Syllabus CWL 580-S01
Arts Administration Practicum

Instructor: Christian McLean  
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Practicum Hours: Tuesday 2 p.m. or Wed. 4 p.m. (additional times & meetings will be required)  
Office Hours: Thursday 1-3 p.m. (or by appointment)

Objective
Through this practicum students will take on integral roles in the preparation of a MFA Spring-term Event & the Southampton Arts Summer (Southampton Writers Conference, Southampton International Theatre Workshops, Southampton Children’s Literature Conference). Through weekly meetings and assignments, students will assist in the organization and promotion of these conferences. They will review applications, work in new media, and learn fundamental concepts of arts administration and arts management. Students will also be required to design and implement an arts event for the MFA student body during the spring semester.

Credit and Grades
The level of participation required from the students is dependent upon the number of credits the student is seeking.  
Students will receive a letter grade at the conclusion of the Practicum. Grades are based on participation, effort and completion of assigned tasks.

Cancellation and Sickness Policy
Classes will meet once a week. Any absences will be made up at a later date within the same term.

Required Reading
Management and the Arts, Fourth Edition - William Byrnes

Americans with Disabilities Act:
If you have a physical, psychological, medical or learning disability that may impact your course work, please contact Disability Support Services, ECC (Educational Communications Center) Building, room128, (631) 632-6748. They will determine with you what accommodations, if any, are necessary and appropriate. All information and documentation is confidential.

Academic Integrity:
Each student must pursue his or her academic goals honestly and be personally accountable for all submitted work. Representing another person's work as your own is always wrong. Faculty are required to report any suspected instances of academic dishonesty to the Academic Judiciary. Faculty in the Health Sciences Center (School of Health Technology & Management, Nursing, Social Welfare, Dental Medicine) and School of Medicine are required to follow their school-
specific procedures. For more comprehensive information on academic integrity, including categories of academic dishonesty, please refer to the academic judiciary website at http://www.stonybrook.edu/uaa/academicjudiciary/

**Critical Incident Management:**
Stony Brook University expects students to respect the rights, privileges, and property of other people. Faculty are required to report to the Office of Judicial Affairs any disruptive behavior that interrupts their ability to teach, compromises the safety of the learning environment, or inhibits students' ability to learn. Faculty in the HSC Schools and the School of Medicine are required to follow their school-specific procedures.