Instructor Information

Instructor: Dr. Geraldine Maschio
Email: gmasc1@email.uky.edu*
Telephone: 859-297-8201

Virtual Office Hours: Mondays from 2:00pm to 3:00pm Eastern Time US
Response Time: Professor will respond to student emails within 48 hours.

* Preferred method for Reaching instructor.

UK’s Information Technology Customer Service Center
Website: http://www.uky.edu/UKIT
Telephone: 859-218-HELP
Email: 218help@uky.edu
Course Description

As the final course in the graduate program in Arts Administration, students will demonstrate their knowledge of the field through the completion of a significant research project. Students will design an independent study utilizing recognized research methodology under the guidance of their faculty advisor and graduate committee. The research findings, conclusions and recommendations will be presented as both a formal research paper and oral presentation.

Course Outcomes

Upon completing this course students will be able to:

• Explain and evaluate scholarly works relevant to their chosen topic
• Demonstrate the ability to utilize appropriate research methodology
• Identify primary and secondary sources
• Correctly utilize citation methods
• Write a coherent, relevant, and well-organized research paper
• Contribute new knowledge to the field of arts administration
• Orally present and communicate the value of their research in an academic setting

Required Texts

• Chicago Manual of Style, Available via UK Libraries.

Recommended Texts

• The Elements of Style, Strunk and White. Available online.

Course Schedule

Unit 1: Capping Your Experience

Unit Outcomes:

• Overview of Course and Expectations
• Class Research Projects and Paper Topics
• Identifying Questions to Ask

Readings:

• There are no reading assignments. See course content for required video.
**AAD 750 Capstone Course in Arts Administration Course Syllabus**

**Tasks/Assignments Due:**
- Blog: Capping the Experience
- Assignment: Peer Partner Pair Up
- Assignment: e-Portfolio Submission

**Unit 2: Reviewing the Situation**

**Unit Outcomes:**
- What is a Literature Review?
- How to Conduct a Literature Review
- Sources and How to Evaluate Them
- Proper Citation Methods

**Readings:**
Please read the following:

**Tasks/Assignments Due:**
- Assignment: Literature Review

**Unit 3: Asking the Question**

**Unit Outcomes:**
- Where Do Good Ideas Come From?
- Defining the Research Question

**Readings:**
- There are no reading assignments. Please watch video listed in course content.

**Tasks/Assignments Due:**
- Blog: Asking the Question
- Assignment: Research Question
Unit 4: The Means to the End

Unit Outcomes:
• What is a research methodology?
• Qualitative Research
• Quantitative Research
• Selecting the Best Methodology
• Budget Considerations

Readings:
• Introduction to Quantitative Research

Tasks/Assignments Due:
• Assignment: Research Methodology Outline

Unit 5: Black or White or Shades of Grey?

Unit Outcomes:
• Issues in Research
• Research Bias
• Human Subject Protocols

Readings:
Please read the following:
• Resnik, J.D., Ph.D., David B. What is Ethics in Research & Why is it Important? National Institute of Environmental Health Sciences. May 1, 2011.
• University of Michigan. When do activities need Institutional Review Board (IRB) review and approval? Adapted from the University of Michigan Vice President for Research Operations manual. February 19, 2014

Tasks/Assignments Due:
• Assignment: Ethics Essay
• Blog: Black or White or Shades of Grey?
Unit 6: Getting It Together

Unit Outcomes:
- Research Paper Guidelines
- Project Report Guidelines
- Outlines Methods

Readings:
Please read the following:

Tasks/Assignments Due:
- Assignment: Outline
- Assignment: e-Portfolio

Unit 7: “Just the Facts, Ma’am!”

Unit Outcomes:
- Reporting on Preliminary Work

Readings:
- There are no reading assignments.

Tasks/Assignments Due:
- Assignment: Preliminary Findings
- Blog: “Just the Facts, Ma’am!”

Unit 8: Stating the Obvious--NOT!

Unit Outcomes:
- Organizing data
- Analysis of data/findings

Readings:
- There are no reading assignments.

Tasks/Assignments Due:
- Assignment: Analysis
Unit 9: “Elementary, My Dear Watson”

Unit Outcomes:
- Drawing Conclusions

Readings:
- There are no reading assignments.

Tasks/Assignments Due:
- Assignment: Drawing Conclusions

Unit 10: Putting It Together I

Unit Outcomes:
- Analysis of Work
- Integration of Material

Readings:
- There are no reading assignments.

Tasks/Assignments Due:
- Assignment: Integration of Sections
- Blog: Putting It Together

Unit 11: “Let’s Start at the Very Beginning...”

Unit Outcomes:
- Introduction
- Abstract and Executive Summary

Readings:
- There are no reading assignments.

Tasks/Assignments Due:
- Assignment: Introduction and Abstract/Executive Summary

Unit 12: Putting It Together II

Unit Outcomes:
- First Full Draft
- Editing
Readings:
  • There are no reading assignments.

Tasks/Assignments Due:
  • Assignment: Full Draft
  • Blog: The Writing Process

Unit 13: Inspiration and Perspiration

Unit Outcomes:
  • Revising

Readings:
  • There are no reading assignments.

Tasks/Assignments Due:
  • Assignment: Revising
  • Blog: Inspiration and Perspiration

Unit 14: Almost Home!

Unit Outcomes:
  • Final Project

Readings:
  • There are no reading assignments.

Tasks/Assignments Due:
  • Assignment: Research Project - Final Submission

Unit 15: A Star is Born

Unit Outcomes:
  • Video Presentation and Defense

Readings:
  • There are no reading assignments.

Tasks/Assignments Due:
  • Assignment: Video Presentation Submission
  • Assignment: Schedule Research Paper Defense
Unit 16: “Is That Your Final Answer?”

Unit Outcomes:
- Reflection
- Question and Answer Oral Defense

Readings:
- There are no reading assignments.

Tasks/Assignments Due:
- Blog: Is That Your Final Answer?
- Assignment: Question and Answer Oral Defense

Grading Information
Each student’s overall course grade will be computed according to the following breakdown:

<table>
<thead>
<tr>
<th>Assignment</th>
<th>Weight</th>
</tr>
</thead>
<tbody>
<tr>
<td>Peer Review</td>
<td>5%</td>
</tr>
<tr>
<td>Blogs</td>
<td>5%</td>
</tr>
<tr>
<td>Literature Review</td>
<td>5%</td>
</tr>
<tr>
<td>Research Question</td>
<td>5%</td>
</tr>
<tr>
<td>Methodology</td>
<td>5%</td>
</tr>
<tr>
<td>Ethics Essay</td>
<td>5%</td>
</tr>
<tr>
<td>Data Analysis</td>
<td>5%</td>
</tr>
<tr>
<td>First Draft</td>
<td>10%</td>
</tr>
<tr>
<td>Second Draft</td>
<td>5%</td>
</tr>
<tr>
<td>Final Written Project*</td>
<td>40%</td>
</tr>
<tr>
<td>Presentation/Defense*</td>
<td>10%</td>
</tr>
</tbody>
</table>

**TOTAL** 100%

*Grade will be assigned by the AAD Graduate Committee
Course Polices and Procedures

The Course Polices and Procedures described below apply to all courses in the MA in Arts Administration program.

Submissions

All assignments should be submitted via Blackboard following the instructions provided on the unit’s assignment sheet. All assignments must be submitted by 11:59 pm EST/EDT US in order for it to be considered on time.

Assignments should be labeled for digital submission as follows:

lastname_firstinitial_unitnumber_assignment.ext

For example, Jane Smith’s assignment for a Unit 1 assignment called ‘essay’ would be:

Smith J u1 Essay.doc

Text-based documents should be submitted as a Word document using the .doc or .docx extension. Follow the specific formatting instructions in the assignment sheet for other types of submissions.

Late Submissions

Assignments that are submitted anytime after 11:59 pm EST/EDT US 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”.

<table>
<thead>
<tr>
<th>Number of Days Late</th>
<th>Late Penalty</th>
<th>Highest Grade Possible</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>-10</td>
<td>90%</td>
</tr>
<tr>
<td>2</td>
<td>-20</td>
<td>80%</td>
</tr>
<tr>
<td>3</td>
<td>-30</td>
<td>70%</td>
</tr>
<tr>
<td>4</td>
<td>-40</td>
<td>60%</td>
</tr>
<tr>
<td>5</td>
<td>-50</td>
<td>50%</td>
</tr>
<tr>
<td>6</td>
<td>-60</td>
<td>40%</td>
</tr>
<tr>
<td>7 or more days late</td>
<td>0</td>
<td>0%</td>
</tr>
</tbody>
</table>
Grading Explanation

**Letter Grade: A**
*Range: 90 to 100 percent*
*Characterization: Excellent*

Explanation:
Student demonstrates a full understanding of the subject matter, exemplary critical and creative thinking, strong comprehension of concepts presented in literature and previous work in the subject area, and highly developed communication and presentation skills. The work is of outstanding quality according to the criteria established for graduate level evaluation.

**Letter Grade: B**
*Range: 80 to 89 percent*
*Characterization: Good*

Explanation:
Student demonstrates above average comprehension of the subject matter, above average critical and creative thinking, familiarity with concepts presented in literature and previous work in the subject area, and above average communication and presentation skills. The work is of passing quality according to graduate level evaluation criteria.

**Letter Grade: C**
*Range: 70 to 79 percent*
*Characterization: Average*

Explanation:
Student demonstrates average comprehension of the subject matter, average critical and creative thinking, familiarity with basic concepts found in literature and previous work in the subject area, and average communication and presentation skills. The work is of passing quality according to graduate level evaluation criteria.

**Letter Grade: D**
*Range: 60 to 69 percent*
*Characterization: Poor*

Explanation:
Student demonstrates minimal understanding of the subject matter, poorly developed communication skills, inability to apply subject matter understanding in other contexts, and little evidence of critical or creative thinking. The work is unsatisfactory and is considered as failing the graduate level evaluation criteria.
Letter Grade: F
Range: 0 to 59 percent
Characterization: Failing

Explanation:
The student shows inadequate understanding of subject matter, fails to complete course requirements, shows no demonstration of critical or creative thinking, and has very poor communication skills. The work is clearly of unacceptable quality according to the evaluation criteria.

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 series penalties, up to suspension from 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 needs 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 thoughts, 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 for plagiarism.

Decorum and Civility
Free discussion, inquiry and expression are encouraged in this class. Classroom behavior that interferes with either (a) the instructor’s ability to conduct the class or (b) the ability of students to benefit from the instruction is not acceptable. Criticism should be constructive, well-meaning and well-articulated. Please, no tantrums, rants or profanity.

Accommodations
If you have a documented disability that requires academic accommodations, please meet with your instructor as soon as possible during scheduled office hours or by appointment. In order to receive accommodations in this course, you must provide a Letter of Accommodation from the Disability Resource Center (Room 2, Alumni Gym, 859.257.2754, email address: jkarnes@email.uky.edu) for coordination of campus disability services available to students with disabilities.

Technical Requirements

Hardware
Minimum suggested computer hardware:

- Processor: dual Core 1.3 Ghz or higher
- RAM: 4 GB or more preferred (minimum 2 GB)
- Hard Drive: 250 GB or larger preferred (minimum 100 GB or larger)
- Wireless card: 802.11n preferred (minimum 802.11 b/g compatible)
- Operating system: Most recent version for your hardware (for example, Mac OS 10.8 or Windows 7)
- Keyboard
- Mouse (or equivalent)
- Webcam (some laptops come with an integrated webcam and will not require an external device)

**External Devices:**
- Printer (doesn't matter if it is color or black/white)
- Scanner for documents and images
- Headphones or headset with microphone
- Digital Camera
- Other helpful options: DVD/CD drive/burner, external hard drive (for data backup extra storage), and laptop security cable

**Minimum suggested laptop computer hardware:**
- Microphone (sometimes is integrated with the webcam or with a headset)

**Optional:**
- Mobile Device (iPhone, iPad, Android)

http://www.uky.edu/ukit/hardwareguide

**Software**

**Software (required)**
- Up to date virus software
- PDF reader, Adobe Acrobat Reader
- Microsoft Office (Excel, Word, PowerPoint)
- (available free through https://download.uky.edu/)
- Google Drive installed on computer
- Latest version of Firefox Internet Browsing software (mozilla.org)
- Adobe Flash Installed

**Provided by the University of Kentucky**
- Adobe CS6 (will be available when class begins)
- Microsoft Office Suite (Word, Excel, PowerPoint)

**Web browser**

**Internet Browser (required)**
- Firefox 3.5 (Cookies must be enabled; Pop-Blocker must be disabled)

**Internet Browser (optional)**
- Google Chrome (Cookies must be enabled; Pop-Blocker must be disabled)
**Internet**
Internet Connection (required)
- DSL, cable, or any high-speed internet connection

**Resources**
Downloadable Applications (required)
- Java
- JavaScript
- Flash

Download University Software
- [https://download.uky.edu/](https://download.uky.edu/)

**Additional Resources**

Check Your Computer
- [http://www.uky.edu/ukit/hardwareguide](http://www.uky.edu/ukit/hardwareguide)

Technical Requirements:
- [http://www.uky.edu/DistanceLearning/future/resources/techReqs.html](http://www.uky.edu/DistanceLearning/future/resources/techReqs.html)

**Procedure for Resolving Technical Complaints**
Students should contact the University of Kentucky Help Desk with technical complaints.

**Email:** [218help@uky.edu](mailto:218help@uky.edu)

**Information to include:**
- Course Name and Number
- Unit Number
- Assignment number
- Description of the problem

*Make sure to copy the course Instructor and Ben Sheridan, Instructional Designer, on the email.*
Contact Information

Program contacts
Arts Administration Program
artsadministration@uky.edu
859.257.9616

Program Director
Rachel Shane, Ph.D.
rachel.shane@uky.edu
859.257.7717

Director of Graduate Studies
Geraldine Maschio, Ph.D.
gmasc1@email.uky.edu
859.257.8201

Instructional Designer
Ben Sheridan
mr.ben@uky.edu
859.218.1347

IT Support
Information Technology Customer Service Center & TASC

UKIT (http://www.uky.edu/UKIT/) provides technical support to University of Kentucky students. If students are having difficulty with UK-related systems, call 859-218-4357.

TASC/DL/index.php) provides Blackboard technical support for UK Distance Learning students. If students are having difficulty with Blackboard, call 859-218-4357.

Other Technical Complaints If students are having difficulty with their own computer or software, they will be responsible for resolving these as soon as possible.

Distance Learning Library Services

The goal of Distance Learning Library Services is to provide access to information resources for the students who take classes through the Distance Learning Programs. Services include:

- Access to the University's circulating collections
• Document Delivery & Interlibrary Loan
• Research Assistance
• Information on Distance Learning Library Services: http://www.uky.edu/Libraries/DLLS

DL Librarian
Carla Cantagallo
Local phone number: 859 257-0500, x2171
Toll-free phone number: 800 828-0439, option 6
Email: dlservice@email.uky.edu

DL Interlibrary Loan Service:
http://libraries.uky.edu/page.php?lweb_id=253

Copyright Notice
Copyright University of Kentucky, College of Fine Arts, Arts Administration Program

All rights reserved.

All parts of the online Arts Administration Program are expressly the copyrighted property of the University of Kentucky. As a student of the University of Kentucky Arts Administration Program you agree not reproduce, duplicate, copy, sell, resell or exploit any portion of the courses or sites or information distributed to you as part of the program.