

GUIDELINES FOR TAT 400 – Capstone Support

Description:

All TAT students are required to pass 4 units of TAT 400 Capstone Support. TAT 400 is offered as a 2 or 4 unit course for credit (CR/NC) for significant participation on capstone projects other than a student's own capstone. The purpose of the TAT 400 Capstone Support requirement is for students to work collaboratively on a peer's capstone. The outcome is for students to gain experience in production in preparation for producing their own capstone. Therefore,

Students can sign up for two 2-unit classes or one 4-unit course that will be assessed on a Credit (CR) / No Credit (NC) basis according to the guidelines described below. There are no pre-requisites; students can take this class at any time during their attendance at CSUMB as long as it's BEFORE TAT 491. This class is repeatable.

If you do not complete the contract for whatever reason (excluding serious and compelling medical or personal circumstances) you will receive no credit. NC will appear on your transcript (but carries no gpa points) and you will need to retake the course until you have completed 4 units at which time you will receive credit (CR). No incompletes will be given in this class.

Procedure for TAT 400:

1. *Determine the amount of time* you will be spending on capstone support and sign up for the appropriate section. *TAT 400 2-unit section* requires a minimum of 30 hours of direct service on a student capstone production. If you are working on several capstones that will add up to 60 hours, enroll in the 4 unit section and **complete contracts for each capstone project**. *TAT 400 4-unit section* requires a minimum of 60 hours of direct service on a student capstone production. This is expected of any student playing a major role (production manager, cinematographer, editor, assistant director etc. on a collaborative project).
2. *Find a capstone (or multiple capstones) to work on*. It is your responsibility to find crew assignments on Capstone productions. It is advisable that you seek projects to work on as soon as possible. Attend Capstone 490 during the 13th week of the semester to meet with capstone students seeking help on projects. Use the TAT Capstone Job Board located in Bldg 27 to post your availability and qualifications and to check for positions sought.
3. Once you have been offered a position/s on a Capstone production/s by a capstone producer or director (henceforth the Student Liaison), *fill out the attached contract*. One contract is required for each capstone you are working on. For each contract and capstone, be sure to include
 - a. A description of your role (example: gaffer, production assistant, editor)
 - b. How much time you will spend on each capstone/role (ie., 8 hours of pre-production and 3 10- hour days on set)
 - c. Signatures: you and the Student Capstone Liaison.
4. *Provide copies of the signed contract* to the Student Liaison, and the TAT 400 instructor. TAT 400 students keep the original.
5. *Upon fulfillment of capstone support commitment*, TAT 400 Student gets Student Liaison to sign off, confirming that contract has been completed. If the Student Liaison denies that the contract has been fulfilled, they must provide, in the space on the contract, a 100-200-word description of why the contract was not fulfilled. TAT 400 instructor may require a meeting with Student Liaison. If students enrolled in TAT 400 want to contest the assessment, they must arrange to meet with the TAT 400 instructor, who will make the final determination before grades are due.
6. TAT 400 student's submits copy of confirmed contract fulfillment to TAT 400 instructor *no later than the end of the last week of classes*. Credit will not be assigned without receipt of signed contract documenting role, tasks and hours.
7. *Instructor reviews contracts and assesses Credit (CR)*. In questionable cases, the TAT 400 instructor retains the authority to decline a crew assignment, and decline enrollment in TAT 400. In these cases, students will be contacted with a justification for the decision.

SUBMIT SIGNED AND COMPLETED CONTRACT AT THE FINAL CLASS MEETING.

Disclaimer:

If the Student Liaison (i.e. the Capstone producer or director) is unable to engage the services of the TAT 400 student during the semester, i.e. if the Capstone project gets stalled or cancelled, or if the TAT 400 student is asked to leave the production for any reason, then TAT 400 student must find another capstone project to work on and go through the steps above, or get a NC for the class. No Credit (NC) carries no grade points. Retake the class and successfully complete to receive Credit (CR).

TAT 400 Capstone Support Contract

Capstone Support Student Name: _____

Capstone Support Role: _____

(ie. assistant producer, gaffer, etc.)

2 units (30 hrs. minimum) 4 units (60 hrs. minimum)

Capstone Support Schedule:

- Attach Schedule to Contract (electronically generated – no handwritten schedules accepted)
- List dates, hours, role, activities/tasks corresponding to 2 unit or 4 unit time commitment.

Capstone Liaison Student Name: _____

Capstone Liaison Student Role: Producer Director

I agree to the role set forth in this contract and that my signature serves as a binding contract

Capstone Support Student

Capstone Liaison Student

Capstone Liaison Student Use Only:

As the Capstone Liaison, I confirm:

Contract fulfilled Contract NOT fulfilled

Capstone Liaison Student Signature: _____

If NOT fulfilled, briefly explain:

TAT 400 Instructor Use Only:

Instructor Contract Approval: _____

Contract Fulfillment: CREDIT NO CREDIT

NOTE: final assessment is determined by the TAT 400 instructor/s)