Course Syllabus

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Syllabus: Performing Arts Capstone Seminar

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Course Description

The goal of this course is to facilitate student growth as they make the transition from being students to professional performing arts practitioners and artists, as well as global citizens. The format of the course primarily consists of group seminar discussions and the independent development of students' professional materials.

Specific seminar subjects will be determined based on student interest and input, but topics of discussion may include professional ethics, career planning strategies, advanced training opportunities, union membership, alternative career paths within the industry, financial planning, work-life balance, and emerging trends in the performing arts.

Within the course students will undertake a capstone project, which includes the development of a professional website, a portfolio self-assessment and critique, and a final reflection and presentation. This project serves as a culmination of their entire university course of study, integrating and showcasing the knowledge and experiences gained throughout their university journey.

- **Course Name:** Performing Arts Capstone Seminar
- **Department:** Music and Theatre
- **Current Semester and Year:** Fall 2023
- **Credit Hours:** 2
- **Course Meeting Time:** Tuesdays, 3:40-4:55
- **Course Meeting Location:** Carver 338

- **Course Format:** In Person

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Instructor Information

Co-Instructor: Amanda Petefish-Schrag

Email: apschrag@iastate.edu

Phone: 515-294-8179

Office location: Carver 318

Student hours: (on-campus/virtual) T, TR 11-12:30 & W 11-Noon. Additional hours may be scheduled by appointment**.**

Co-Instructor: Kelly Schaefer

Email: kellyms@iastate.edu

Phone: (515) 294-7627

Office location: Carver 0322

Student hours: (on-campus/virtual)

You can contact your instructors in the following ways:

- Send an email message though campus email or through the Canvas email function.

  Note: Emails received after 5PM will be responded to on the following weekday, and emails received on weekends the following Monday.

- Set up a meeting using ISU Navigate, or email to set up a time. Meetings can be in person, via Zoom, or phone.

Course Learning Objectives

Upon completing this course, students will be able to do the following:

- Describe their professional identity, achievements, and aspirations within the realm of performing arts and their broader life context

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- Identify potential mentors and future collaborators within the industry
- Discuss recent trends and strategies of performing arts practice
- Select and present examples of their artistic process and projects
- Create a professional website

Course Materials

Throughout this course, we will use a range of resources, including journals, databases, and video materials. All required materials will be accessible to students without additional cost. Links to these resources will be provided in the assignment descriptions on Canvas or can be accessed through the ISU Script Library and/or Parks Library.

Learning Activities

To successfully complete this course, you will do the following:

- Attend and actively participate in all class sessions
- Read/watch and reflect upon assigned readings, videos, and other materials prior to the connected class session.
- Engage in active self-assessment and critique strategies of professional materials and portfolios.
- Provide peer feedback on professional materials.
- Create and revise each component of the capstone project including professional resume, website, reference list, and portfolio assessment.

Assessment & Grading

Learning Activities and Assessments

Learning activities in the course are comprised of two main areas:

- Class preparation and attendance
- Creation of the capstone project and related materials

Each class session will concentrate on a specific topic or question relevant to professional development and the transition from undergraduate study to post-university life. Before each session, students will be required to prepare by reading or watching assigned m▸ Syllabus Navigation ctions or activities related to those materials. Students will submit their reflections or questions before each class session.

The capstone project will entail creating, critiquing, and refining a range of professional materials, including s a website, resume, list of references, and presentation

Grade Distribution

You can accumulate points by participating in the following way:

Grade Distribution

Participation area	Total Points Possible
Class Preparation and Participation	1-350 pts
Capstone Project	1-500 pts
Portfolio and Process Development	1-150 pts

Participation area	Total Points Possible
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Total Points Possible	1000 pts

The following grading standards will be used in this class:

Course grading scheme

A	Over 929 pts
A-	900-929 pts
B+	870-899 pts
B	830-869 pts
B-	800-829 pts
C+	770-799 pts

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	730-769 pts
C-	700-729 pts
D+	670-699 pts
D	630-669 pts
D-	600-629 pts
F	<600 pts

Course Policies

Attendance

Arguably one of the most crucial classes in your ISU course of study, this course requires materials to be submitted and discussed during each class period. Attendance is critically important as it directly correlates with understanding key concepts, principles, and practices necessary for successfully completing your capstone project and preparing you for future endeavors beyond academics. Your regular attendance is not only expected but essential for your own growth and the growth of your classmates.

Feedback

Al▸ Syllabus Navigation ned with feedback within 10 days of the due date. Additional feedback will be provided through in-class feedback and critique sessions.

Missed and Late Coursework

Late work will be accepted (unless directly connected to a presentation or group activity),but with a five percent grade reduction per day late. Work submitted more than two weeks past the original due date can no longer count toward your point totals.

Your Name and Identity

Class rosters are provided to the instructor with the student's legal name. I will gladly honor your request to address you by an alternate name or gender pronoun. Please advise me accordingly early in the semester so that I can make appropriate changes to my records.

This can also be done via the Student Inventory in the **Class Preparation and Attendance Module. (https://canvas.iastate.edu/courses /102261/modules/690567)**

Class Climate and Content Warnings

All of us should feel responsible for creating a space that exemplifies the tenets of ISU's Principles of Community: Respect, Purpose, Cooperation, Richness of Diversity, Freedom from discrimination, and the Honest and respectful expression of ideas.

Our course readings and discussions may sometimes involve mature and potentially challenging topics. In these interactions, be respectful (even when you strongly disagree) and mindful of the ways that our identities position us in the classroom.

Required ISU Syllabus Statement

Free Expression

Iowa State University supports and upholds the First Amendment protection of **freedom of speech (https://www.studentconduct.dso.iastate.edu/know-the-code-resources/resources-for-students/harassment-and-free-speech/free-speech)** and the principle of **academic freedom** ▸ **(https://www.iowaregents.edu/plans-and-policies/board-policy-manual/310-academic-freedom)** in order to foster a learning environment where open inquiry and the vigorous debate of a diversity of ideas are encouraged. Students

will not be penalized for the content or viewpoints of their speech as long as student expression in a class context is germane to the subject matter of the class and conveyed in an appropriate manner.

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Additional ISU Syllabus Statements

Academic Dishonesty

The class will follow Iowa State University's policy on academic misconduct (**5.1 in the Student Code of Conduct (https://www.policy.iastate.edu/policy/SDR)**). Students are responsible for adhering to university policy and the expectations in the course syllabus and on coursework and exams, and for following directions given by faculty, instructors, and Testing Center regulations related to coursework, assessments, and exams. Anyone suspected of academic misconduct will be reported to the **Office of Student Conduct in the Dean of Students Office (https://www.studentconduct.dso.iastate.edu/academic-misconduct/armfacultystaff)** . Information about academic integrity and the value of completing academic work honestly can be found in the **Iowa State University Academic Integrity Tutorial** ⇲ **(https://iastate.pressbooks.pub/academicintegrity/)** .

Accessibility Statement

Iowa State University is committed to advancing equity, access, and inclusion for students with disabilities. Promoting these values entails providing reasonable accommodations where barriers exist to students' full participation in higher education. Students in need of accommodations or who experience accessibility-related barriers to learning should work with Student Accessibility Services (SAS) to identify resources and support available to them. Staff at SAS collaborate with students and campus partners to coordinate accommodations and to further the academic excellence of students with disabilities. Information about SAS is available online at **www.sas.dso.iastate.edu (https://sas.dso.iastate.edu/)** , by email at **accessibility@iastate.edu (mailto:accessibility@iastate.edu)** , or by phone at 515-294-7220.

Discrimination and Harassment

Iowa State University does not discriminate on the basis of race, color, age, ethnicity, religion, national origin, pregnancy, sexual orientation, gender identity, genetic information, sex, marital status, disability, or status as a U.S. Veteran. Inquiries regarding non-discrimination policies may be directed to Office of Equal Opportunity, 3410 Beardshear Hall, 515 Morrill Road, Ames, Iowa 50011, Tel. 515-294-7612, Hotline 515-294-1222, email **eooffice@iastate.edu (mailto:eooffice@mail.iastate.edu)**

Mental Health and Wellbeing Resources

Io▸ **Syllabus Navigation** o proactively facilitating all students' well-being. Resources available on the ISU Student Health and Wellness **website (https://www.cyclonehealth.iastate.edu/)** . (https://www.cyclonehealth.iastate.edu)

Prep Week

This class follows the Iowa State University Prep Week policy as noted in section 10.6.4 of the **Faculty Handbook (https://www.provost.iastate.edu/policies/faculty-handbook)** .

Religious Accommodation

Iowa State University welcomes diversity of religious beliefs and practices, recognizing the contributions differing experiences and viewpoints can bring to the community. There may be times when an academic requirement conflicts with religious observances and practices. If that happens, students may request a reasonable accommodation for religious practices. In all cases, you must put your request in writing. The instructor will review the situation in an effort to provide a reasonable accommodation when possible to do so without fundamentally altering a course. For students, you should first discuss the conflict and your requested accommodation with your professor at the earliest possible time. You or your instructor may also seek assistance from the **Dean of Students Office (https://www.studentassistance.dso.iastate.edu/)** at 515-294-1020 or the **Office of Equal Opportunity (https://www.eoc.iastate.edu/)** at 515-294-7612.

Contact Information For Academic Issues

If you are experiencing, or have experienced, a problem with any of the above statements, email **academicissues@iastate.edu (mailto:academicissues@iastate.edu)**

(Important note to faculty: The email address for contact information is monitored and answered through the Office of the Senior Vice President and Provost)

> **Disclaimer:** The information in this syllabus is subject to change in extenuating circumstances. Changes to the course syllabus will be provided in writing and announced via course-wide announcements.

Course Summary:

D▸ Syllabus Navigation	Details	Due
Tue Aug 22, 2023	📝 **Week One Class Session - Intro to Course, Identifying Key Topics (https://canvas.iastate.edu/courses/102261 /assignments/2048568)**	due by 3:40pm
Wed Aug 23, 2023	📝 **Week One Preparation Activity (https://canvas.iastate.edu/courses/102261 /assignments/2048570)**	due by 11:59pm
Mon Aug 28, 2023	📝 **Week Two Preparation Activity (https://canvas.iastate.edu/courses/102261 /assignments/2048621)**	due by 11:59pm
Tue Aug 29, 2023	📝 **Week Two Class Session - Web and Social Media Presence for the Performing Artist (https://canvas.iastate.edu/courses/102261 /assignments/2048662)**	due by 3:40pm
Mon Sep 4, 2023	📝 **Week Three Preparation Activity (https://canvas.iastate.edu/courses/102261 /assignments/2048669)**	due by 11:59pm
Tue Sep 5, 2023	📝 **Week Three Class Session - Who Am I? Reflecting on Artistic Process, Interests, and Curiousity via Artist Statements (https://canvas.iastate.edu/courses/102261 /assignments/2048671)**	due by 3:40pm
Mon Sep 11, 2023	📝 **Week Four Preparation Activity (https://canvas.iastate.edu/courses/102261**	due by 11:59pm

Date	Details	Due
	/assignments/2048666)	

Date	Details	Due
Tue Sep 12, 2023	📝 **Week Four Class Session - Resumes, Vitaes, Cover Letters, and Other Job Application Tools** (https://canvas.iastate.edu /courses/102261/assignments/2048668)	due by 3:40pm
Mon Sep 18, 2023	📝 **Professional Resume Creation** (https://canvas.iastate.edu/courses/102261 /assignments/2048677)	due by 11:59pm
Fri Sep 29, 2023	📝 **Developing Your List of References** (https://canvas.iastate.edu/courses/102261 /assignments/2048744)	due by 11:59pm
Fri Oct 6, 2023	📝 **Portfolio/Process Self-Assessment and Critique** (https://canvas.iastate.edu/courses /102261/assignments/2048675)	due by 11:59pm
Fri Oct 13, 2023	📝 **Professional Resume Review and Reflection** (https://canvas.iastate.edu/courses /102261/assignments/2048679)	due by 11:59pm
Fri Oct 20, 2023	📝 **Building Your Professional Network** (https://canvas.iastate.edu/courses/102261 /assignments/2048952)	due by 11:59pm
Fri Nov 10, 2023	📝 **Professional Website Creation** (https://canvas.iastate.edu/courses/102261 /assignments/2048680)	due by 11:59pm

Date	Details	Due
Wed Nov ~~~, ~~~	📝 **Professional Website Review and Reflection** **(https://canvas.iastate.edu/courses /102261/assignments/2048688)**	due by 11:59pm
Fri Dec 1, 2023	📝 **Nurturing Creative and Personal Growth Activities** **(https://canvas.iastate.edu/courses /102261/assignments/2052137)**	due by 11:59pm
	📝 **Portfolio Building and Advancement Activities** **(https://canvas.iastate.edu/courses /102261/assignments/2049339)**	due by 11:59pm
Tue Dec 5, 2023	📝 **Final Presentation (https://canvas.iastate.edu/courses/102261 /assignments/2049009)**	due by 11:59pm
Wed Dec 13, 2023	📝 **Final Reflection (https://canvas.iastate.edu /courses/102261/assignments/2049298)**	due by 11:59pm

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