College of Education and Human Development & College of Visual and Performing Arts
School of Sport, Recreation, and Tourism Management & School of Theater

Course Information	THR/TOUR 313 Event Technical Production Spring 2021 Location: Distance Education/Blackboard
Instructor	Please refer to your online course: https://mymasonportal.gmu.edu/ Office Hours by appointment. Wednesday 9a-11am
Course Description	Explores theoretical and practical considerations of event technology. Examines specifications, layout installation techniques and operation of sound systems, lighting systems and video systems for event industry sectors.
Course Objectives	Upon completion of the course, students will be able to: 1. Demonstrate an understanding of sound, lighting and video technology techniques 2. Articulate event technology definitions and specifications 3. Complete applied event technology projects 4. Develop event technology customer service performance standards
Course Methodology	The class format will combine reading, lectures, videos, discussions, learning activities, exams and other learning tools. The class will be interactive and require every student to be engaged in the classroom discussion and assignments. In addition to the lectures, screencasts and timely completion of assignments, every student will be expected to be an active participant and a dedicated individual applying what you learn to every element of the course work.
Required textbook(s) and/or materials	**Required Text:** Freelancer's Guide to Corporate Event Design by Troy Halsey (available at the University Book Store and on-line) Additional Reading materials will be distributed online
Computer Requirements	**Hardware:** You will need access to a Windows or Macintosh computer with at least 2 GB of RAM and access to a fast and reliable broadband internet connection (e.g., cable, DSL). A larger screen is recommended for better visibility of course material. You will need speakers or headphones to hear recorded content and a headset with a microphone is recommended for the best experience. For the amount of Hard Disk Space required taking a distance education course, consider and allow for: 1. the storage amount needed to install any additional software and

	2. space to store work that you will do for the course.

If you consider the purchase of a new computer, please go to Patriot Tech to see recommendations.

Software: Many courses use Blackboard as the learning management system. You will need a browser and operating system that are listed compatible or certified with the Blackboard version available on the myMason Portal. See supported browsers and operating systems. Log in to myMason to access your registered courses. Some courses may use other learning management systems. Check the syllabus or contact the instructor for details. Online courses typically use Acrobat Reader, Flash, Java, and Windows Media Player, QuickTime and/or Real Media Player. Your computer should be capable of running current versions of those applications. Also, make sure your computer is protected from viruses by downloading the latest version of Symantec Endpoint Protection/Anti-Virus software for free here.

Students owning Macs or Linux should be aware that some courses may use software that only runs on Windows. You can set up a Mac computer with Boot Camp or virtualization software so Windows will also run on it. Watch this video about using Windows on a Mac. Computers running Linux can also be configured with virtualization software or configured to dual boot with Windows.

Note: If you are using an employer-provided computer or corporate office for class attendance, please verify with your systems administrators that you will be able to install the necessary applications and that system or corporate firewalls do not block access to any sites or media types.

Course-specific Hardware/Software

Check the syllabus for your course or contact the instructor prior to the start of the course to find out about specific technical requirements for your class. Hardware or software required for your course or program may be available for purchase at Patriot Computers (the University's computer store that offers educational discounts and special deals). |
| Course Website | Blackboard 9.1 will be used for this course. You can access the site at http://mymasonportal.gmu.edu. Login and click on the "Courses" tab. You will see THR/TOUR-313 NOTE: Username and passwords are the same as your Mason email account. You must have consistent access to an internet connection in order to complete the assignments in this course through Blackboard (http://mymason.gmu.edu). Note the technology requirements for School of Business in your Blackboard course menu—it contains details of minimum technology requirements. |
| Participation | Learning can only happen when you are playing an active role. It is important to place more emphasis on developing your insights and skills, rather than transmitting information. Knowledge is more important than facts and definitions. It is a way of looking at the world, an ability to interpret and |

	organize future information. An active learning approach will more likely result in long-term retention and better understanding because you make the content of what you are learning concrete and real in your mind. Although an active role can look differently for various individuals, it is expected in this class that you will work to explore issues and ideas under the guidance of the professor and your peers. You can do this by reflecting on the content and activities of this course, asking questions, striving for answers, interpreting observations, and discussing issues with your peers.

Rules and Expectations	In correspondence/communication students will be expected to:
	  a) Be professional and respectful in correspondence
	  b) Make reasonable requests of the instructor. We will be happy to clarify course material and answer legitimate questions; however, please exhaust other information sources (e.g., syllabus, Blackboard) for answering your question before contacting me and remember, "Poor planning on your part does not constitute an emergency on my part"
	In regard to honesty in work students will be expected to:
	  a) Review the University integrity and honesty policies in the student handbook for guidelines regarding plagiarism and cheating (summarized below). I will gladly clarify my stance on any questionable or "grey area" issues you may have.
	  b) Refrain from dishonest work as it will receive a minimum penalty of zero on the assignment and a maximum penalty of a zero for the course with a report to the Honor committee. The GMU Honor Code requires that faculty submit any suspected Honor Code violations to the Honor Committee. Therefore, any suspected offense will be submitted for adjudication.

Mason Honor Code	**The complete Honor Code is as follows:** *To promote a stronger sense of mutual responsibility, respect, trust, and fairness among all members of the George Mason University community and with the desire for greater academic and personal achievement, we, the student members of the university community, have set forth this honor code:* **Student members of the George Mason University community pledge not to cheat, plagiarize, steal, or lie in matters related to academic work.** *(From the Catalog – catalog.gmu.edu)*
Cheating Policy	Any form of cheating on an activity, project, or exam will result in zero points earned. "Cheating" includes, but is not limited to, the following: reviewing others' exam papers, having ANY resources utilized when not allowed, collaborating with another student during an individual assignment. If you have questions about when the contributions of others to your work must be acknowledged and appropriate ways to cite those contributions, please talk with the professor or utilize the GMU writing center.
Plagiarism and the Internet	Copyright rules also apply to users of the Internet who cite from Internet sources. Information and graphics accessed electronically must also be cited, giving credit to the sources. This material includes but is not limited to e-mail (don't cite or forward

	someone else's e-mail without permission), newsgroup material, information from Web sites, including graphics. Even if you give credit, you must get permission from the original source to put any graphic that you did not create on your web page. Shareware graphics are not free. Freeware clipart is available for you to freely use. If the material does not say "free," assume it is not. Putting someone else's Internet material on your web page is stealing intellectual property. Making links to a site is, at this time, okay, but getting permission is strongly advised, since many Web sites have their own requirements for linking to their material. Review the Honor Code here.
Individuals with Disabilities	Students with documented disabilities should contact the Office of Disability Services (703) 993-2474) to learn more about accommodations that may be available to them. *(From the 2019-2020 Catalog – catalog.gmu.edu)*
Academic Integrity and Inclusivity	This course embodies the perspective that we all have differing perspectives and ideas and we each deserve the opportunity to share our thoughts. Therefore, we will conduct our discussions with respect for those differences. That means, we each have the freedom to express our ideas, but we should also do so keeping in mind that our colleagues deserve to hear differing thoughts in a respectful manner, i.e. we may disagree without being disagreeable. http://oai.gmu.edu/ **Mason Diversity Statement** George Mason University promotes a living and learning environment for outstanding growth and productivity among its students, faculty, and staff. Through its curriculum, programs, policies, procedures, services, and resources, Mason strives to maintain a quality environment for work, study and personal growth. An emphasis upon diversity and inclusion throughout the campus community is essential to achieve these goals. Diversity is broadly defined to include such characteristics as, but not limited to, race, ethnicity, gender, religion, age, disability, and sexual orientation. Diversity also entails different viewpoints, philosophies, and perspectives. Attention to these aspects of diversity will help promote a culture of inclusion and belonging, and an environment where diverse opinions, backgrounds, and practices have the opportunity to be voiced, heard and respected. The reflection of Mason's commitment to diversity and inclusion goes beyond policies and procedures to focus on behavior at the individual, group and organizational level. The implementation of this commitment to diversity and inclusion is found in all settings, including individual work units and groups, student organizations and groups, and classroom settings; it is also found with the delivery of services and activities, including, but not limited to, curriculum, teaching, events, advising, research, service, and community outreach. Acknowledging that the attainment of diversity and inclusion are dynamic and continuous processes and that the larger societal setting has an evolving socio-cultural understanding of diversity and inclusion, Mason seeks to continuously improve its environment. To this end, the University promotes continuous monitoring and self-assessment regarding diversity. The aim is to

	incorporate diversity and inclusion within the philosophies and actions of the individual, group and organization, and to make improvements as needed.
Student Privacy Policy	George Mason University strives to fully comply with FERPA by protecting the privacy of student records and judiciously evaluating requests for release of information from those records. Please see George Mason University's student privacy policy https://registrar.gmu.edu/students/privacy/
E-Mail Policy	Web: masonlive.gmu.edu Mason uses electronic mail to provide official information to students. Examples include notices from the library, notices about academic standing, financial aid information, class materials, assignments, questions, and instructor feedback. Students are responsible for the content of university communication sent to their Mason e-mail account and are required to activate that account and check it regularly. Students are also expected to maintain an active and accurate mailing address in order to receive communications sent through the United States Postal Service. *(From the 2017-18 Catalog – catalog.gmu.edu)*
Course Grading & Evaluation	**Grade Breakdown** Discussions/Activities/Participation 20% Semester Tests (3) 30% Semester Projects (3) 30% Final Exam 20% A+ = 97-100 A = 94-96 A- = 90-93 B+ = 87-89 B = 84-86 B- = 80-83 C+ = 77-79 C = 74-76 C- = 70-73 D = 60-69 F = 0-59
Discussions	Your challenge is to immerse yourself in the topics and perspectives presented in the course. You will want to be able to comment on the discussion topics with authority. You are encouraged to make notes on your own thoughts about the various concepts and issues, and consider possible issues/outcomes. Your posts should be to the point and include sufficient technical detail for others to respond. You should present your opinions, but

justify them with facts and proper sources. What did you disagree with and why, or not understand?

Initial/Original Post
Please post what you view as the appropriate responses to the above prompts. Your initial post should be 50-200 words. Please provide response with a clear, well-formulated thesis; sentence structure, grammar, punctuation, and spelling count. Support all posts with appropriate rationale and citations from readings; appropriately document sources.

Responding to Others
Responses to at least one classmates' posting in approximately 50-100 words and be thoughtful, substantial, polite and more extensive than a simple "well done" phrase or "I agree." Consider points of agreement, disagreement, assumptions, and value judgments. You will be able to respond to others after you submit your initial post.

Instructions
Each student will make at least one original post by Thursday 11:55 PM, EST, and react to at least two of your peers' posts by Saturday 11:55 PM, EST. Review the Discussion Board Participation guidelines in the syllabus, as appropriate.

Assignments	Each week assignments are required to be uploaded to Blackboard. Assignments are due by Sunday, 11:55 PM, ET unless otherwise stated. Refer to the course schedule and weekly overviews for details.
Exams	In this course, there will be 3 tests as well as a final exam. On each test, you will have one 60-minute attempt to complete this test. Once you open the test you cannot pause or navigate to another window or you will lose your progress. At the end of 1 hour, your test will be automatically submitted whether you have finished or not. Each test will only be open on Monday from 12:01AM-11:55PM ET. You must complete the test during those 24 hours. On the final exam, you will have one 3-hour attempt to complete this test. Once you open the test you cannot pause or navigate to another window or you will lose your progress. At the end of 3 hours, your test will be automatically submitted whether you have finished or not. The final exam will only be open for one day from 12:01AM-11:55PM ET. You must complete your test during these 24 hours. Your instructor will inform you of the final schedule and open the test.
Projects	In this course, there will be 3 projects. Details about the projects can be found in the weeks when they are due: Lesson 5, 8 and 10.
Expectations	Expect to work 15-20 hours per week on assignments for this course. Unless otherwise stated, all assignments are due by the end of the week in which they are assigned. For the purposes of this course, a week is defined as **beginning at 12:01 am each Monday EST**, and **ending at 11:59 pm on the following Sunday EST.**

To help you manage your schedule and time to complete the assignments in this course, please follow the recommended timeline below. If you have a question or concern or encounter a problem about an assignment, please contact me immediately so we can discuss and work out a resolution.

Need Help?
Email your instructor directly.

Weeks	Lessons	Assignments
Week 1	**Lesson 1:** Overview, Venues and Staging	• Participate in the Week 1 Synchronous Session • Review and Process the Lesson 1 Learning Materials • Participate in the Lesson 1 Discussion - Corporate Event Setup • Complete the Lesson 1 Assignment - Event Design Reflection
Week 2	**Lesson 2:** Basics of Sound #1: Definitions, Equipment, Basic Audio Signal Flow	• Review and Process the Lesson 2 Learning Materials • Participate in the Lesson 2 Discussion
Week 3	**Lesson 3:** Basics of Sound #2: Microphones, Amplifiers, Mixers	• Review and Process the Lesson 3 Learning Materials • Participate in the Lesson 3 Discussion • Complete the Lesson 3 Assignment
Week 4	**Lesson 4:** Basics of Sound #3: Signal Processing, Patch Charts, Speakers, and Speaker Plots	• Participate in the Lesson 4 Synchronous Session • Begin Project #1 • Prepare for Test #1
Week 5	**Lesson 5:** Sound Project and Test Due	• Complete Test #1. **Test #1 will only be available Monday from 12:01AM - 11:55PM ET.** • Complete Project #1 • Review and Process the Week 5 Learning Materials • Participate in the Lesson 5 Discussion
Week 6	**Lesson 6:** Basics of Lighting #1: Definitions, Equipment, Power	• Review and Process the Lesson 6 Learning Materials • Participate in the Lesson 6 Discussion
Week 7	**Lesson 7:**	• Participate in the Lesson 7 Synchronous Session • Begin Project #2

	Basics of Lighting #2: Event Lighting, Light Plot & Paperwork	• Prepare for Test #2
Week 8	**Lesson 8:** Light Project and Test Due	• Complete Test #2. **Test #2 will only be available Monday from 12:01AM - 11:55PM ET.** • Complete Project #2 • Review and Process the Week 8 Learning Materials • Participate in the Lesson 8 Discussion
Week 9	**Lesson 9:** Video and Projection #1	• Review and Process the Lesson 9 Learning Materials • Participate in the Lesson 9 Discussion • Begin Project #3
Week 10	**Lesson 10:** Video and Projection #2 Video Project Due	• Review and Process the Lesson 10 Learning Materials • Participate in the Lesson 10 Synchronous Session • Participate in the Lesson 10 Discussion • Complete Project #3 • Prepare for Test #3
Week 11	**Lesson 11:** EVT Technician and Customer Service	• Complete Test #3. **Test #3 will only be available Monday from 12:01AM - 11:55PM ET.** • Review and Process the Lesson 11 Learning Materials • Participate in the Lesson 11 Discussion
Week 12	**Lesson 12:** Event Staffing	• Review and Process the Lesson 12 Learning Materials • Complete the Lesson 12 Activity
Week 13	**Lesson 13:** Putting it All Together	• Review and Process the Lesson 13 Learning Materials • Complete the Lesson 13 Activity
Week 14	**Lesson 14:** Final Exam Preparation	• Review and Process the Lesson 14 Learning Materials • Participate in the Lesson 14 Synchronous Session
Week 15	**Lesson 15:** Final Exam	• Complete your Final Exam

Safe Return to Campus

 "Safe Return to Camus and Remote Learning Guidance for Students Enrolled in CEHD Courses," is posted as an addendum under the "Syllabus" tab of the course Blackboard site.

Important Dates:

Description	Full Semester	7.5 Week: Session I	7.5 Week: Session II
Consortium Registration Deadline	TBD	TBD	TBD
Degree Conferral Date	Sat. May 15	Sat. May 15	Sat. May 15
Dissertation/Thesis Deadline	Fri. Apr 30	N/A	N/A
Examination Period	Mon. May 3 - Mon. May 10	Wed. Mar 10 - Thurs. Mar 11	Mon. May 3 – Tue. May 4
First Day of Spring Classes: Payment Due Date	Mon. Jan 25	Tue. Jan 19	Mon. Mar 15
Incomplete Grade Changes from Fall 2020 Due to Registrar	Fri. Apr 2	N/A	N/A
Incomplete Work from Fall 2020 Due to Instructor	Fri. Mar 26	N/A	N/A
Last Day of Class	Fri. Apr 30	Tue. Mar 9	Fri. Apr 30
Last Day to Add: All Individual Sections Forms Due	Mon. Feb 1	Thurs. Jan 21	Wed. Mar 17
Last Day to Drop (Last Day for 50% Refund)	Tues. Feb 16	N/A	N/A
Last Day to Drop with 100% Refund	Fri. Feb 12	Mon. Jan 25 (Final Drop)	Fri. Mar 19 (Final Drop)
Last Day to Submit Domicile Reclassification Application	TBD	TBD	TBD
Mid-term Evaluation Period: 100-200 level classes - Grades Available via PatriotWeb	Sun. Feb 21 – Wed. Mar 24	N/A	N/A
MLK Day: University Closed	Mon. Jan 18	Mon. Jan 18	Mon. Jan 18
Priority Dates Begin	Wed. Nov 4	Wed. Nov 4	Wed. Nov 4
Reading Day(s): Reading days provide students with	Sat. May 1	N/A	N/A

Description	Full Semester	7.5 Week: Session I	7.5 Week: Session II
additional study time for final examinations. Faculty may schedule optional study sessions, but regular classes or exams may not be held.			
Schedule of Classes Available in PatriotWeb	Mon. Oct 12	Mon. Oct 12	Mon. Oct 12
Selective Withdrawal Period - Undergraduate Students Only **(100% tuition liability)**	Tues. Mar 2 - Thurs. Apr 1	Mon. Feb 8 - Sun. Feb 14	Fri. Apr 2 – Thurs. Apr 8
Spring Recess: No Classes	No Spring Recess/Classes in Session	No Spring Recess/Classes in Session	No Spring Recess/Classes in Session
University Commencement	Fri. May 14	Fri. May 14	Fri. May 14

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