



2017 - 2018

**Thesis Student
Guidelines**

Film



Letter from the Chairman

Dear Thesis Students,

In my opinion, you all have the potential to become significant artists. From the beginning of your experience at SVA you have each shown talent and originality. Your thesis year should be the culmination of all your hard work. As fourth year students, you have already completed the most sophisticated program available to undergraduates on the East Coast. I am confident that each of you is now ready to produce work of professional quality and substance, which will become your voice and vision.

The SVA Film and Animation Thesis Program is a unique experience, which can become the foundation of a very successful career. It represents your chance to complete one or more projects over the course of a year with all the support, guidance and resources that SVA can provide. The members of the Thesis Committee and the Thesis Advisors have spent hundreds of hours preparing a program that combines the best of their experience in all areas of film and animation. The Committee and the faculty serving as advisors are ready to back it up with our personal commitment and devotion to you during this crucial year of your education.

Remember, you will be dedicating a full year to your project. A large amount of your time, effort and financial resources will be put into this endeavor. We urge you to choose a subject that you are passionate about, that no one can do exactly as you would.

The School of Visual Arts will encourage and support any type of project you choose to undertake; narrative fiction, documentary, experimental, etc — as long as the work demonstrates commitment, an advanced level of content, craft, technique, and quality.

All of us have the highest expectations for you as individuals, and as a class. We look forward to working closely with you, and hoping to help you realize the success you have already worked so hard to achieve.

Sincerely,

Reeves Lehmann, Chair, BFA Film and BFA Animation Department

THESIS ADVISORS 2017-2018

All thesis students must choose a thesis advisor from this list. Any other advisor requires the permission from the Chair (see instructions below).

Please be aware that no advisor may accept more than 8 students. **Your completed advisor agreement must be submitted by April 27th.**

1. Bowes, Ed	edbowes@aol.com
2. Brooker, Joan	joanbrooker@gmail.com
3. DiGiacomo, Angelo	digiphocus@gmail.com
4. Dobrowolski, Kamil	kamildobrowolski@gmail.com
5. Frumkes, Roy	frumkoidr@gmail.com
6. Garcia, William	sonorafilms@gmail.com
7. Georgevich, Dejan	dgeorgevich@att.net
8. Girion, Gilbert	ggirion@earthlink.net
9. Goldfried, Michael	goldenfried@gmail.com
10. Greene, Nicholas	nicholasgrgreene@yahoo.co.uk
11. Grisanti, Mary Lee	maryleegrisanti@gmail.com
12. Hillier, Larry	hillier@verizon.net
13. Hopkins, Bill	billhop@gmail.com
14. Katz, David	davecutsvideo@gmail.com
15. LaVoo, George	georgelavoo@gmail.com
16. Newman, Chris	cnsound55@gmail.com
17. Petrosino, Sal	spetrosino@sva.edu
18. Robinson-Lee, Sherese	srobinson@sva.edu
19. Ricker, Jenna	jenna.ricker@hotmail.com
20. Simopoulos, Nana	nana@nana.net
21. Stephens, Todd	toddjstephens@gmail.com
22. Strouse, James	jamescstrouse@gmail.com
23. Sunara, Igor	igsun@earthlink.net

THESIS COMMITTEE: Reeves Lehmann, Ed Bowes, Joan Brooker, Mary Lee Grisanti

*Any student who wishes to choose a thesis advisor who is NOT a current SVA Film Faculty Member must request permission from the Chair. Send the proposal to svafilmthesis@gmail.com, and CC Heather Freudenthal at hfreudenthal@sva.edu.

The proposal should include:

- A one page letter to the Chair stating why they want this person to be their thesis advisor
- The proposed thesis advisor's resume, all contact info, and any other supporting credentials

You will be informed at a later date whether you request to have an outside advisor was granted. Until that time, no advising should take place between the student and the proposed advisor. Current SVA Film Faculty do not need approval.

REQUIREMENTS

Directors

Directors are required to direct one 10-20 minute production that demonstrates advanced level of craft and technique. Music videos and advertisements are not permitted. You must turn your script in for Thesis Committee evaluation at least 3 weeks prior to principal photography.

Editors

Editing Specialists are in general required to edit two SVA Thesis projects. However, one project will be considered based on length and complexity - only the Thesis Committee can decide if the project qualifies. Editors are responsible for supervising and planning all stages of the post-production. Editors may produce and edit their own projects as fulfillment of this requirement.

Cinematographers

Cinematographers must function as Director of Photography on two SVA Thesis Projects. As such, they are responsible for the visual interpretation of the project, lighting, the camera crew, camera equipment selection and operation. Cinematographers may direct their own projects as fulfillment of the requirement.

Sound Recordists & Designers

Sound Designers must receive written approval from the Committee to concentrate in this area. Sound designers must design and execute the production sound on 3 SVA thesis projects and design the post-production sound on 2 thesis projects.

Screenwriters

Screenwriters must complete a polished final draft of a full – length 90 to 120 page screenplay.

Two bound copies of the screenplay must be submitted to the Film Chairman's office by the end of the semester.

THESIS DEADLINE DATES 2017-2018 (Directing/Cinematography/Editing)

FAILURE TO MEET ANY OF THESE DEADLINES WILL IMPACT YOUR THESIS GRADE.

PLEASE NOTE: ANY EDITOR OR CINEMATOGRAPHER MAKING HIS OR HER OWN FILM MUST FOLLOW ALL DATES FOR DIRECTORS. THOSE WORKING ON OTHER PROJECTS MUST SUBMIT REPORTS AND PLANS AS DETAILED BELOW.

April 27	Completed advisor agreement.
June 9	FEATURE FILM OUTLINES MUST BE APPROVED BY JUNE 6. PRINCIPAL PHOTOGRAPHY MUST BE FINISHED BY NOVEMBER 3rd. Writing majors who are also making films must submit synopsis and/or first draft(s).
<i>September 15</i>	<i>Advisor Reports due.</i>
<i>October 15</i>	<i>Advisor Reports due.</i>
October 13	Directors – story synopses or first drafts of scripts due. A reminder that this also includes all other majors who are shooting films. Documentarians are required to submit an in depth proposal for their projects. Samples available upon request.
TBA	First Dusty Program Book Deadline
November 3	PRINCIPAL PHOTOGRAPHY for all students making feature films must be completed.
November 3	DUSTY FESTIVAL PRE-PRODUCTION GRANTS (judged on scripts only). STUDENTS MUST HAVE 3.5 GPA AND U.S. CITIZENS MUST SHOW PROOF OF VOTER REGISTRATION.
<i>November 15</i>	<i>Advisor Reports due. Please indicate those students who are not meeting their thesis obligations.</i>

- November 17** Cinematographers, Editors and Sound Majors must submit a report specifying the projects they will be working on.
- December 1** All students making films must submit a completed draft of their script.
- December 15* *Advisor Reports due. Students grades will be either Satisfactory or Unsatisfactory*
- January 15* *Advisor Reports due.*
- February 2** Principal photography must be completed. Thesis priority for equipment ends.
- TBA** **Second Dusty Program Book deadline.**
- February 15* *Advisor reports due.*
- February 23** **DUSTY FESTIVAL POST-PRODUCTION GRANTS:** (Judged on the basis of TEN minutes of edited footage from the film - No dailies and no trailers).
- March 15* *Advisor Reports due. Please detail student's progress and completion date(s). Indicate those students who are not meeting their thesis obligations.*
- April 15* *Advisor Reports due. Please give YOUR students a letter grade.*
- TBA** **Thesis films due**
- TBA** **Film submission deadline for Dusty Festival judging/screening by 12pm**

THESIS DEADLINE DATES FOR SCREENWRITERS 2017-2018

**FAILURE TO MEET ANY OF THESE DEADLINES WILL IMPACT YOUR
GRADE.**

June 9	Writers who are making films must submit synopsis and/or first draft of script or proposal.
July 7	Writers who are making films must submit final drafts of scripts/ proposal.
September 11	First Day of Master class – Outlines due to advisors, svafilmthesis.com, and Master Class Dropbox.
TBA	Dusty Program Book submission 1.
October 27	First Acts Due to advisors, svafilmthesis@gmail.com , and Dropbox.
December 15	Second acts due to advisors, svafilmthesis.com, and Dropbox.
January 19	Rough Draft of Features Due to advisors, svafilmthesis.com, and Dropbox.
TBA	Dusty Program Book submission 2.
March 16	First acts of scripts due in hand to Thesis Box in Chairman's Office for Dusty Festival Screenwriter's Grants.
April TBD	Rewrite of Features Due to advisors, svafilmthesis.com, and Dropbox.
April TBD	Final Drafts of Feature Due to Film Chairman's Office. Electronic submissions due to advisors, svafilmthesis.com, and Dropbox.

STATEMENT OF INTELLECTUAL PROPERTY RIGHTS

SVA does not have any ownership or other interest in any “Works” (including any artwork, writing, research, animation, film, video, design, software, application or other works that may be protected by copyright) created by a student while enrolled at SVA, unless the student agrees otherwise in writing, except that SVA has a limited right to use the student’s Works for educational, promotion and accreditation purposes.

Students must clear all rights to any source materials used in their projects.

STUDENT RESOURCES

- **Film Department Web Page:** filmandanimation.sva.edu
- **Music Library:** www.audionetwork.com --
Email nyoffice@audionetwork.com, say you're from SVA, and they will create an account for you.
- **Affordable Insurance: Consult Production Office/Film Chair’s Office**
- **Dusty Film & Animation Festival Website:** dusty.sva.edu

EMAILS:

Film Thesis Committee- svafilmthesis@gmail.com

Chairman’s Office General inquiries- svafilmanimation@gmail.com

Dusty Festival General inquiries- dustyawards@gmail.com

THESIS STUDENT / ADVISOR CONTRACT

Student Name: _____
 Student ID#: _____
 Specialization: _____
 Advisor Name: _____

I have selected the following individual as my thesis advisor for the 2017-18 thesis year. I understand that my obligations to my thesis advisor and the Thesis Committee are as follows:

- Communicate with my advisor on a weekly basis
- Attend monthly thesis review meetings scheduled with my Thesis Advisor
- Notify the Chair's Office or svafilmthesis@sva.edu if I am unable to meet with my advisor
- Submit copies of all materials pertaining to my thesis to my advisor AND the Chair's office
- Inform svafilmthesis@gmail.com AND the Chair's office if my contact information changes
- Submit 2 copies of my script, with Thesis Advisor approval, at least 3 weeks before principal photography, for approval by the Thesis Committee. Approval takes approximately 14 days.
- Submit all requires materials to the Dusty Film Festival Office by their established deadlines
- Failure to comply with Thesis Guidelines, requirements, and due dates will adversely affect thesis status, final grade, and eligibility for grants.
- **THESIS ADVSIROS will submit monthly reports for EACH of their students to svafilmthesis@gmail.com, in the form of *individual* PDFs, keeping the committee up to date on the students' progress.**

Home Phone: _____ Cell Phone: _____
 Email Address: _____
 Local Address: _____

Student signature: _____ **Date:** _____

Advisor Signature: _____ **Date:** _____

Thesis Committee Member: _____ **Date:** _____

THESIS APPROVAL FORM

1. Thesis Student: _____
2. Specialization: _____
3. Phone: _____
4. Email: _____
5. Project Title: _____
6. Thesis Advisor: _____
7. Thesis Advisor Email: _____

THESIS ADVISOR:

As Thesis Advisor to the above named student, I have found the FINAL VERSION of the above named project the best it can be in relation to my advisee's abilities.

REQUIRED SIGNATURES

Thesis Advisor: _____

Thesis Committee Member: _____

PLEASE TAKE NOTE:

In order to schedule and book equipment, thesis approval must be obtained and the Production Office must have a copy of this signed form. Thus, you must carefully schedule your shooting date(s) and allow enough time for both Thesis Approval and equipment request/coordination with the Production Office. At least 5 weeks prior to principal photography, and with your advisor's signed approval, please submit this form to the Thesis Box in the Film Chairman's office. Your script should be submitted at the same time in PDF format to: svafilmthesis@gmail.com, informing the Thesis Committee that you are seeking Thesis Approval and that you have placed this for into the Thesis box.

Thesis committee review and approval will take a minimum of 14 days. Once approved, make sure the Production Office has a copy of this signed Thesis Approval form so that you can begin the process of equipment request(s) and scheduling pick-up dates.

Thesis * **TEST SHOOT** *Approval

1. Name: _____
2. Specialization _____
3. Phone _____
4. Email: _____
5. Project Title: _____
6. DETAILED Equipment List:

THESIS STUDENT:

With the approval of either a Thesis Committee member or the Film Chairman, I would like to take out the following equipment which is required for the completion of the test shoots for my thesis project.

I agree that I will be the only one using this equipment to shoot tests and will not begin my actual thesis shoot until I have obtained thesis approval.

THESIS ADVISOR:

I approve the release to my thesis advisee all equipment required for Completion of the thesis project titled above.

***REQUIRED SIGNATURES ***

Thesis Student:

Thesis Committee Member:

Dusty Festival PRE Production Grant Application

1. Name:
2. Date:
3. Specialization:
4. Title of Project:
5. Local Address:
6. Phone Number:
7. E-mail:
8. Thesis Advisor Signature: _____

*** REQUIRED WITH APPLICATION ***

- Copy of Voter Registration (U.S. citizens only) (may be obtained from www.rockthevote.com)
- Transcript (**minimum cumulative 3.5 cumulative GPA required**)
- Script
- Thesis folder materials up to date
- Thesis Advisor's Signature
- Acceptance of grant must be acknowledged in your credits
- First submission to the Dusty Program Book

**DEADLINE: FRIDAY NOVEMBER 3rd,
2017**

**Clearly label all materials and bring to Room 500.
FILM CHAIRMAN'S OFFICE**

Dusty Festival POST Production Grant Application

1. Name:
2. Date:
3. Specialization:
4. Title of Project:
5. Local Address:
6. Phone Number:
7. E-mail:
8. Thesis Advisor Signature: _____

REQUIRED WITH APPLICATION

- ⤴ 10 minutes of your film (as a QuickTime file) on a thumb/flash drive.
- ⤴ Copy of Voter Registration (U.S. citizens only) (May be obtained from www.rockthevote.com)
- ⤴ Transcript (**minimum cumulative 3.5 cumulative GPA required**)
- ⤴ Thesis folder materials up to date
- ⤴ Thesis Advisor's Signature
- ⤴ Acceptance of grant must be acknowledged in your credits
- ⤴ Second submission to the Dusty Program Book

DEADLINE: Friday February 23rd, 2018

**Clearly label all materials and bring to Room 500.
FILM CHAIRMAN'S OFFICE**

SCREENWRITER'S GRANT APPLICATION

Due: March 16 2018

1. Name:
2. Date:
3. Title of Script:
4. Local address:

5. Phone number:
6. Primary email:
7. Thesis advisor signature:

REQUIRED WITH APPLICATION

- Submission of the first act of your feature film (3 hole punched, brackets)
- Please leave your name off of your script so the judging can remain anonymous
- Copy of voter registration (unless you are an international student)
- Transcript (Minimum 3.5 GPA)
- Thesis materials up to date
- Thesis advisor signature on this form
- First and second submission to the Dusty Program Book

**CLEARLY LABEL ALL MATERIALS AND BRING TO FILM
CHAIRMAN'S OFFICE- ROOM 500**

THESIS EQUIPMENT APPROVAL FORM

1. Thesis Student _____
2. Phone _____
3. email _____
4. Project Title _____
5. Thesis Advisor _____

This form must be signed by your advisor *every time* you are requesting equipment.

Once it is signed, bring to the Production Office along with preliminary request forms to the Reservation Coordinator. We will not accept any forms less than one week in advance of your pick-up date. Preliminary request forms will not be accepted without a signed Thesis Equipment Approval Form. This form differs from the Thesis Approval Form, which grants initial permission to start your production. The Thesis Equipment Approval Form is for all other times you need gear. (You will need to make copies of this form if you want to request equipment multiple times).

Required Signature:

Thesis Advisor _____

Date _____

As Thesis advisor, I approve that the above student needs to shoot with School of Visual Arts equipment **solely for the purpose of their thesis film**. This equipment will not serve any under-class student or outside project.

Failure to comply with these requirements will result in penalties for both parties.