COURSE SYLLABUS

Music-278
(Music Production Requirement)
Spring 2018

Course Information
Course Title: Music Production and Performance
Credits: 1 unit (MUS-278, schedule #10611)
Meeting Time: Second Tuesday of classes, 7:00-10:00 p.m.
This is the ONLY class meeting
Meeting Place: Recital Hall, CPAC-110
Course Documents: http://music.fullerton.edu/music278
Course Email: MusicProduction@fullerton.edu

Instructor of Record
Dr. Larry Timm
CPAC-220, ltimm@fullerton.edu, (657) 278-3511

Staff Presenters and Course Managers: 
Mike August, Production Manager
CPAC -219E, maugust@fullerton.edu, (657) 278-4807

Jeff Lewis, Audio Engineer
CPAC -168A, jriewis@fullerton.edu, (657) 278-8232

Stephanie Tancredi, Box Office Manager
CPAC-198, stancredi@fullerton.edu, (657) 278-5936

Jason Pano, Public Affairs/Communications Specialist
CPAC-101, jpano@fullerton.edu, (657) 278-8383

Julie Bussell, Director of Marketing and Patron Services Office
CPAC-101, jbussell@fullerton.edu, (657) 278-2434

Bob Minor, Technical Coordinator, Lead Audio Engineer
CPAC-208, bminor@fullerton.edu, (657) 278-3834
**Undergraduate Music Major Performance-Related Service Requirement.**
2009-2011 Catalog / Music / Requirements for Undergraduate Music Majors / #10

Undergraduate music majors are required to accumulate 60 hours of performance-related activities, 30 hours during each of the students’ first two semesters or 15 hours during each of the students’ first four semesters of matriculation as a music major at CSUF. Performance-related activities include recital and concert attendance as well as learning about and participating in house and stage management, publicity and public relations, lighting, and sound editing.

**Options for Fulfilling the Requirement**
1. **Enroll in MUS-278** and complete 2 semesters with a grade of C or better

2. **Participate for two (2) semesters** (30 hours each) without enrolling in the course.  
   *This option is essentially taking the course as credit / no credit. You will have the same requirements as those in the course, however you will not receive any academic credits.*

3. **Participate for four (4) semesters** (15 hours each) without enrolling in the course.  
   *This option is available on a very limited basis. If you wish to do this option, you must inform the Production Coordinator (contact information at bottom) before the second course meeting of your first semester. After that time, this option is no longer available.*

**Four (4) Semester Option (15 hours)**
Normally the Undergraduate Music Major Performance-Related Service Requirement is completed in 2 semesters of 30 hours each. However there is a 4 semester option available on a very limited basis for those who cannot do 30 hours each semester.

With this option for the Fall semesters you would do 3 services and 2 concert reports. For the Spring semesters, you would do 4 services and 2 concert reports.

If you wish to do this option, you must inform the Production Coordinator (staff presenter) before the second course meeting. After that time this option is no longer available. You may not change options once you have completed a semester.

**Course Meeting**

Week 2, January 30th
- **Part 1** ............Course introduction; publicity and public relations
- **Part 2** ............Protect Your Hearing Every Day (Hearing Safety)
- **Part 3** ............Introduction to Ushering
- **Part 4** ............Introduction to tech work
- **Part 5** ............Walk through, Recital Hall and Meng Concert Hall

**Website**
Course documents and information can also be found online at:  
[http://music.fullerton.edu/music278](http://music.fullerton.edu/music278)
**Email**
All course communications will be sent to your campus email. After the class meeting listed above, this course no longer meets and any course updates or changes will be sent to this email address. Not checking your email is not an excuse for not knowing.

When send email regarding the course, address them to MusicProduction@fullerton.edu. This will send the email to both the Production Coordinator and Production Assistant, and will ensure the fastest response.

If you would like course communications sent to an additional (non-campus) email, please let us know and we will add it to the list.

Service update emails will be sent approximately once per week. These emails will indicate what services you have signed up for, complete, etc. If you notice an error, please reply to the email ASAP and let us know. These emails are to double-check our entry into they system as well as a reminder to you. Please keep in mind that it can take up to two weeks for a service to be marked as completed.

**Specific Course Requirements.**
*These requirements apply to all students fulfilling the requirement, including those that are only participating (not enrolled in the for credit)*

- **Attendance at course meeting (Second Tuesday of Classes) [2 points]**
  - Those students that have successfully passed one semester with a C or better do not need to attend any of the course meetings. However, they must check in with Mike August (CPAC-219E) during the first week of classes. All others must attend the above course meeting listed under Course Calendar.

- **Participation in 7 services [14 points]**
  - **Usher** (your first semester, a minimum of 2 services must be as an usher)
  - **Tech** (stage hand)
  - **Publicity Assistant** (1 service = 4 hours)
    - Students can earn hours going to approved events/rehearsals in the College of the Arts for photos, videos, and interviews. Students can also research, find, and create materials for events for posting on Social Media.
    - **Examples of Approved Events:**
      - Visual Art Student Galleries
      - Begovich Gallery Exhibits
      - Grand Central Art Center Exhibits / 1st Saturday Art Walks
      - Theatre & Dance Productions / Rehearsals
      - School of Music Concerts / Rehearsals / Events
    - Students can be added to a College of the Arts Social Media Facebook Group for all approved events and ideas. Jason will track your hours and provide them to Mike at the end of the semester.
    - For students interested in doing PR and Social Media, they can contact Jason Pano at jpano@fullerton.edu
The list of available services to sign up for is located in a notebook, on the counter inside the Michalsky Resource Center (CPAC-214).

You may be removed from a service if it is more than one week away. Contact the Production Assistant or Production Coordinator to be removed. You MAY NOT remove yourself.

You MAY NOT be removed from any services less that one week away. If you are not able to complete a service that is less than one week away, YOU must find a replacement or it will count as a no show. If you let the Production Assistant know that you need help finding a replacement, he will send an email to the entire course inquiring if anyone is available. Ultimately, this is your responsibility. If you do find a replacement, email the Production Assistant to let him know of the change.

Please read the Ushering Guidelines for additional information and requirements about ushering.

- **Required Special Service**
  - All students who are not performing in the *Deck the Hall* or *Collage Concert* performances are required to usher or tech a minimum of one of the performances.

  This service will count towards one of your 7 services.

  For those students performing in *Deck the Hall* or *Collage Concert*, exemption from this requirement will be based upon your enrollment in the PARTICIPATING major. If you are not enrolled in one of the participating ensemble classes, you must provide proof that you are performing in the concert to the Production Manager, no later than December 1st (Deck the Hall) or March 10th (Collage Concert).

  Students who do not satisfy this requirement will have their grade lower by one full grade letter (-3 points).

- **Attendance at 4 recitals and concerts during the semester as follows [8 points]**
  - Two student or faculty recitals, one of which must be in your area and one outside of your area
  - Two School of Music concerts

  Recitals or concerts you are performing in do NOT count. ONE concert may be off campus if it is one of the following:

    - *Orange County’s Pacific Symphony*
    - *Long Beach Symphony*
    - *Los Angeles Philharmonic*
    - *John Alexander Singers*
    - *Pacific Chorale*
    - *Los Angeles Master Chorals*
    - *Los Angeles Opera*

  Other off campus performances may be acceptable if they are particularly relevant to your field, but they must be approved IN ADVANCE by the staff or faculty

  Format for reporting and verification of concert attendance will be presented in a course session.

  Completed observations forms are due by **5pm on Tuesday of finals week**.
• **Post-Semester Survey [1 point]**
  • During finals week, an email will be sent out to you with a link to a post-semester survey to be completed. This link is unique to your email, do not share it with other students.

  The survey gives you a chance to express your thoughts about your experience, and will help us to evaluate and improve the course.

  The survey is administered via Survey Monkey, and is completely ANONYMOUS. Your answers are NOT associated with your email.
**Grading.**

This course (enrolled or participating) is based on a point system. There are a possible 25 points in the course. The point breakdown is as follows:

<table>
<thead>
<tr>
<th>Component</th>
<th>Points</th>
<th>Calculation</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Service</td>
<td>2</td>
<td>2 x 7 = 14</td>
<td>14 points</td>
</tr>
<tr>
<td>Concert Evaluation</td>
<td>2</td>
<td>2 x 4 = 8</td>
<td>8 points</td>
</tr>
<tr>
<td>Course Meeting</td>
<td>2</td>
<td>2 x 1 = 2</td>
<td>2 points</td>
</tr>
<tr>
<td>Post-Semester Survey</td>
<td>1</td>
<td>1 x 1 = 1</td>
<td>1 point</td>
</tr>
</tbody>
</table>

Not Showing Up for a Service

- **First No-Show**: -1 point (In addition to not receiving the 2 points for the service)
- **Second No Show**: FAIL COURSE
- No-Shows cannot be made up

On your second no show, you will FAIL the course. All future services you have signed up for will be removed and you will have to redo the entire course the following semester.

<table>
<thead>
<tr>
<th>Pass / Credit</th>
<th>Fail / No Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>A+ = 25 points</td>
<td>C- = 17 points</td>
</tr>
<tr>
<td>A  = 24 points</td>
<td>D+ = 16 points</td>
</tr>
<tr>
<td>A- = 23 points</td>
<td>D  = 15 points</td>
</tr>
<tr>
<td>B+ = 22 points</td>
<td>D- = 14 points</td>
</tr>
<tr>
<td>B  = 21 points</td>
<td>F   = 13 points</td>
</tr>
<tr>
<td>B- = 20 points</td>
<td></td>
</tr>
<tr>
<td>C+ = 19 points</td>
<td></td>
</tr>
<tr>
<td>C  = 18 points</td>
<td>A Grade of C or better is required in all music classes for credit towards your degree.</td>
</tr>
</tbody>
</table>

If you are Participating (not enrolled), you are still evaluated by the grading system above, base on your completion of the course requirements. If you receive a C or better, you will receive a semester credit towards the completion of the Undergraduate Music Major Performance-Related Service Requirement.

When you have successfully completed 2 semesters (enrolled or participating) a certificate of completion will be placed in your student file within the School of Music. When a graduation check is performed, the certificate of completion will show that you satisfied the Undergraduate Music Major Performance-Related Service Requirement even if you did not enroll.

Incompletes will generally not be given in this course. The University policy on incompletes applies to this course.

Academic dishonesty is a serious offense that will be treated according to University policy.

Students with any form of disability must inform the Instructor of Record at the beginning of the course.