

2016 - 2017

**Thesis Student
Guidelines**

Film

Department of Film & Animation

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 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 prepared 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 SVA will encourage and support any type of project you choose to undertake; narrative, non-narrative, experimental and documentary — 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
Department of Film Video Animation

THESIS ADVISORS 2016-2017

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: April 25th.

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

THESIS COMMITTEE:

Reeves Lehmann, Ed Bowes, Joan Brooker, 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

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 DATES 2016-2017

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.

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|---------------------|---|
| June 10 | <p>FEATURE FILM OUTLINES MUST BE APPROVED BY JUNE 6. PRINCIPAL PHOTOGRAPHY MUST BE FINISHED BY NOVEMBER 1ST.</p> <p>Writing majors who are also making films must submit synopsis and/or first draft(s).</p> |
| <i>September 15</i> | <i>Advisor Reports due.</i> |
| October 1 | PRINCIPAL PHOTOGRAPHY for all students making feature films must be completed. |
| <i>October 15</i> | <i>Advisor Reports due.</i> |
| October 14 | <p>Directors – story synopses or first drafts of scripts due. A reminder that this also includes all other majors who are shooting films.</p> <p>Documentarians are required to submit an in depth proposal for their projects. Samples available upon request.</p> |
| November 4 | 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 18 | Cinematographers and Editors must submit a report specifying the projects they will be working on. |
| November 25 | All students making films must submit a completed draft of their script. |
| <i>January 15</i> | <i>Advisor Reports due.</i> |

- February 3** Principal photography must be completed. Thesis priority for equipment ends.
- February 15* *Advisor reports due.*
- February 24** **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.*
- April TBD** **Thesis films due**

THESIS DEADLINES FOR WRITERS 2016-2017

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

- | | |
|---------------------|---|
| June 8 | Writers who are making films must submit synopsis and/or first draft of script or proposal. |
| July 8 | Writers who are making films must submit final drafts of scripts/ proposal. |
| September 12 | First Day of Master class – Outlines due to advisors, svafilmthesis.com, and Master Class Dropbox. |
| October 28 | First Acts Due to advisors, svafilmthesis@gmail.com , and Dropbox. |
| December 2 | WRITER'S GRANTS: Rewritten first acts due in hard copy to Thesis Box in Chairman's Office. |
| December 16 | Second acts due to advisors, svafilmthesis.com, and Dropbox. |
| January 9 | Rough Draft of Features Due to advisors, svafilmthesis.com, and Dropbox. |
| March 17 | Scripts due in hard copy to Thesis Box in Chairman's Office for Writer's Grants. |
| April 14 | Rewrite of Features Due to advisors, svafilmthesis.com, and Dropbox. |
| April TBD | Bound 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 make you an account.

Affordable Insurance: Consult Production Office

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, 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 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

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

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.
FILM CHAIRMAN'S OFFICE**