PRODUCTION-RELATED ACTIVITIES
"PRA"
REQUIREMENT
Cal State Fullerton School of Music

Information Packet

THE REQUIREMENT

Performance production. Undergraduate music majors are required to accumulate 60 hours of performance-related production activities: 30 hours during each of the first two semesters or 15 hours during each of the first four semesters of matriculation as a music major at CSUF. Production-related activities include recital and concert attendance, as well as learning about and participating in house and stage management, publicity and public relations, sound mixing and editing, lighting and streaming. Students may accumulate hours by volunteering to work on shows with the school's production manager outside of class credit.

University 2023-2024 Catalog • School of Music • Requirements for Undergraduate Music Majors • #8

CONTACTS

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INFORMATION & DOCUMENTS

All documents and information about the completion of the Performance-Related Activities requirement are available at http://music.fullerton.edu/pra

FULFILLING THE REQUIREMENT

- **Read the Performance-Related Activities requirement information packet**
  - Available on the requirement webpage

- **Watch the introduction video and complete the comprehension quiz** [2 points]
  - Asynchronous viewing
  - Quiz is due by 5:00p on the Friday of the second week of classes.
  - You must receive 100% on the comprehension quiz. You may take it as many times as necessary to achieve this.
  - This is only required for your **first semester**.

- **Complete the participation notification form**
  - Available on the requirement webpage
  - This form must be completed **each semester** you plan to work on fulfilling the requirement.
  - The form is due by 5:00p on the Friday of the second week of classes.

- **Participation in 19 services** [57 points]
  - Usher
    - Your first semester, a minimum of 2 services must be as an usher
    - Please read the Ushering Guidelines for additional information and requirements about ushering.

  - Tech (stagehand)
    - Dress is all black. Please see the Crew Dress infographic on the requirement webpage

  - 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 jpano@fullerton.edu

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

  - This service will count towards one of your 19 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 1st (Collage Concert).

  - Students who do not satisfy this requirement will have to make it up with two service. Similar to a no show.

- Signing Up
  - The list of available services to sign up for is located in a notebook, on the counter inside the Michalsky Resource Center (CPAC-214).

- Being removed from a service
  - You may be removed from a service if it is more then 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 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, 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.

- **Complete the Exit Survey** [1 point]
  - Before finals week of the semester you complete your last service, an email will be sent out to you with a link to an exit 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 process.

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

RECOMMENDED FULFILLMENT TIMELINE

Below is the recommended timeline for fulfilling the requirement:

Your FIRST semester at CSUF
- Introduction Video and Quiz
- 9 services

Your SECOND semester at CSUF
- 10 services
- Exit survey

If this timeline does not work for you, a tailored time can be made to suit you needs. Please reach out to the Production Manager for discussion.

While it is recommended to complete the requirement during your first two semesters of matriculation as outlined above, uncompleted services will roll over to the following semesters until the requirement is completed in full.

POINTS

Fulfilling the requirement Is based on a points system.

Services	3 points	x 19	=	57 points total
Information Video & Quiz	2 points	x 1	=	2 points total
Exit Survey	1 point	x 1	=	1 point total
Total Possible Points				60 points

Not Showing Up for a Service
- First No-Show   -3 points (In addition to not receiving the 3 points for the service)
- No-shows are made up by completing two services.

Appearance and Attitude
- If you arrive for your service not in the proper attire, you will be sent home and the servie will count as a no-show.
- Please refer tot eh Usher Guidelines for usher dress, and the Crew Dress infographic for stagehand dress. Both are on the requirement webpage.
- It is expected that you will present a pleasant and professional attitude while completing services. If you are not acting in a professional manner, you will be dismissed and the service will count as a no-show

COMMUNICATIONS

All communications will be sent to your campus email. 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 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, completed, 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 the 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. (no penalty)
No Show	You did not show up for this service. (takes 2 services to make up)

COMPLETION

You must successfully accumulate 60 points as outlined in this document to complete the requirement.

Records of completion are kept in the School of Music's records and to the appropriate offices upon a graduation check.

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.