

***A GUIDE TO GRADUATE  
WORK***  
**in the Arts Management Program**

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**Department of Performing Arts**

**American University**

**2007-2008**

Important Note: *A Guide to Graduate Work* is intended to assist students in the Arts Management Program in planning a course of study at American University. As the education process necessitates change, the *Guide* must be considered informational and not binding on American University. Please consult the Director of the Arts Management Program if questions arise.

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# Introduction

Welcome!

The faculty of the Department of Performing Arts (DPA) are excited that you have chosen to join the Arts Management Program and look forward to working with you as you move through the various stages of graduate study. We are here to assist you in these experiences – coursework, internships, comprehensive examinations, and the research and writing of your concluding project.

The following information consists of University regulations, guidelines, procedures, responsibilities and helpful hints that will provide you with the direction and information needed to undertake and successfully complete graduate work. Please note, however, that this document is to be used concurrently with other University publications concerning graduate study and that the research and writing of traditional theses. We will do our best to keep you up-to-date on changes and new developments through email and the web page (<http://www.american.edu/academic.depts/cas/perarts/academics/artsmgt.htm>).

I encourage you to explore the many opportunities for academic and artistic expression within DPA, the University, and in the city at large. You are invited to audition for theatrical productions, to sing in the chorus, to play in the orchestra, and to support University arts activities in managerial and technical areas. There are many exciting opportunities at the Greenberg Theatre and the Katzen Center itself. Furthermore, over the course of your studies we will take field trips to local arts sites and introduce you to the vibrant cultural life of Washington.

For general, but helpful information on graduate life at AU, please see [http://www.american.edu/ocl/orientation/graduate\\_students/welcome.html](http://www.american.edu/ocl/orientation/graduate_students/welcome.html).

Finally, I want to invite you to see me with any concerns, questions, or suggestions that you might have, or to just stop by and chat.

Sherburne Laughlin  
Director, Arts Management Program

Michael Wilkerson  
Assistant Professor, Arts Management

## **Publications and Other Information**

Each student should obtain a copy of several University documents before beginning the various phases of graduate study. These include:

### **(a) The American University Catalog**

The current edition of the University catalog provides a description of University regulations and procedures for graduate work. You are responsible for meeting deadlines and submitting proper forms for the completion of graduate requirements. The University catalog can be obtained from the Registrar's Office in Asbury Building or online through [www.american.edu/registrar](http://www.american.edu/registrar).

### **(b) Schedule of Classes**

The schedule of classes includes deadlines for the submission of theses and master's concluding projects, as well as information needed to register for credits, or maintaining matriculation. The current schedule of classes can be obtained from the Department Office (Katzen Chair Suite) or the Registrar's Office. **However**, printed information is not always reliable, the most up-to-date information about classes and deadlines can be found on-line at [www.american.edu/american/registrar](http://www.american.edu/american/registrar).

### **(c) Graduate Thesis Manuals**

Along with the enclosed information on graduate thesis, directed research, and portfolio projects, there are two (2) additional manuals that provide important information on traditional thesis requirements and procedures. They are available at the CAS Dean's Office in Batelle-Tompkins or online at <http://www.library.american.edu/about/services/dissertations.html>.

1. Guide to Preparation of Theses and Dissertations, published by the Office of the Provost American University
2. Thesis and Dissertation Checklist (available through the Dean's office)
3. Check for the most up-to-date information at: [www.american.edu/cas/advising\\_grad.cfm](http://www.american.edu/cas/advising_grad.cfm).

**You should own and read these documents, including this DPA manual, before beginning work on your master's concluding project.**

## Graduate Study Procedures

**Graduate Study Overview** (see the detailed description of each area in later sections of the manual)

- **Course of Study**

The program consists of 45 credit hours of study. These credit hours consist of 15 core credits, 6 arts-related non-managerial credits, 12 managerial credits, 6 thesis/directed research/portfolio credits, and 6 internship credits.

**Departmental Comprehensive Exams**

The University requires a Comprehensive Examination to be taken during graduate study. The arts management exams consist of 3 questions -- one general and two areas chosen by the student. The exam takes four hours and is usually offered in November and March. Specific dates are announced each semester. Students may be asked to engage in an oral defense of their work or take the exam over if they do not pass one or all parts of the exam.

**Advancement to Candidacy**

Following the successful completion of comprehensive exams, the director of the Arts Management program will submit an Advancement to Candidacy Form. This alerts the Graduate Records Office that you are in the last phase of your graduate work. The form must be on file before the University will issue your degree.

- **Concluding Project**

Your final Master's project concludes the student's program of study and demonstrates the student's ability to ask a research question or work in a managerial capacity in such a way as to demonstrate an in-depth understanding of arts management as a field. Note, all versions of the concluding project (traditional thesis, directed research or portfolio) require a proposal and a substantial written component.

## Course of Study

The program consists of 45 credit hours of study. These credit hours consist of 15 credit hours of core courses, 6 credit hours of arts-related non-managerial courses, 12 credit hours of managerial courses, 6 portfolio/directed research/thesis credit hours, and 6 internship credit hours.

The program is self-directed in so far as the student has 30 credit hours that, in consultation with his/her advisor, the student can determine the emphasis of his/her study.

A Sample Timeline for Graduate Study follows.

A program worksheet concludes this section. You should bring your worksheet with you to your advising sessions so that you and your advisor can best determine each semester's course of study.

## Selecting your advisor

Students are assigned an advisor the first semester they begin their course of study. The advisor is there to help determine the best course of study for that student, discuss internship and job goals, and to manage the paperwork needed for the student to proceed through the program. A student may change his/her advisor during his/her tenure at the University. It is not unusual for someone to have one advisor for his/her academic work and another for work on his/her concluding project. However, students should not change advisors every semester. Consistency in advising will help each student proceed through the program more efficiently.

## Registering for courses

Students **MUST** meet with their advisors to receive clearance to register for courses. Each student should bring his/her program worksheet to each advising session. Advising sessions are opportunities to discuss the courses available the upcoming semester and how each might fit into each student's program of study and life goals. During the advising session, the student and advisor will complete a registration form and/or authorize registration on-line. **(\*\*NOTE: internship, independent study, thesis/directed research/portfolio and matriculation credits must be registered for in person with appropriate paperwork.)** If a course is cancelled or a change needs to be made to the schedule, the student must see his/her advisor to complete a drop/add form or receive electronic permissions, as necessary. Check the University schedule to determine the deadlines each semester for beginning your registration and for dropping or adding a course.

**NOTE:** It is your responsibility to meet with your advisor and register in a timely manner. If you procrastinate and find yourself scrambling a week before the end of registration, do not expect your advisor to have available appointments or, for that matter, be on campus at all. The key to success at American University is planning and time management in all things. The university assesses fines for late registration.

## Sample Timeline for Graduate Study\*

### 1<sup>st</sup> Year/Fall Semester

- Coursework : Perf 570 and Perf 596-002 (Cultural Policy) required
- One elective

### 1<sup>st</sup> Year/Spring Semester

- Coursework: Perf 571, Marketing and Perf 674, Financial Mgt. required
- One elective or 3 credit internship (one must complete 9 credit hours before beginning an internship)

### 1<sup>st</sup> Year/Summer Semester\*\*

- Coursework and/or Internship (total 9 credit hours)
- Determine master's concluding project
- Complete review of literature for project

### 2<sup>nd</sup> Year/Fall Semester

- Coursework: Perf 673, Fundraising required
- Two electives or internship
- Complete project proposal
- Take comprehensive exams/advancement to candidacy

### 2<sup>nd</sup> Year/Spring Semester

- Remaining electives or internship
- PERF 797, 793, or 702 (6 credits)
- Application for graduation
- Submission of completed project paperwork.

**NOTE: Remember you must register for graduation in the semester you complete your work – if you do not complete your work in one semester, as planned, you must reapply in the following semester.**

\*While this sample timeline represents a rigorous 2-year schedule, it is possible to achieve. This timeline assumes that you maintain a full-time schedule for 5 consecutive semesters, including summer. You must also begin your project work at the end of the 2<sup>nd</sup> semester and over the summer. It is not possible to complete this schedule, however, in less than two years. Typically, an additional semester at the end of this 2-year cycle is used by graduate students for the completion of research and writing of the thesis/directed research/portfolio options with final submissions the next Fall. This lightens the load a bit and extends this timeline to a 2-1/2 year cycle. Depending on your availability for such an extension and for full- or part-time work, this model should be varied according to your time constraints and needs. Many students in the program enroll on a part-time basis or switch from one status to another as their schedule and academic needs evolve. We are able to accommodate a wide range of academic paths.

\*\*Remember: Summer is often a time when committee chairs and members may not be available since most work on a teaching schedule of 9-months instead of 12-months, and are often conducting their own research during these months. You should consult with your chair and committee members about their availability during summer sessions. It is helpful to plan to work independently during these times. Also, remember that the above schedule does not account for exigencies and other challenges that may arise during the course of research.

**Arts Management Advising Worksheet -** (to be completed in consultation with your advisor)

Name: \_\_\_\_\_

Email: \_\_\_\_\_ Phone(s): \_\_\_\_\_

**Core Requirements: (15 credit hours)**

**Semester Taken:**

PERF-570 Survey of Arts Management (3) \_\_\_\_\_

PERF-571 Marketing the Arts (3) \_\_\_\_\_

PERF-596-002 Cultural Policy (3) \_\_\_\_\_

PERF-673 Fund Raising Management for Arts Organizations (3) \_\_\_\_\_

PERF-674 Financial Management for Arts Organization (3) \_\_\_\_\_

**Electives:**

• **Arts-related, non-managerial topics (6 credit hours)**

Course number	Course name	Semester Taken
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_____	_____	_____
_____	_____	_____

• **Arts Management [rotating topics, business administration, communication, public relations, public administration, or approved alternatives] (12 credit hours)**

Course number	Course name	Semester Taken
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_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

**Internships:**

PERF-691 Performing Arts Internship I (3 credits) \_\_\_\_\_

PERF-691 Performing Arts Internship II (3 credits) \_\_\_\_\_

**Concluding Project**

PERF 702 Master's Portfolio or PERF 793 Directed Research or PERF 797 Master's Thesis (6 credits) \_\_\_\_\_

**Comprehensive Examinations**

1. General Date passed: \_\_\_\_\_

2. \_\_\_\_\_ Date passed: \_\_\_\_\_

3. \_\_\_\_\_ Date passed: \_\_\_\_\_

**Advancement to Candidacy:** \_\_\_\_\_ (date)

## Comprehensive Exams

The university requires a Comprehensive Examination to be taken during graduate study. The following are related procedures and descriptions:

**Notification of Intent to Take Examination:** Any graduate student intending to take a Comprehensive Examination must notify the Director of Arts Management before the third week of the semester in which you intend to take the examination.

**Application:** All students intending to take Comprehensive Exams must fill out a set of application forms that can be obtained from the Department Office (Katzen Chair Suite). These forms must be completed at least four weeks prior to the exam date.

**University Fee:** There is a modest University fee for taking the comprehensive exam. This is paid in the Student Accounts Office and the receipt must be presented in order to register for Comprehensive Examinations.

**Description:** The Comprehensive Examination is in the form of three questions: one is a general question that covers the core areas of your graduate work. You are given two hours to complete the writing for this question. The other two questions are in areas that are supportive of your graduate work. You are given one hour each for the writing for these questions. These two areas should be decided upon with your main advisor and presented, in writing, to the Director of Arts Management one month in advance of the date of the examination. \*\* International students and students with certification from Learning Services may take up to 6 hours in total to complete the exams.

**Evaluation:** Each question is read by at least two faculty members. The readers compare their evaluations and attempt to reach consensus on each student's response. Each question can receive one of three evaluations: 1) pass with distinction, 2) pass, or 3) fail. If the student fails any or all of the questions, he/she may retake the failed questions the following semester.

**Follow-Up Oral Examination:** When a written examination question is unclear or not satisfactory to the readers, a follow-up oral exam may be required. Please note that if a written exam question is satisfactory to the readers, this question need not have a follow-up oral exam. The follow-up oral exam is not an extended examination, but rather a chance for the readers and student to verbalize and clarify ideas included in the written exam. Follow-up oral exams have been found to be extremely valuable to students and faculty in establishing overall concepts and synthesizing facts into workable ideas. You are notified in writing about your placement on the exam approximately one month following the exam.

**Advancement to Candidacy:** The student is advanced to candidacy upon successful completion of the Comprehensive Exams.

## Concluding Project Basics

### Registering for credits

You must register for a total of 6 credits of PERF 702, 793, or 797 (inclusive to one course number, in other words – 6 credits of PERF 702 OR 6 credits of 793, etc). The exact timing of when you register for those credits should be decided in consultation with your advisor. You may register for these credits for more than one semester. Furthermore, you should begin working on your project before you actually register for credits. This practice is encouraged, as you do not want to run out of credits before have completed your project. When this happens, you must ‘maintain matriculation’ with credits that do not count toward financial aid or student health insurance.

### Maintain Matriculation Credits

If you have registered for all 6 credits, but not completed your project, you **MUST** maintain matriculation in the University until completion. Each student must register for 1 credit per academic semester. This is listed as PERF 099: Maintain Matriculation. You must register for this credit in person (you may not register for PERF 099 online). This credit gives you access to university resources, for example, library, computer, and my.American.edu. Consult the University catalog and schedule of classes for additional information.

### Committee Selection

With the assistance of your advisor, you should select a committee (2 members for portfolios, 3 members for thesis). Committee selection should occur after you have a topic and a précis for your work, which usually occurs at least 9 months prior to the projected completion date. Your committee chair need not be your academic advisor but must be a full-time faculty member of the DPA, typically one of the Arts Management faculty. The second committee member may be another DPA faculty member or an AU faculty member from another program. This person may be an outside resource person, if circumstances dictate. The third committee member (required only for PERF 797) may be a member of the DPA faculty, and AU faculty member, or an outside resource person. (outside contributors must meet university standards – with a degree or professional work that would convey expertise in the area).

The committee chair is responsible for helping you with your research, writing and editing, and with the organization of the proposal and final project. The additional committee members or readers may be called upon for support during these processes usually as resource persons to identify primary resource materials, reviewing tools used in your research methodology, etc. They are, however, **not** the members that must read and correct every word you write. That responsibility rests with you and your committee chair and, perhaps, an outside editor.

Please note that your chair and committee members are likely to be serving on many other committees within the DPA and through other programs and schools at American University, and within the consortium. It is always helpful to provide your committee **at least 2 weeks** to review drafts of your materials. Consult with them about their

schedule; for some, turn around time may be 48 hours, for others the 2 weeks may be required.

Your committee members also teach a full-time course load, are conducting their own research, and maintain personal and professional lives outside of AU. Their schedules may include sabbaticals, extended time away from campus, and the like. You should consult with each committee member concerning his or her availability both during the academic year and the summer.

## **Portfolio, Directed Research, or Thesis?**

You should work with your academic advisor to determine your concluding project activity for the program – a portfolio, directed research, or thesis project. A portfolio is based on your internship experience and should include: a) description and critical analysis (“case study”) of the organization, including financial analysis, organization structures, corporate culture, etc;b) a description of your specific role in the organization; c) a portfolio of work done in this time (keep every piece of paper as well as at least 3 samples of products you produce or were related to your work); and d) a critical reflection on that work. Those engaged in the portfolio project are required to do a formal portfolio presentation to their two-person committee. A directed research project resembles a thesis except for the fact that it has flexibility in structure and reporting. A project might be a case study of an organization to answer a specific question, it might be a marketing or development plan for an organization. A thesis project is a traditional, independent research project driven by a research question. It is an original, independent research project. It is designed for those students who plan on pursuing a Ph.D. or employment in a sector that requires research and writing (RAND or the like).

## **The Master’s Project: Procedures Proposal:**

All forms of concluding projects require a proposal that should be completed and signed off by all committee members before the project commences. The first step is typically a literature review that provides the student with an understanding of the organization involved and the discourse in the field. The literature review produces the proposal and final project’s bibliography.

□ **Literature Review:** An exhaustive library search and literature review should be completed. The search will assist you in identifying the pertinent books, journals, abstracts, monographs, articles, conference proceedings, dissertations, master’s theses, and other secondary sources that are central to your study. Following the search, you should review each source for further clarification of your research topic. Allow between 1-3 months for an exhaustive search and review. Consult the Reference Department at Bender Library for assistance with a search of your topic. Arts Management students should also obtain the most recent Lexis/Nexis User’s Guide Series: Arts Management . It is available at Bender Library. Melissa Becher (x3263) is the identified arts management reference librarian, but others may be used. In addition, there is a very helpful tutorial on conducting and writing a literature review on the Bender library website ([http://www.library.american.edu/Help/tutorials/lit\\_review/index.html](http://www.library.american.edu/Help/tutorials/lit_review/index.html)). Workshops on literature reviews and research will be held early in the fall and spring semesters.

**Required:** You are required to consult the thesis/dissertation list about your topic on the Bender library webpage (under research tab on Bender library homepage).

□ **Prepare Proposed Project:** Following a literature search and review, you should prepare a brief description of your proposed project and present this to your committee chair. (It is helpful to present this description to other committee members at the time that you ask them to serve). This is the beginning of the development of your proposal. It is always helpful to have this brief description typewritten, as jotting down your ideas often serves to synthesize and condense your ideas. Please note that these steps are critical in the formation of your proposal. It is unwise to begin the writing of your proposal without having completed an exhaustive literature review and brief description of your topic. If you fail to complete these steps at the beginning of your work, you will certainly revisit them at some later point. Prolonging this step may likely extend the projected completion date. Also note that this process can be quite time-consuming. Allow a minimum of 1 month to complete this step.

□ **Confirm Research Participants/Organizations (thesis only):** This step should include any discussions with research participants who you will ask to be a part of your study. A confirmation of interviewees, participants that you may observe but not interview, organizations asked to be a part of a survey, etc. should be determined before beginning the writing of the thesis proposal. This step also involves provisions made regarding research activity involving human subjects. For observations, surveys, interviews or experiments on human subjects, please follow University regulations and any terms that your committee chair or program director advise you to complete from the Office of Research Services.

### **Writing the Proposal (samples of previous proposals are on the AMP student resource web page)**

The writing of the proposal should begin at least 9 months prior to the projected completion date of the project. The proposal consists of:

#### **Cover Sheet including signature lines (example on AMP webpage)**

#### **Body of the Proposal**

1. Statement of the problem/question/project.
2. Statement of the probable value and importance of the portfolio. For a thesis, a statement of the probable value and importance of the study for the field by relating the thesis to the literature already in the field (not applicable for portfolio)
3. Statement of the research or project methodology indicating its appropriateness for treatment of the question/project.
4. Statement of the tentative outline and/or chapter titles of the thesis or portfolio
5. Statement of the tentative timeline

#### **Selected Bibliography**

## Appendix of supporting instruments and documents

The *statement of the problem/question/project* should succinctly and clearly identify the focus of your study and include your question. It should describe what your study is about, and provide a context/background of your research problem or portfolio topic.

The *value and importance* of the portfolio work or thesis study should relate your proposed study to the literature and practice in the field. For a portfolio and a thesis, this section should describe why your study is important. For a thesis, this section should also address the ways in which your study contributes to, and extends knowledge and practice in the field, and how your results might be used.

The *research methodology* section of your proposal should describe the actual process and method of your work. It should describe how, and in what specific ways you plan to collect data. This section is divided into two areas: (1) Primary Sources (including interviews and observations of settings); and (2) Secondary Sources (analyses of pertinent literature and documents). Within these areas, it is important to detail how each of these sources will be utilized, who and how many, will be involved in your study, and how much will be needed to complete the study (length of time, etc.). The methodology, therefore, should describe, both quantitatively and qualitatively, how you plan to proceed through your project.

You and your committee chair should discuss whether your study will utilize a qualitative (case study including interviews, observations, document analyses) or quantitative methodology (surveys, experiments, pre- and post-testing). Please note that most DPA faculty are most knowledgeable in the areas of qualitative research, a methodology often used in the arts. If you are interested in a quantitative study, you are strongly encouraged to include a member on your committee knowledgeable in this area. Your chair will also advise you of other quantitative researchers at AU who may also be of assistance. It is most helpful, early on in your coursework, if you know you will utilize a quantitative methodology for your thesis, to arrange coursework to include statistics and quantitative design courses to facilitate your work in this area.

You and your committee chair will work together to prepare and fine-tune your proposal. Consult with other committee members as to whether they prefer reviewing your proposal in its final form or as it goes through its various development stages. **It is extremely important to note that it is not uncommon for proposals to go through approximately 4-5 revisions.** Depending on the time you are able to spend on revisions and the availability of your chair and committee, the completion of a thesis proposal can take up to 3 months to complete. You should plan for this!

The guides mentioned at the beginning of this document, relevant meetings, and your committee chair/members will help facilitate your writing of the thesis or portfolio proposal.

Your committee chair and members should review the final draft of your proposal and sign off on the cover sheet as well as make comments.

### **Research, Work and Writing**

Following approval of the proposal, you are now ready to begin your work. Depending on the extent of your research/project/portfolio, you should allow a minimum of 7 months prior to the projected completion date of your thesis or portfolio for research and writing. Note the university deadlines for a thesis (not applicable for a portfolio). Expect to do up to ten revisions of your work. Recognize that a master's concluding project takes time. Plan for it!

As with the proposal, consult with your chair and committee about the review of your final document. Some members wish to review each chapter in progress, while others prefer to review a completed draft.

### **Submission of Work—Due Dates**

The submission and final sign-offs of the directed research, portfolio or thesis can take anywhere from 2 weeks to 1 month! Particularly, if you are submitting your work at the end of an academic semester, remember that this time is the busiest time for everyone at AU. You are probably one of many master's candidates engaged in the same process. Build this time in as you plan to meet capstone deadlines.

Consult the current semester's Schedule of Classes for thesis due dates (again, does not apply to directed reading or portfolio). Typically, thesis deadlines occur in November, April, and July for graduation in December, May, and August, respectively. For a traditional thesis, remember: these are due dates for the Dean's Office. All dependent approvals and sign-offs should be completed well in advance of these dates.

Once your work has been formally approved by your committee, each member will sign the cover sheet. The Director of Arts Management must also sign a Thesis/Dissertation completion form (if applicable). If you are working on a traditional thesis, you should hand deliver the thesis along with the form to the Office of Graduate Affairs, College of Arts and Sciences. The thesis will be reviewed by CAS, which takes approximately 1-2 weeks. You will be consulted if final changes need to be made on your thesis. If final changes are necessary, you should make the changes and re-submit your thesis to CAS. Consult the two thesis manuals for thesis guidelines for paper weight/style for the final submission of your thesis. These guidelines also include additional steps to be taken with Student Accounts, Office of Graduation Clearance, including the payment of graduation fees (Office of the Registrar), and the Reference Department of Bender Library. These are the final steps for submission of the thesis and clearance for graduation.

As an official research document, your thesis will be placed in Bender Library and filed with University Microfilm International. A final copy will also be kept in the Arts Management Library as well.

If you are completing a directed research project or portfolio, you must obtain all signatures and provide to the director of the program two bound (not 3-ring binders) copies of the final document with signatures.

## **INTERNSHIPS**

The internships are a core component of the arts management program. They provide the 'practice' to match the theory you have gained in your coursework. They also give you the opportunity to meet people working in the field. The program requires you take 6 credit hours of internship. This roughly corresponds to working 20+ hours for a full, 14-week semester. Many students break their credits into two internships of 3 credits apiece. The internships can be taken in one semester, two semesters, or over the summer. You will work with your advisor to determine the when, what, and where of your internships to best meet your academic and personal needs. Some internships have very formalized application processes that begin several months in advance and include an application, resume, letters of recommendation, and an interview. Others may only require an email contact and an interview. Thus, you should begin looking for an internship a full semester BEFORE you plan on working on the internship.

Once you have solidified your internship with an organization, you can register for internship credits. Unlike regular coursework, internships require additional paperwork. You can find all the necessary forms at the back of the Schedule of Classes, or you can download the forms off the student resource section of the Arts Management web page. You will need the signature of your advisor, the director of arts management, who is the faculty supervisor for all internships, and the chair. You will also need to provide the mailing address, phone number, and contact information for the organization. Give yourself enough time to collect the required information and signatures.

Internship credit can include meetings and projects, but this is determined in conjunction with your faculty supervisor. In addition, the faculty supervisor customarily makes a 'site visit' to your place of work. During this visit, your work supervisor and your faculty supervisor will meet and evaluation forms will be distributed. The grade for your internship is determined by your faculty supervisor, and is based on your projects, learning, and the evaluation completed by your work supervisor.

## Miscellaneous Information You Need to Know

### LISTSERV

The Arts Management Program maintains a listserv for its graduate students. The listserv is the primary method used to contact arts management graduate students. It is used to distribute information about classes, internships, meetings, job opportunities, and other information that we find that would be pertinent to graduate studies in arts management and a future career in the field. Your email addresses are collected with your contact information in PERF 570, Survey of Arts Management. Please keep your advisor informed as your contact information changes. PLEASE ALSO ARRANGE TO HAVE YOUR AMERICAN EMAIL ADDRESS FORWARDED TO YOUR PREFERRED ADDRESS. SOME FACULTY PREFER TO USE THE AU EMAIL SYSTEM. ALSO, BE SURE TO CHECK BLACKBOARD REGULARLY. IF YOU DO NOT RECEIVE A LISTSERV POSTING WITHIN THE FIRST WEEK OF CLASS, PLEASE NOTIFY THE DIRECTOR OF THE ARTS MANAGEMENT PROGRAM.

### MAILBOXES

The DPA provides each graduate student with a mailbox. The mailboxes are located in the arts management resource room on the 2<sup>nd</sup> floor of Katzen. If you find that you do not have a mailbox, contact Marianne Fives at [marianne5s@gmail.com](mailto:marianne5s@gmail.com). She will add your name to the mailboxes.

### AU EMAIL & AU Electronic Services

As a student at the American University, you are given an email account. The email account may be accessed through my.american.edu. Your email address is the same as your eaglenet user id: your initials, the last four digits of your student id, and the letter a. For example, Jane Doe, student id 487652934, would have an email address of: [jd2934a@american.edu](mailto:jd2934a@american.edu). Note: it is important that you either use this email address or forward the email sent to this address to your regular email system. AU has begun using email as its main courier for news, updates, and other pertinent information. To forward your email, go to my.american.edu.

The American University uses a student id/password system for all services. It is called an eaglenet id. This system can give you access to AU resources through the www when on campus or off. However, it requires a **monthly change** in the user's password. Jane Doe's eaglenet id would be jd2934a. Her initial password would be her birthday (ddmmyy). This password expires after the first 10 days of being on campus. You can reset your password in my.american.edu (change password link). Once a password has expired, you need to email [helpdesk@american.edu](mailto:helpdesk@american.edu) to reset your password.

my.american.edu can serve as a portal into American University's electronic resources for each student. As each year progresses, AU will continue to add functionality to the system. For example, although you can register on-line today, you cannot register online for internships or thesis credits. This will change as they add complexity to the system.

### ARTS MANAGEMENT WEB SITE

The DPA maintains an active web site. The arts management portion contains many resources – current internship offerings, ongoing internship offerings, forms (for

internships, graduation, etc.), relevant articles and web sites. This manual is also available in pdf format. Be sure to always check this book and the web site first when you have questions.

#### PROGRAMMATIC ACTIVITIES

The arts management program sponsors several activities throughout the year that you are strongly encouraged to attend. Colloquia featuring leading practitioners or scholars in the field are offered once or twice per semester. Additional activities include brown bag lunches, happy hours, field trips to a new or notable arts facilities, arts management pot-lucks, and specialized workshops per students' requests.

#### UNIVERSITY RESOURCES

The university offers many services to AU students, including, but not limited to:

Writing Center

Learning Services

Counseling Services

Jacobs Fitness Center

You are encouraged to take advantage of these services – you can find out more about them by stopping by the offices or reading about them online.

#### GRADUATE STUDENT ASSOCIATION

The Arts Management Program must have a representative on the graduate student association. The student representative attends meetings and keeps the arts management students informed of issues related to graduate student concerns at American University. Furthermore, by being an active program in the graduate student association, arts management students are eligible to apply for funds to support directed research and thesis research.