

Technology in Event Management (PBM 201)

Summer 2020 Syllabus

Instructor & Course Information

Instructor: Daniel T. Schofield

CRN:

Class Virtual

Classroom: Virtual

E-mail: schofid@linnbenton.edu

Office Location: TBD

Office Hours:

Course Description

This course surveys the technology used for managing events of varying sizes. Students will become familiar with terminology, basic operation and safe use of technology such as audio, video, lighting, staging, and media. Emphasis will be on communicating with professional technicians, troubleshooting, and composure and professionalism under changing conditions.

Required Text

No text books required

Learning Outcomes

Upon completion of the course, the student will be able to:

1. Create and communicate effectively and professionally with clients, contractors, technicians, and event planners by using the industry vocabulary and written communication.
2. Have a basic understanding of audiovisual, sound, and lighting equipment used in events described in the course description.
3. Problem-solving tips for working under changing conditions and time pressure.
4. Have a basic understanding how to creatively and effectively communication during problem-solving situation.

Expectations

How to be successful in this class:

- Stay current by reviewing class Moodle weekly

- Complete all assignments on time
- Communicate if you are having problems or questions

Evaluation

Grading

Much of the learning in this course is directly related to students' involvement on-line and researching information related to the course objective. Please review your Moodle account frequently and ask questions sooner rather than later.

In order to pass, a student must:

1. Final Grade Calculation:

A = 90-100% Excellent Work • B = 80-89% Good Work • C = 70-79% Average Work • D = 60-69% Poor Work • F = 0-59% Failing Work

Late Work

It is expected that you will turn in your work in on time. Turning assignments in on time is an essential element of college success. I do understand that "life happens". No late work will be accepted without instructor approval. Please talk to me if you are having difficulty meeting course deadlines.

College Policies

Disability services and emergency planning:

Students who may need accommodations due to documented disabilities, who have medical information which the instructor should know, or who need special arrangements in an emergency should speak with their instructor during the first week of class. If you believe you may need accommodations but are not yet registered with the Center for Accessibility Resources (CFAR), please visit the CFAR Website for steps on how to apply for services or call 541-917-4789.

Basic Needs

Any student who has difficulty affording groceries or accessing sufficient food to eat every day, or who lacks a safe and stable place to live, and believes this may affect their performance in the course, is urged to contact the Roadrunner Resource Center for support (resources@linnbenton.edu , or visit us on the web www.linnbenton.edu/RRC under Student Support for Current Students). Our office can

help students get connected to resources to help. Furthermore, please notify the professor if you are comfortable in doing so. This will enable them to provide any resources that they may possess.

LBCC Comprehensive Statement of Nondiscrimination

LBCC prohibits unlawful discrimination based on race, color, religion, ethnicity, use of native language, national origin, sex, sexual orientation, gender, gender identity, marital status, disability, veteran status, age, or any other status protected under applicable federal, state, or local laws. For further information see Board Policy P1015 in our Board Policies and Administrative Rules. Title II, IX, & Section 504: Scott Rolen, CC-108, 541-917-4425; Lynne Cox, T-107B, 541-917-4806, LBCC, Albany, Oregon. To report: [linnbenton-advocate.symplicity.com/public report](http://linnbenton-advocate.symplicity.com/public-report).

Know your rights and responsibilities

LBCC students have rights: the right to free speech, the right to assemble, the right of a free press, etc. LBCC students also have responsibilities to their community: the responsibility to participate and engage in class, the responsibility to advocate for their needs (ask for help), the responsibility to support a respectful teaching and learning environment, the responsibility to treat all persons with respect, the responsibility to be truthful and honest in all work and communications, and the responsibility to follow staff directions, local, state, and federal laws.

Rights and responsibilities balance together to create the best learning environment. For example, while you have free speech in the café or courtyard, in class the instructor decides whose turn it is to talk and what the topics for conversation will be. Students are free to believe what they believe, but instructors may require students to learn and recite concepts, principles, or theories for a class even if the student does not believe those concepts. You play a role in creating a positive community at LBCC.

Please review your rights and responsibilities (<http://linnbenton.edu/go/studentrights>).

If you believe a student is violating your rights, ask to be treated with respect. If that does not cure the situation, report to Associate Dean Dr. Lynne Cox, Takena Hall Rm. 107. If you believe a faculty member or LBCC employee is violating your rights, please report to Human Resources, Scott Rolen, Calapooia Center Rm. 108.

Changes to the Syllabus

I reserve the right to change the contents of this syllabus due to unforeseen circumstances. You will be given notice of relevant changes in class, through a Moodle Announcement, or through LBCC e-mail.