
COURSE SYLLABUS

Music-278

(Music Production Requirement)

Spring 2020

Course Information

Course Title: Music Production and Performance

Credits: 1 unit (MUS-278, schedule #10601)

Meeting Time: Second Tuesday of classes, 7:00-9:45 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. Rob Watson
CPAC-240 • rwatson@fullerton.edu • (657) 278-2575

Staff Presenters and Course Managers

Mike August, Production Manager
CPAC -219E • maugust@fullerton.edu • (657) 278-4807

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

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

Jason Pano, Public Affairs/Communications Specialist
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Course Description

Training and experience in the production of live performance, including house management, stage management, and publicity, as well as guided observation and reflection on a diverse range of musical events.

Course Prerequisites

This course is designed for music majors. Non-majors may take the course with preapproval of the Faculty of Record and Production Manager. There are no prerequisites for the course.

Student Learning Outcomes

- Students will develop and strengthen their ability to communicate and work effectively with house management staff.
- Students will develop and strengthen their ability to work effectively as part of the technical team producing School of Music performances.
- Students will develop an understanding of the role public relations plays in the successful production of musical performances.
- Students will have a basic understanding of aspects of the arts management field.
- Students will be able to apply the above to their own musical careers and performances
- Students will develop safe hearing practices to prevent hearing damage as a musician.

Required Texts

There are no required texts for this course.

Course Calendar

January 28, 2020	7:00p-9:45p	Class Meeting
February 11, 2020	5:00p	Musician Earplugs "Proof of Purchase" due
April 20, 2020	5:00p	Musician Earplugs "Use Survey" due

Course Meeting

Week 2

- 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>

Undergraduate Music Major Performance-Related Service Requirement.

2018-2019 Catalog / Music / Requirements for Undergraduate Music Majors / #11

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 options 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

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 4 services. For the Spring semesters, you would do 5 services.

If you wish to do this option, you must inform the Production Manager (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 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.

- Musician Earplugs [2 points]
 - Purchase one (1) set of Musicians' Earplugs - see class website for recommended ones. (Or a comparable set of Musicians' Earplugs)
 - Complete and submit online "Proof of Purchase" form. *Due date listed in Course Calendar (link on website).*
 - Complete "Use Survey" *Due date listed under Course Calendar. Link will be emailed to your campus email.*

- Participation in 9 services [18 points]
 - Usher (your first semester, a minimum of 2 services must be as an usher)
 - Tech (stage hand)
 - Publicity Assistant
 - 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 jpno@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 Manager to be removed. You MAY NOT remove yourself.

You MAY NOT be removed from any services less than 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, they 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 them 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 9 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 ensemble. 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).

- 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.

Course Communications

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

If you would like your 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.

Service Statuses

In your weekly service updates, services will be listed under one of five status categories.

Not Complete	You have signed up for this service, but it has not yet been completed.
Pending	The date of this service has passed and is pending attendance input.
Completed	You have completed this service and received credit for it.
No Credit	You did not receive credit for this service. (This can be made up)
No Show	You did not show up for this service. (This CANNOT be made up)

Grading Standards, and Criteria

This course (enrolled or participating) is based on a point system. There are a possible 21 points in the course. The point breakdown is as follows:

Services	2 points	x9 = 18 points total
Musician's Earplugs		
• Proof of Purchase	1 point	x1 = 1 point total
• Use Survey	1 point	x1 = 1 point total
Course Meeting	2 points	x1 = 2 points total
Post-Semester Survey	1 point	x1 = 1 point total
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Total Possible Points		23 points

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.

This course will use a +/- grading system.

Music majors must earn a grade of C or higher in this course to receive credit. Music majors earning grades of C- or lower must repeat the course.

<u>Pass / Credit</u>			<u>Fail / No Credit</u>		
A+	=	23 points	C-	=	15 points
A	=	22 points	D+	=	14 points
A-	=	21 points	D	=	13 points
B+	=	20 points	D-	=	12 points
B	=	19 points	F	=	10 points
B-	=	18 points			
C+	=	17 points			
C	=	16 points			

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.

Grading Policy

- Attendance
 - You are expected to be dressed properly and ready to go before service call times. Arriving dressed improperly or after the House Manager or Stage Manager has started their orientation is considered late. Those that are late will be sent home and the service counted as a NO SHOW.
 - 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.
 - There is no final exam for this course.
- Late Assignments (Make-up Services)
 - Generally missed services (no shows) cannot be made up. On unique occasions, the option to make-up a no show may be given, however this is rare. When this is an option, an email specifying so will be sent out.
 - "No credit" services may be made up by signing up for another service.
- Extra Credit
 - Extra credit is not available in this course. Any services performed beyond what is listed under *Specific Course Requirements* above will not be counted towards your grade.

Important University Information and Student Policy Website

Please visit the website below for information on:

<http://fdc.fullerton.edu/teaching/syllabus.php>

- Students with Special Needs
- Academic Dishonesty Policy
- Emergency Preparedness
- Undergraduate Student Learning Goals
- Student Learning Outcomes by Degree Programs
- Library Support
- Final Exams Schedule

Classroom Emergency Preparedness

Please visit the Classroom Preparedness Website below for information on how to prepare yourself for an emergency.

<http://prepare.fullerton.edu/campuspreparedness/ClassroomPreparedness.php>

Evacuation procedures will vary based on the location of each service. The House Manager or Stage Manager will provide this information during the orientation at the start of each service.