examination for the class.

Midterm Grades

Mid-term grades will be posted in myUK by the deadline established in the Academic Calendar (<http://www.uky.edu/Registrar/AcademicCalendar.htm>)

Course Policies

Assignment Submissions

Assignments should be submitted via Blackboard under the Assignment Submissions tab. All assignments must be submitted **before the start of class on the due date** in order for it to be considered on time.

Late Submissions

Assignments that are submitted anytime after class starts on the due date are considered late. There is a 10-point deduction for each day an assignment is late. Assignments that are seven or more days late will receive a grade of "0."

Number of Days Late	Late Penalty	Highest Grade Possible
1	-10	90%
2	-20	80%
3	-30	70%
4	-40	60%
5	-50	50%
6	-60	40%
7 or more days late	0	0%

Attendance Policy

Attendance and promptness for the course is mandatory. Unexcused absences will impact a student's attendance grade (5% of final grade) according to the following criteria:

Number of Unexcused Absences	Grade
0-1	100
2	90
3	80
4	70
5	60
6	50
7	0

NOTE: Students having eight (8) or more unexcused absences will automatically fail the course.

Arriving to class on time and being prepared to begin on time is expected. Arriving to class late (after role has been taken) is equivalent to an absence.

Excused Absences

Students need to notify the professor of absences prior to class when possible.

S.R.5.2.4.2 defines the following as acceptable reasons for excused absences: (a) serious illness, (b) illness or death of family member, (c) University-related trips, (d) major religious holidays, and (e) other circumstances found to fit "reasonable cause for nonattendance" by the professor.

Students anticipating an absence for a major religious holiday are responsible for notifying the instructor in writing of anticipated absences due to their observance of such holidays no later than the last day in the semester to add a class. Information regarding dates of major religious holidays may be obtained through the religious liaison, Mr. Jake Karnes (859-257-2754).

Students are expected to withdraw from the class if more than 20% of the classes scheduled for the semester are missed (excused or unexcused) per university policy.

Verification of Absences

Students may be asked to verify their absences in order for them to be considered excused. Senate Rule 5.2.4.2 states that faculty have the right to request "appropriate verification" when students claim an excused absence because of illness or death in the family. Appropriate notification of absences due to university-related trips is required prior to the absence.

Academic Integrity

Per university policy, students shall not plagiarize, cheat, or falsify or misuse academic records. Students are expected to adhere to University policy on cheating and plagiarism in all courses. The minimum penalty for a first offense is a zero on the assignment on which the offense occurred. If the offense is considered severe or the student has other academic offenses on their record, more serious penalties, up to suspension from the university may be imposed.

Plagiarism and cheating are serious breaches of academic conduct. Each student is advised to become familiar with the various forms of academic dishonesty as explained in the Code of Student Rights and Responsibilities. Complete information can be found at the following website: <http://www.uky.edu/Ombud>. A plea of ignorance is not acceptable as a defense against the charge of academic dishonesty. It is important that you review this information as all ideas borrowed from others need to be properly credited.

Part II of *Student Rights and Responsibilities* (available online <http://www.uky.edu/StudentAffairs/Code/part2.html>) states that all academic work, written or otherwise, submitted by students to their instructors or other academic supervisors, is expected to be the result of their own thought, research, or self-expression. In cases where students feel unsure about the question of plagiarism involving their own work, they are obliged to consult their instructors on the matter before submission.

When students submit work purporting to be their own, but which in any way borrows ideas, organization, wording or anything else from another source without appropriate acknowledgement of the fact, the students are guilty of plagiarism. Plagiarism includes reproducing someone else's work, whether it be a published article, chapter of a book, a paper from a friend or some file, or something similar to this. Plagiarism also includes the practice of employing or allowing another person to alter or revise the work which a student submits as his/her own, whoever that other person may be.

Students may discuss assignments among themselves or with an instructor or tutor, but when the actual work is done, it must be done by the student, and the student alone. When a student's assignment involves research in outside sources of information, the student must carefully acknowledge exactly what, where and how he/she employed them. If the words of someone else are used, the student must put quotation marks around the passage in question and add an appropriate indication of its origin. Making simple changes while leaving the organization, content and phraseology intact is plagiaristic. However, nothing in these Rules shall apply to those ideas which are so generally and freely circulated as to be a part of the public domain (Section 6.3.1).

Please note: Any assignment you turn in may be submitted to an electronic database to check from plagiarism.

Accommodations due to disability

If you have a documented disability that requires academic accommodations, please see me as soon as possible during scheduled office hours. In order to receive accommodations in this course, you must provide me with a Letter of Accommodation from the Disability Resource Center (Room 2, Alumni Gym, 257-2754, email address: jkarnes@email.uky.edu) for coordination of campus disability services available to students with disabilities.

Participation and Classroom Behavior Policies:

While in class, electronic devices such as cell phones, computers and tablets may be used only for classroom activities. You will be required to interact frequently with other students, the teacher and guest speakers. During these interactions 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. These behaviors will also dramatically lower your participation grade. 2.5% of your final grade will be based on participation points received in the first half of the semester and 2.5% will be based on participation points received in the second half of the semester.

Participation will be graded on the following scale:

- 90 – 100% Exceptional at contributing, without prompting, insightful questions, comments and observations.
- 80 – 89% Good at contributing, without promoting, with solid questions, comments and observations.
- 70 – 79% occasionally contributes, but rarely without prompting, with average questions, comments and observations.
- 60 – 69% Only contributes with prompting, with less than average questions, comments and observations.
- Below 59% Does not contribute, even with prompting.

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 program related efforts.

Tentative Course Schedule

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

Weeks	Classroom Activity	Assignments Due
Week 1	Discuss syllabus and writing event reviews and the AAD Program's curriculum and graduation	

	requirements.	
Week 2	Discuss the legal framework of the nonprofit sector in the United States.	UK Art Museum Reviews
Week 3	Discuss UK Art Museum reviews and governing and management elements of the nonprofit arts sector.	Lexington Philharmonic Reviews
Week 4	Discuss Lexington Philharmonic reviews and the typical revenue sources for nonprofit arts organizations.	
Week 5	Discuss jobs available in arts administration and methods for finding arts administration volunteer opportunities, practicums, internships and jobs while attending UK.	Broadway Live Reviews
Week 6	Discuss Broadway Live reviews and the UK Career Center.	
Week 7	Discuss creating resumes and cover letters for job and internship searches.	Lexington Art League Reviews
Week 8	Discuss Lexington Art League reviews and creating writing and graphic samples for job and internship searches.	First Drafts of Cover Letters and Resumes.
Week 9	Discuss first drafts of cover letters and resumes and presentation by first guest arts administrator.	SAB Concert Reviews and Case Study #1 Paper.
Week 10	Discuss SAB concert reviews and arts administration case study #1.	First Drafts of Writing and Graphic Samples
Week 11	Discuss first drafts of writing and graphic samples and presentation by second guest arts administrator.	UK Opera Theatre Reviews and Case Study #2 Paper
Week 12	Discuss UK Opera Theatre reviews and arts administration case study #2.	Final Drafts of Cover Letters and Resumes
Week 13	Discuss the process of interviewing for jobs and internships and negotiating pay, benefits and working conditions.	UK Theatre Production Reviews
Week 14	Discuss UK Theatre production	Final Drafts of Writing and Graphic

	reviews and roll play job and internship interviews and negotiations.	Samples and Case Study #3 Paper
Week 15	Discuss resources at UK for studying abroad, and arts administration case study #3.	UK Collage Reviews
Week 16	Discuss UK Collage reviews and arts administration and presentation by third guest arts administrator.	