

**2015 - 2016**

**Thesis Student  
Guidelines**

**Film and Video**

**Department of BFA Film & Video  
and BFA Animation  
Room 500  
209 East 23<sup>rd</sup> Street**

## 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 — your entrée into the profession.

The SVA Film, Video and Animation School 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 literally hundreds of hours preparing a program that combines the best of their experience in all areas of film, video 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, non-narrative, experimental, ect. — 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 aim to help you realize the success you have already worked so hard to achieve.

Sincerely,

Reeves Lehmann  
Chair  
Department of Film Video Animation

## THESIS ADVISORS 2015-2016

All thesis students must choose a thesis advisor from this list. Any other advisor requires the permission of the Thesis Committee, and only SVA faculty are eligible. Please be aware that no advisor may accept more than 8 students. Your completed advisor agreement must be submitted by: May 1<sup>st</sup>, 2015.

- |                           |  |
|---------------------------|--|
| 1. Amar, Zoran            | <a href="mailto:zoranamar@gmail.com">zoranamar@gmail.com</a>               |
| 2. Berry, David           | <a href="mailto:dadamsberry@gmail.com">dadamsberry@gmail.com</a>           |
| 3. Bowes, Ed              | <a href="mailto:edbowes@aol.com">edbowes@aol.com</a>                       |
| 4. Brooker, Joan          | <a href="mailto:joanbrooker@gmail.com">joanbrooker@gmail.com</a>           |
| 5. DiGiacomo, Angelo      | <a href="mailto:digiphocus@gmail.com">digiphocus@gmail.com</a>             |
| 6. Dobrowolski, Kamil     | <a href="mailto:kamildobrowolski@gmail.com">kamildobrowolski@gmail.com</a> |
| 7. Faulkner, Chris        | <a href="mailto:blurrywagon@yahoo.com">blurrywagon@yahoo.com</a>           |
| 8. Felix, Jerry           | <a href="mailto:jerryfelix@earthlink.net">jerryfelix@earthlink.net</a>     |
| 9. Flocco, Annie          | <a href="mailto:arflocco@aol.com">arflocco@aol.com</a>                     |
| 10. Frumkes, Roy          | <a href="mailto:frumkoidr@gmail.com">frumkoidr@gmail.com</a>               |
| 11. Fox, Jennifer         | <a href="mailto:zohefilms@gmail.com">zohefilms@gmail.com</a>               |
| 12. Garcia, William       | <a href="mailto:sonorafilms@gmail.com">sonorafilms@gmail.com</a>           |
| 13. Georgevich, Dejan     | <a href="mailto:dgeorgevich@att.net">dgeorgevich@att.net</a>               |
| 14. Girion, Gilbert       | <a href="mailto:ggirion@earthlink.net">ggirion@earthlink.net</a>           |
| 15. Goldfried, Michael    | <a href="mailto:goldenfried@gmail.com">goldenfried@gmail.com</a>           |
| 16. Grisanti, Mary Lee    | <a href="mailto:maryleegrisanti@gmail.com">maryleegrisanti@gmail.com</a>   |
| 17. Hillier, Larry        | <a href="mailto:hillier@verizon.net">hillier@verizon.net</a>               |
| 18. Hopkins, Bill         | <a href="mailto:billhop@gmail.com">billhop@gmail.com</a>                   |
| 19. Kirchheimer, Manny    | <a href="mailto:mannykir@rcn.com">mannykir@rcn.com</a>                     |
| 20. LaVoo, George         | <a href="mailto:georgelavoo@gmail.com">georgelavoo@gmail.com</a>           |
| 21. Lee, Joie             | <a href="mailto:joie@40acres.com">joie@40acres.com</a>                     |
| 22. Moore, Bill           | <a href="mailto:person3737@nyc.rr.com">person3737@nyc.rr.com</a>           |
| 23. Newman, Chris         | <a href="mailto:cnhears@yahoo.com">cnhears@yahoo.com</a>                   |
| 24. Pepperman, Richard    | <a href="mailto:rdpeditor@juno.com">rdpeditor@juno.com</a>                 |
| 25. Robinson-Lee, Sherese | <a href="mailto:srobinson@sva.edu">srobinson@sva.edu</a>                   |
| 26. Stephens, Todd        | <a href="mailto:toddjstephens@gmail.com">toddjstephens@gmail.com</a>       |
| 27. Strouse, James        | <a href="mailto:jamescstrouse@gmail.com">jamescstrouse@gmail.com</a>       |
| 28. Sunara, Igor          | <a href="mailto:igsun@earthlink.net">igsun@earthlink.net</a>               |
| 29. Vance, Lynn           | <a href="mailto:lynnvance1@netscape.net">lynnvance1@netscape.net</a>       |
| 30. Wheeler, Roni         | <a href="mailto:roni.wheeler@gmail.com">roni.wheeler@gmail.com</a>         |

### THESIS COMMITTEE:

Reeves Lehmann, Ed Bowes, Joan Brooker, Bill Garcia, Mary Lee Grisanti.

## 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**

In general, Editing Specialists are required to edit two SVA Thesis Projects. However, one project will be considered based on length and complexity. Projects over 30 minutes may fulfill the thesis obligation. However, 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, lab relations, 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 Thesis Projects and design the post-production sound on 2 Thesis Projects. Projects that do not originate at SVA or any other variations must be submitted to the Thesis Committee for approval.

### **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.

*Variations to any of these must be submitted to the Thesis Committee for approval by the beginning of the thesis year.*

## THESIS DATES 2015-2016

**STUDENT DEADLINES – Dates BOLDED**  
**ADVISOR REPORTS – Dates ITALICIZED**

**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.***

- |                    |   |
|--------------------|---|
| <b>June 5</b>      | FEATURE FILM SCRIPTS <b>MUST</b> BE APPROVED BY JUNE 5TH. PRINCIPAL PHOTOGRAPHY MUST BE FINISHED BY OCTOBER 3.  |
|                    | Writing majors who are also making films must submit synopsis and/or first draft(s).  |
| <i>September 1</i> | <i>Advisor Reports due.</i>   |
| <i>October 1</i>   | <i>Advisor Reports due.</i>   |
| <b>October 1</b>   | PRINCIPAL PHOTOGRAPHY for all students making feature films must be completed.  |
| <b>October 16</b>  | 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. |
| <b>October 30</b>  | <b>PRE-PRODUCTION GRANTS</b> (judged on scripts only). STUDENTS MUST HAVE 3.5 GPA. U.S. CITIZENS MUST SHOW PROOF OF VOTER REGISTRATION.   |
| <i>November 1</i>  | <i>Advisor Reports due. Please indicate those students who are not meeting their thesis obligations.</i>  |
| <b>November 13</b> | Cinematographers and Editors must submit a report specifying the projects they will be working on.  |
| <b>November 20</b> | All students making films must submit a completed draft of their script.  |

<i>December 1</i>	<i>Advisor Reports due. You must submit the grade of Satisfactory or Unsatisfactory.</i>
<i>January 1</i>	<i>Advisor Reports due.</i>
<b>January 29</b>	Principal photography must be completed. Thesis priority for equipment ends.
<i>February 1</i>	<i>Advisor Reports due.</i>
<b>February 26</b>	<b>POST-PRODUCTION GRANTS</b> (Judged on the basis of five to ten minutes of edited footage from the film. No dailies and no trailers accepted).
<i>March 1</i>	<i>Advisor Reports due. Please detail student's progress and completion date(s). Indicate those students who are not meeting their thesis obligations.</i>
<i>April 1</i>	<i>Advisor Reports due.</i>
<b>April TBD</b>	<b>Thesis films due</b>
<i>May 1</i>	<i>Advisor Grades due. Please give students a letter grade.</i>

## THESIS DEADLINES FOR WRITERS 2015-2016

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

- |                     |   |
|---------------------|---|
| <b>June 5</b>       | Writers who are making films must submit synopsis and/or first draft of script or proposal.   |
| <b>July 3</b>       | Writers who are making films must submit final drafts of scripts/ proposal.   |
| <b>September 14</b> | First day of Master Class – Outlines due to advisors, <a href="http://svafilmthesis.com">svafilmthesis.com</a> , and Master Class Dropbox.  |
| <b>October 30</b>   | First acts due to advisors, <a href="mailto:svafilmthesis@gmail.com">svafilmthesis@gmail.com</a> , and Dropbox.   |
| <b>December 11</b>  | Second acts due to advisors, <a href="mailto:svafilmthesis@gmail.com">svafilmthesis@gmail.com</a> , and Dropbox.  |
| <b>January 11</b>   | Rough draft of features due to advisors, <a href="mailto:svafilmthesis@gmail.com">svafilmthesis@gmail.com</a> , and Dropbox.  |
| <b>March 14</b>     | Scripts due in hard copy to Thesis Box in Chairman's Office for Writer's Grants.  |
| <b>April 1</b>      | Rewrite of features due to advisors, <a href="mailto:svafilmthesis@gmail.com">svafilmthesis@gmail.com</a> , and Dropbox.  |
| <b>April TBD</b>    | <b>Bound Final Drafts of Feature Due to Film Chairman's Office. Electroni submissions due to advisors, <a href="mailto:svafilmthesis@gmail.com">svafilmthesis@gmail.com</a>, and Dropbox.</b> |
| <i>May 1</i>        | <i>All advisors must submit a letter grade for each thesis student.</i>   |

## **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 and accreditation purposes.

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



## THESIS STUDENT/ DEPARTMENT AGREEMENT

**1. Student:** \_\_\_\_\_

**2. Specialization:** \_\_\_\_\_

**3. Thesis Advisor:** \_\_\_\_\_

I have selected the above named individual as my Thesis Advisor for the 2014-2015 academic year. I understand that my obligations to my thesis advisor and the Thesis Committee are as follows (initial next to each):

- \_\_\_ Communicate with my Thesis Advisor on a weekly basis
- \_\_\_ Attend monthly thesis review meetings scheduled with my Thesis Advisor.
- \_\_\_ Notify the Chairman's Office if I am unable to meet with my Thesis Advisor.
- \_\_\_ Submit copies of all materials pertaining to my Thesis to my Advisor AND the Chairman's Office.
- \_\_\_ Inform the Chairman'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 Committee approval. Approval takes up to 14 days.
- \_\_\_ Submit all required materials to the Dusty Film Festival Office by their established deadlines.
- \_\_\_ Failure to comply with Thesis Guidelines, requirements and due dates will adversely affect my thesis status, final grade and my eligibility for any grants.

**4. Home Phone:** \_\_\_\_\_

**5. Cell Phone:** \_\_\_\_\_

**6. E-Mail:** \_\_\_\_\_

**7. Local Address:** \_\_\_\_\_

***\*SIGNATURES:***

**8. Student:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**9. Thesis Advisor:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**10. 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](mailto: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:**

\_\_\_\_\_

# FILM & VIDEO

## 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 \***

- Voter Registration (copy)
- 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

**Scripts should be sent in PDF format to  
[svafilmthesis@gmail.com](mailto:svafilmthesis@gmail.com) .**

**Transcripts and proof of voter registration should be clearly  
labeled and brought to Room 500 by:**

**FRIDAY, OCTOBER 30<sup>TH</sup>, 2016.**

# 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\***

- Voter Registration (copy)
- 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

**Clearly label all materials and bring to Room 500 by:**

**FRIDAY, FEBRUARY 26<sup>TH</sup>, 2016.**