

TELEDRAMATIC ARTS AND TECHNOLOGY DEPARTMENT
STUDENT ADVISING GUIDE

TAT Advising Office
Building 27 Room 108
831.582.4432
tat_advising@csumb.edu

Teledramatic Arts and Technology Department
California State University, Monterey Bay
5270 6th Street
Seaside, CA 93955-8001
(831) 582-3750 (office)
(831) 582-3884 (fax)
tat@csumb.edu
<http://tat.csumb.edu>

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ADVISING SUPPORT

Welcome to the Teledramatic Arts and Technology Advising Guide

Here you will find information about the Teledramatic Arts and Technology Bachelor of Arts Degree Requirements for both the Major and Minor.

TAT Advising is available online, via phone and in person. If you need additional assistance, TAT offers **group sessions, online advising, peer advising** and **faculty mentoring** to assist students in course and capstone planning. All prospective and current students are encouraged to take advantage of these advising support services for their major and minor course planning.

Advising Office Contact

Web: tat.csumb.edu/advising
Email: tat_advising@csumb.edu
Phone: 832.582.4432
Office: building 27, room 108
Drop in hours Wed. 10am-2pm

Group Advising

Group Advising Sessions are scheduled each semester approximately between weeks 9 and 13 correspondingly, *after* online advising opens and *before* registration opens.

Faculty Advising

All Faculty in the Teledramatic Arts and Technology Department are available to advise and mentor on courses, capstones, graduate schools, career goals and interests. Consult faculty areas of expertise, contact information and availability.

Faculty offices are near the department office in the adjacent building 45. Office hours are posted on the department website each semester.

Faculty approval may be needed for upper division coursework outside the TAT Department, for course Assessment, or Approval of alternate courses.

Peer Advising

Teledramatic Arts and Technology Peer Advisors are available by appointment and at weekly walk-in sessions. Peer Advisors help TAT students plan their courses, consult on schedules, classes, and the experience of being a TAT and CSUMB Student.

Advising Coordinator

Any questions not answered by the Peer Advisor are directed to the appropriate Faculty Advisor. Advisors make every effort to respond as soon as possible. *Periods before Registration and Graduation are peak times so we recommend you plan ahead for advising support needs.*

Minor Advising

TAT offers a Minor in Teledramatic Arts & Technology. A media minor in production or studies supports any major area of focus. Frequent combinations include Information Technology and Communication, Journalism, Business. Here are sample pathways of the most common combinations.

Major Advising

If you plan to earn a major in Teledramatic Arts and Technology, declare your intentions on Planner Web <http://ar.csumb.edu/site/x4659.xml>. Enroll in TAT 300 major Proseminar when you reach upper division standing.

Lower Division Advising

Web: <http://csumb.edu/site/x4820.xml>
Email: academic_advising@csumb.edu
Phone: 832.582.3937
Office: building 44, room 108

If you are lower division we still encourage you to review and plan your major requirements and to seek major advising consultation.

PLANNER includes a ULR Worksheet where you track your progress. To update your record, go to **Lower Division Advising** in building and fill out a "pink" ULR Worksheet Update request to update CSUMB completed coursework and transfer courses. Allow 2 weeks for processing,

PROGRAM REQUIREMENTS

Bachelor of Arts in Teledramatic Arts and Technology (TAT BA)

The Teledramatic Arts and Technology Department offers a Bachelor of Arts degree in Teledramatic Arts and Technology.

Major Pathways

We have designed recommended pathways through the requirements for freshman and transfer students. They are not inflexible pathways but proposals. They need only be adhered to strictly in terms of prerequisite completion. The pathways include suggestions about when to take ULR courses. These are courses satisfying University Learning Requirements. Some courses are designed to satisfy more than one ULR. We call these "Double Count ULR's." Many lower division University Learning Requirements (ULRs) are offered at CSUMB and community colleges over the summer. Please be aware not all Teledramatic Arts and Technology electives are offered every semester. Keep in mind that elective offerings are subject to various influences and can change. Before planning your Individual Learning Plan please review the current Course List at <http://csumb.edu/academic/catalog/courses/courses.php?subj=TAT>

Freshman Pathway <http://csumb.edu/site/x12535.xml>

Transfer Pathway <http://csumb.edu/site/x12536.xml>

Individual Learning Plan (ILP)

In TAT 300 you must complete an Individual Learning Plan (ILP). This ILP is your path to earning a degree in Teledramatic Arts and Technology. Before completing your ILP, take time to review the available courses and suggested pathways. Review the Course List to find out when necessary electives are likely to be offered. Your completed ILP will include your projected graduation semester as well as what courses you will take each semester.

If you do not already have the Teledramatic Arts and Technology Individual Learning Plan document you may download the form at forms/advising/03.08_TAT_MajorILP.pdf or pick up a copy at the Advising Office located in Building 27 Room 108. The Individual Learning Plan lays out all the courses required to earn your TAT BA degree.

Major Learning Outcomes

TAT MLO 1 Foundations of Teledramatic Arts and Technology

Students gain an overview of media and foundational skills in storytelling, media criticism, history, ethics, and application of knowledge in service to the community. Students describe and analyze the major historical movements (events, artists, genres, developments, etc.) and their interrelationships with each other and with technological, social, and historical changes. Students also describe and analyze aesthetics and content, and the relationship between them for varied teledramatic arts, using ethical analysis in critique and production of teledramatic material.

Complete the following 20 credits:

TAT 300, TAT 328, TAT 329, TAT 330, TAT 399S

TAT MLO 2 Pre Production

Students practice and gain competency in developing written and visual content through such processes as research, proposal writing, story treatments, storyboarding, script writing, organizing, and planning such production details as budgets, financing strategies, production schedules, technical specs, rehearsal plans, marketing and distribution plans, and crew lists.

Complete 6 credits from the following:

TAT 203 (1 credit), TAT 204 (1 credit), TAT 205 (1 credit), TAT 206 (1 credit), TAT 315 (4 credits),
TAT 340 (4 credits)

TAT MLO 3 Production

Students learn the production process in the creation of original work for live and media based productions. Activities provide experience in various roles and tasks in areas such as writing, directing, cinematography, designing, and producing. Students practice convergence across disciplines, explore how new trends in form, and content are shaping the creative and production process.

Complete 4 credits from the following:

TAT 337

TAT MLO 4 Post Production

For media based production and live events that include media elements, the post-production process refers to work done after the raw audio/video are acquired in the production process. During this stage, students refine their work, which can include editing, graphics, special effects, image enhancement, audio mixing, etc. For live events, the process includes evaluation of the created work, and continued preparation for distribution or publication of the work.

Complete 4 credits from the following:

TAT 322, TAT 361

TAT MLO 5 Distribution

Students present work to an audience via publishing, broadcasting, Internet streaming, documentation, screening, and other distribution channels. Critical analysis and evaluation of the overall project experience also takes place.

Complete 2 credits from the following:

TAT 207 (1 credit), TAT 208 (1 credit), TAT 223 (2 credits), TAT 225 (2 credits)

TAT MLO 6 Capstone

Students demonstrate comprehensive knowledge in media through completion of a creative project that synthesizes the major learning outcomes.

Complete all of the following:

TAT 400, TAT 490, TAT 491

Electives

Based on Individual Learning Plan and Capstone interests, select ANY 12 upper-division credits from courses not already taken in fulfillment of the Major Learning Outcomes above.

Major Electives

The TAT Degree requires 12 units of Upper Division Electives. Emphasis Pathways outline common course combinations. Any combination of 12 Upper Division units is acceptable. With Advisor permission, 4 units may be accepted from outside the TAT Department. Lower Division courses do not count toward the 12 units of Electives. Courses counted elsewhere in the degree requirements cannot be double counted as an elective.

Areas of Emphasis

Emphasis Pathways are suggested course combinations corresponding to common roles and tasks found in media arts industries. TAT offers courses in the following emphasis areas:

- Animation
- Cinematography
- Critical Theory
- Directing
- Editing
- Media Design
- Producing

Scriptwriting
Sound

The Bachelor of Arts degree is awarded in Teledramatic Arts and Technology. Diplomas do not indicate areas of emphasis however students find they may represent their area of emphasis on their cover letter and resume when pursuing a job.

Internships

The TAT 396 Internships courses can count as an elective. Students are encouraged to participate in an internship to learn on the job experience and explore career options while still in school. To learn more about available internships visit <http://tat.csUMB.edu/internships.htm>

Internships are available all year round. During fall and spring semesters, internships are local and during summer, internships can be taken in Los Angeles, San Francisco, and elsewhere.

CSU Media Internship Program provides internships in the media/entertainment industry to students from all 23 CSU campuses. On-campus housing is available in the Los Angeles and San Francisco Bay areas for students who live out of the area. Housing stipends are provided to select students with demonstrated financial need. The program places students in internships throughout the academic year, with a special focus on summer internships. For students outside Los Angeles and the Bay Area this is a great opportunity to gain experience in these media/entertainment centers.

Capstone

The TAT degree culminates in an 8 unit Capstone course that demonstrates the Major Learning Outcomes and the students' cumulative learning. Like the Media Arts Industries, Capstones are typically collaborative. Capstone is where the ideas, craft, skill, communication, teamwork, and responsibility all come together. In preparation for capstone, students take TAT 400 Capstone Support where they learn by providing support on a senior peer's capstone.

Capstones have general prerequisites. For TAT 490 Capstone Preproduction students must complete TAT 300, 315 or 340, 328 or 329, 330, 337, and 8 units Upper Division electives). For TAT 491 Production students must complete TAT 328, 329, 400, 490. Students must also complete the specific electives corresponding to the capstone they would like to produce. The Capstone Prerequisites are outlined in the Capstone Guidelines available at <http://tat.csUMB/advising.htm>.

Assessment

Course-Based Assessment

In each course, evidence is assessed to determine if you have satisfied the outcomes for the course. The CSUMB model is based on assessing learning outcomes at the University and Major level through General Learning Outcomes, University Learning Requirement, Major Learning Outcomes and Course Outcomes.

If you have taken course work or have demonstrated experience in a course, you may request assessment from the instructor of the course. Schedule to meet with the Advising Coordinator to arrange.

Alternative Assessments

You can also meet the requirements for this University Learning Requirement through assessment of prior learning. Alternative assessment assumes that you have already attained mastery of the Outcomes. It is not an independent study. To complete alternative assessment, you will integrate a portfolio including evidence of achievement of the learning outcomes of the Course and any University Learning Requirement which you are assessing.

Probation

If you go on probation you will need to meet with an advisor to develop a support plan in order to continue as a TAT major. You will need to demonstrate satisfactory and steady progress toward your degree.

Internship/Study Abroad/National Student Exchange/Study at Sea

We really encourage students to do this! It is possible to arrange a year of coursework in another country or at another university in the United States; you can often do this at little extra cost other than travel expenses. For information about the Study Abroad Program or the National Student Exchange Program, please contact Holly

White in First Class e-mail or by phone at 831-582-4735. If you are interested in Study At Sea, contact atsea@csumb.edu or call 831-582-4558. Plan ahead, because you need to apply well in advance. Make an appointment with the Academic Coordinator to plan your coursework. For information on Study Abroad and Student Exchange Program go to <http://international.csumb.edu/affilprogs.htm>

Course Load

We strongly encourage students to plan sufficient study time. For that reason, students enrolled in 16 units of coursework are advised to limit employment to 20 hours or less per week.

Our Peer Advisors are not authorized to approve more than 20 units per semester. Please make an appointment with the Advising Coordinator to discuss approval for more than 20 units. We will advise you to adjust your course load if you are not completing your courses satisfactorily.

Course Approval

Approval to enroll in courses is usually dependant upon completion of other pre-requisite courses. Suggested plans are proposed in the Pathway documents. The lower division core courses are prerequisites to the upper division core courses and must be completed before enrolling in upper division core courses. Some of the upper division core classes are prerequisites of other upper division core courses and major electives. For more information about upper and lower division core courses and major electives, please review course descriptions tat.csumb.edu/program/ to confirm you will have completed the prerequisites before you plan to take a course.

Grading Policies

All TAT courses are graded with a letter grade except TAT 203-208, 400, 490 and 491 are graded Credit / No Credit (CR/NC). All major requirements must be completed with a satisfactory letter grade of C or better. C- is not satisfactory.

Transfer Courses

The CSUMB Transfer Articulation web page <http://csumb.edu/academic/articulation/> has course-to-course articulation information from many California Community Colleges. If a course is listed on the articulation website, as equivalent to (or an acceptable substitute for) a course we require, you do not need special approval to use it for a requirement.

You can review California student-transfer information through the online system ASSIST <http://www.assist.org/web-assist/welcome.html>

It is possible to arrange advance approval for upper division major course work at another university. Many students do this when they take part in the CSU International Program, the National Student Exchange, or Study At Sea. It is also possible to arrange advance approval for courses to be taken at a university that is not part of one of those programs. If you are interested in taking some of your upper division major courses at another university please gather information about the university and detailed course descriptions of the courses you will be choosing from, then make an appointment with the Advising Coordinator to discuss your plans. We will work with you to develop the appropriate plan to support your

CSUMB GENERAL EDUCATION REQUIREMENTS

University Learning Requirements (ULR)

Approved ULR courses <http://csumb.edu/site/x7662.xml>

ULRs are University Learning Requirements, Crumb's general education requirements. You can read extensively about them in the CSUMB catalog. You can also find lists of courses that qualify as ULR courses at: <http://csumb.edu/site/x4820.xml>. Most of these requirements are not specific to CSUMB; they are California State University General Education Requirements.

GLOs are Graduate Learning Outcomes. These are requirements specific to CSUMB. They are sometimes called ULRs. These include the Language Requirement, the Tech/Info requirement, the Upper Division Service Learning requirement and the Culture and Equity requirement.

MLOs are Major Learning Outcomes. Major degrees are defined, in part, by outcomes met by students earning

those degrees. The upper division major core courses, required by the TAT BA, together meet all the MLOs. The major electives also meet MLOs. The syllabi of most upper division major courses define course MLOs. Major learning outcomes are also discussed in the CSUMB catalog and on the School of Teledramatic Arts and Technology website.

Please visit Lower Division Advising in building 44 for information about University Learning Requirements (ULR). There are requirements specific to CSUMB that transfer students need to complete.

Transfer Students

If you matriculate at CSUMB with 56 units or more you are not required to satisfy the CSUMB lower division community service requirement and your language requirement is met by the third level of a second language; students matriculating at CSUMB with less than 56 units are required to complete a lower division community service course and the fourth level of a second language.

GRADUATION

Requirements

A number of requirements need to be met to earn your degree. The requirements beyond your major requirements are listed in the CSUMB catalog and on your University Learning Requirement (ULR) worksheet on Planner Web. All ULRs must be satisfied to receive your degree.

You may view your ULR worksheet on Planner Web. If you believe it is not up to date, go to Lower Division Advising located in building 44 and fill out a form requesting it be updated.

If you believe courses you took outside CSUMB have not been evaluated as you expected you are advised to send an e-mail inquiry to Admissions and Records.

Students coming to CSUMB with less than 56 units are required to complete the 4th level of a foreign language. Transfer students matriculating with 56 units or more must complete the 3rd level of a foreign language.

Application

Information about procedures and deadlines regarding application for graduation are described in detail on the CSUMB website <http://ar.csumb.edu/site/x4673.xml>.

You must submit your **Individual Learning Plan** (GradILP) along with your **Graduation Application**. The application requires yours and the TAT Advising Coordinator's original signatures.

Depending on the semester you plan to graduate, there are certain time frames in which to submit your Graduation Application and completed ILP:

Spring Semester Graduation

Initial Period – April 15 – September 1

Late Period – September 2 – February 1

Fall Semester Graduation

Initial Period – December 1 – April 1

Late Period – April 2 – September 15

Please note that these dates are for 1 year before graduation semester. For example if you plan to graduate in Spring 06 then the period begins in Spring 05.

Your application is reviewed by a Graduation Counselor. You and the Department Advising Office will receive a Graduation Evaluation form via email indicating your status and what remains to be completed. You must carefully review this to ensure you are on track for graduation. Any questions about this form should be directed to the Graduation Counselor listed on your form. Any further questions about degree fulfillment may be directed to the Advising Coordinator.

APPENDIX

These advising support documents can be found on the TAT website:

Course Descriptions	http://csumb.edu/academic/catalog/courses/courses.php?subj=TAT
Course Schedule	http://csumb.edu/academic/schedule/
Course Prerequisites	http://tat.csumb.edu/forms/advising/
Major ILP	http://tat.csumb.edu/forms/advising/03.08_TATMajorILP.pdf
Emphasis Pathways	http://tat.csumb.edu/forms/advising/03.08_TATEmpahsisPathways.pdf
ILP Worksheet	http://tat.csumb.edu/forms/advising/TATILPWorksheet.doc
Minor ILP	http://tat.csumb.edu/forms/advising/05.08_TATMinorILP.pdf