TH 275 Performing Arts Management
Syllabus

Fall 2018
MIT 375
MW 11:00 am - 12:15 pm

Instructor: LeRoy Stoner
ART 234
TR 3:00 - 5:00 or by appt.

3 Credits
F2F Meetings 2.5 hrs per week (36.25 hrs total)
Independent work outside class 2 hrs per week (30 hrs total)
Active learning outside class 1.5 hrs per week (22.5 hrs total)

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414.229.3913

Required Text: Red Velvet play script

Course Objectives:

THR 275 is a course designed to build Intellectual and Practical Skills that will enhance communication, inquiry, critical and creative thinking, quantitative literacy, teamwork in diverse groups and problem solving

Learning Goals:

• To introduce and expose students to the basic skills and practices of theatre management
• To provide students with perspectives and approaches--working in a variety of theatre productions and performance venues.
• To connect course explorations and activities to professional organizations;
• To support continuing professional learning in management areas;

Learning Outcomes:

• Students will enhance their communications skills, especially in the area of supporting artistic collaboration and information systems.
• Students will develop ability to identify basic principles of business management, budgeting, financial management, and operations of a small theatre company including box office operations, front of house management, audience development, public relations, grant writing, establishment of community boards, and season planning.
• Students will identify and be acquainted with the Actors Equity Union Work Rules
• Students will be able to create and organize work flow charts and calendars, operation of rehearsals, and productions.

Evaluation and Assessment of these outcomes: Students will demonstrate their learning by working as individuals to create a Production Management Book for Translations. Organizational skills, clarity, and attention to detail will be scored in an evaluation rubric that is connected to the Production Book. Success in fluency and familiarity with the terms and language of theatre management and stage management will be assessed by performance on two 50 question quizzes.

In addition to “paperwork” students will engage in a service learning component that provides an opportunity to participate directly in an area they choose from either stage management or theatre management. Feedback may be solicited from supervisors (student, faculty, staff) in the area chosen for this assignment.

Attendance: Much of the learning in this course will occur through class participation. In class assignments will occur on various occasions and will account for a total of 40 points toward the final grade.
Projects and Grading:

1. Production Management Book, a project book that will include notes and documents logging the production of *Major Barbara* on a broad range of management topics, design requirements, and general operations. (100 points)

2. Impresarios and Entrepreneurs Proposal & Power Point, a presentation that will describe a new arts venture. (100 points) (class will be divided into groups of threes’ for this project)

3. Each student will be required to put in 25 Active Learning hours during the semester assisting house management, stage management, or other management activities (may NOT be combined with work for other courses). (100 points) Written log of these activities will be turned in at end of projects.

4. There will be two online “key word” exams, each worth 80 points, one at midterm and one at the end of semester. (160 points)

5. In class assignments. (40 points)

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<table>
<thead>
<tr>
<th>Grade</th>
<th>Points</th>
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<tbody>
<tr>
<td>A</td>
<td>485, 97%</td>
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<tr>
<td>A-</td>
<td>470, 94%</td>
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<tr>
<td>B+</td>
<td>455, 91%</td>
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<tr>
<td>B+</td>
<td>440, 88%</td>
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<tr>
<td>C+</td>
<td>410, 82%</td>
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<tr>
<td>C-</td>
<td>395, 79%</td>
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<tr>
<td>D+</td>
<td>365, 73%</td>
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<tr>
<td>D-</td>
<td>350, 70%</td>
</tr>
<tr>
<td>D-</td>
<td>335, 67%</td>
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</tbody>
</table>
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Supplies: Play script that can be used for research, 1 large 3 ring notebook, 3 hole paper punch, highlighters, pencils, 2 sets of notebook dividers with tabs, sticky notes and sticky index tabs

Important Information for Students: The University of Wisconsin-Milwaukee (UWM) is dedicated to a safe, supportive and non-discriminatory learning environment. It is the responsibility of all undergraduates and graduate students to familiarize themselves with University policies regarding Special Accommodations, Misconduct, Religious Beliefs Accommodation, Discrimination and Absence for University Sponsored Events.

Course Syllabus Policy: [http://www.uwm.edu/Dept/Acad_Aff/policy/uniformsyllabus.html](http://www.uwm.edu/Dept/Acad_Aff/policy/uniformsyllabus.html)

Conduct: [http://www.uwm.edu/Dept/Acad_Aff/policy/academicmisconduct.html](http://www.uwm.edu/Dept/Acad_Aff/policy/academicmisconduct.html)

Religious Observances: [http://www.uwm.edu/Dept/SecU/acad+admin_policies/S1.5.htm](http://www.uwm.edu/Dept/SecU/acad+admin_policies/S1.5.htm)

Policy on Teaching Evaluation Procedures: [http://www.uwm.edu/Dept/SecU/acad%2Badmin_policies/S52.5.htm](http://www.uwm.edu/Dept/SecU/acad%2Badmin_policies/S52.5.htm)

Grading and Grade Records: [http://www.uwm.edu/Dept/Acad_Aff/policy/grading.html](http://www.uwm.edu/Dept/Acad_Aff/policy/grading.html)  [http://www.uwm.edu/Dept/Acad_Aff/policy/new_gradepolicy.html](http://www.uwm.edu/Dept/Acad_Aff/policy/new_gradepolicy.html)

Students Called to Military Service: [http://www3.uwm.edu/des/web/registration/militarycallup.cfm](http://www3.uwm.edu/des/web/registration/militarycallup.cfm)

Schedule of Final Exams: [http://www.uwm.edu/Dept/SecU/acad%2Badmin_policies/S22.htm](http://www.uwm.edu/Dept/SecU/acad%2Badmin_policies/S22.htm)

Performing Arts Management Course Outline:
Using UW-Milwaukee Desire2Learn (D2L) course web sites

Materials for this course are available on a Desire2Learn (D2L) course web site. You may see these materials there anytime you wish, using a standard web browser.

**Recommended browsers:** For a PC-compatible computer, use either Internet Explorer 7 or Firefox. For Apple (Mac) computers, it is best to use Safari or Firefox. Be sure your browser also has “Sun Java Runtime Environment” (Java-scripting) enabled for a recent version of Java. (If you have any questions about these requirements, contact the UWM Help Desk, as described at the bottom of this page.)

In order to find and browse the D2L course web site:

1. Open your web browser and go to the UWM home page: http://www.uwm.edu (OR go directly to the D2L login page at http://D2L.uwm.edu and skip to #3 below).

2. From the UWM home page, click on the drop down menu, and select **D2L Course Access**.

3. On the Desire2Learn *Welcome* screen, you will see a location to enter your **Username** and **Password**.

4. Type in your ePanther **Username** (your ePanther campus email, but without the “@uwm.edu”). Hit the [Tab] key on your keyboard, or use the mouse to click in the box next to **Password**.

5. Type in your ePanther **Password**. Then hit [Login].

6. On the **MyHome** screen, find the area called **My UW-Milwaukee Courses**. You’ll see your active courses here, arranged by Semester, with the newest semester at the top.

7. Click on the title of any course to go to the course’s **Course Home page**. Click Content in the navigation bar to begin exploring the site.

8. If you have any difficulty getting into the course web site, please close down your web browser completely and open it up again. Then try logging on again, using the instructions above. If you do not know your ePanther username or password, please get help as indicated below.

9. When you are finished looking around your D2L course sites, always click on [Logout]. This is especially important if you are in a computer lab. Otherwise, the next person who uses the machine will be using your D2L account!

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**What to do if you have problems with Desire2Learn (D2L)**

If you have problems with your login (e.g., you forgot your password, or if you just can’t get on) or if you run into any other difficulties with D2L, help is available from the UWM Help Desk. If your trouble is with D2L, contact the Help Desk, not your instructor! (If you have course-specific questions, then you contact your instructor.) You may do one of the following:

- Send an email to help@uwm.edu
- Call the UWM Help Desk at 414.229.4040 if you are in Metro Milwaukee (or just dial 4040 on a UWM campus phone).
- Go to Bolton 225 (this lab is not open all day or on weekends – call 414.229.4040 for specific hours)
- If you are calling from outside the 414 or 262 area codes, but from within the USA, you may call the UWM Help Desk at 1.877.381.3459
How to take quizzes and exams in Desire2Learn (D2L)

Click on [Quizzes] in the main navigation bar, then click on the name of the quiz you are to take. Then, when you're ready to start, click on [Start Quiz]. You will have a very limited amount of time to take your quiz, so you’ll probably not have time to look up the answers in your course materials!

Make sure you [Save] each answer as you take the quiz, then [Save] and [Submit] the entire quiz when you get to the end. **Note:** do **not** take your quiz on a wireless connection (or on a dialup phone line). These are inherently unreliable!

What do I do if I have trouble taking a quiz in D2L?
These trouble-shooting tips will fix 99% of all D2L problems. You should proceed in the order that they are listed.

1. Close down your browser, then login again.
2. Restart your computer
3. Switch to a different browser (e.g., from IE to Firefox)
4. Switch to a different computer
5. Switch to a campus computer lab computer
6. Call the 24/7 Help desk (help@uwm.edu or 229-4040)