

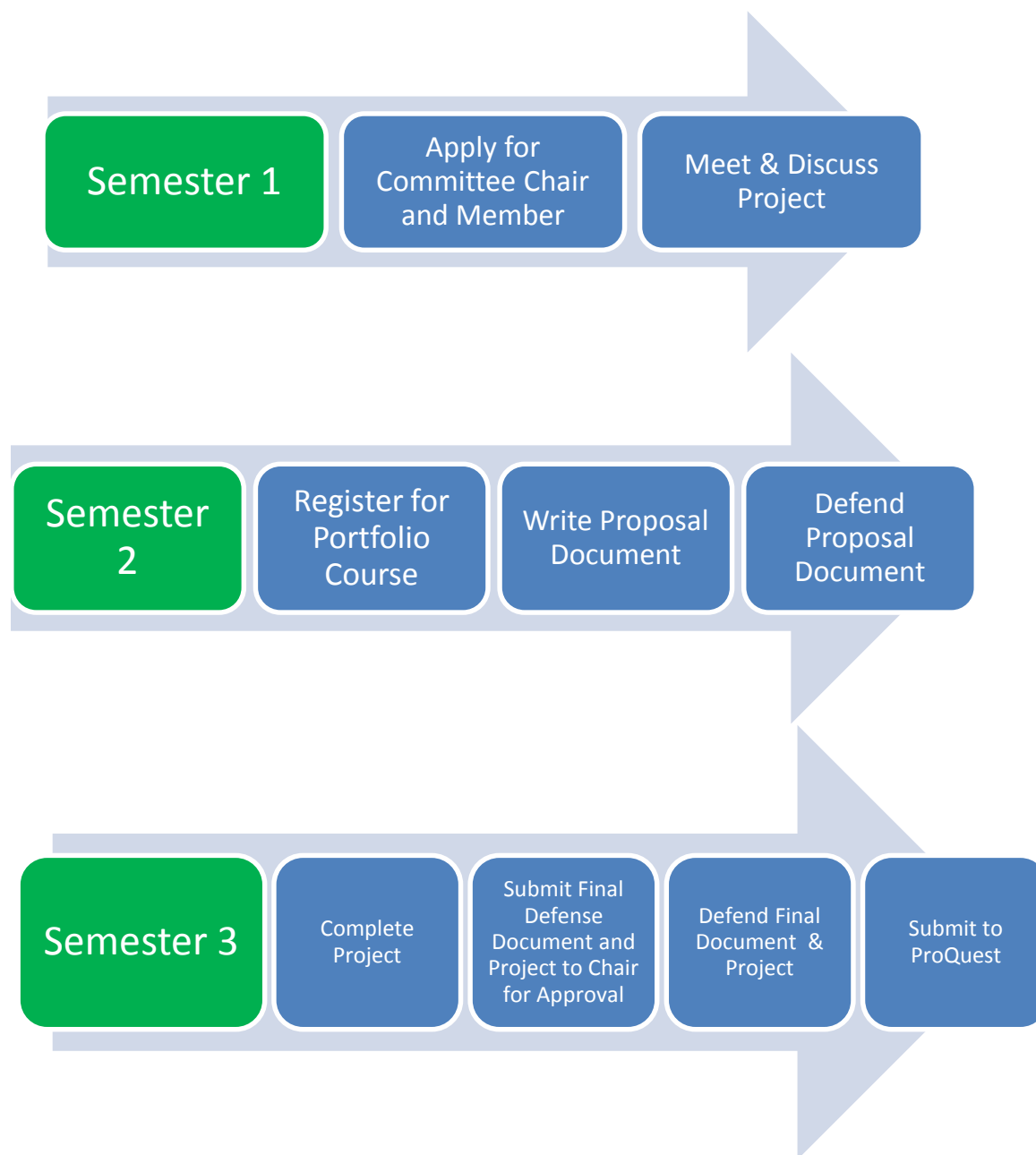
FTV Thesis Film & Prospectus Guidelines

For MFA Students with a Major in **Producing** or **Directing**

Timeline

The CTV MFA thesis film or prospectus is a **3 semester process**. That is, students have 3 semesters, and no more, to complete the project from committee choice to proposal to final defense and submission.

The steps of the process are as follows:



SOME NOTES ABOUT THE TIMELINE:

- If you register and defend your proposal successfully in the FALL, and you want to graduate the following SPRING, you must defend your final document and project by the following **SPRING** deadline (found on the SCA website).
- Proposing, completing and defending an entire thesis film or prospectus in the same semester is not allowed.

Keep the following in mind:

- If you do not defend and pass the proposal in the first semester that you register, you will receive a grade of “No Pass” and will be automatically re-enrolled for a second semester, but will not have to repay.
- **You are not allowed to commence pre-production before you successfully defend the proposal.**
- **Do not** expect to defend the proposal and graduate in the same semester.
- You must meet all deadlines for drafts of your documents, as prescribed by your Chair.
- Your defense may be scheduled at any point throughout the fall and spring **except** for **two weeks** prior to the end of any semester.
- **Directing** students must complete a film production. **Producing** students may complete a thesis film or a prospectus. Completing a screenplay will not satisfy the requirements for these majors.
- **Producing** students must have shooting completed before Dec. 31 for Spring graduation. **Directing** students must have shooting completed by January 31 (does not include re-shoots which may be done as needed) for Spring graduation.
- Due to the three semester timeline restriction, students are strongly recommended to shoot scripts that are no longer than 10-12 pages.
- Students may turn in a draft of their proposal the semester BEFORE registering for portfolio credit. This often helps expedite the approval process once the student registers for the credits.
- When you are ready for your final defense, the document **MUST** be turned into your committee at least **1 week** before the defense. The project should also be turned in one week before but exceptions may be made with the approval of your committee.
- Once you submit a **portfolio application** you can expect at least 2 weeks before your request is returned. Every effort will be made to comply with your preferences, however, it may not always be possible to do so. All decisions for your chair and committee member are final.

Use this checklist to complete each step of the portfolio process.

The proposal document may go through 2-3 drafts before it is defensible. Make sure you allow plenty of time for your chair to review and send the document back with changes. Remember, this is a process you go through under the guidance of your Chairperson.

Semester 1

1. **Apply for your committee:** Use the **Portfolio Committee Application** found on the SCA website. Chairperson for an MFA thesis film or prospectus must be a full-time faculty member with an MFA degree or higher. There will also be one committee member.
2. **Discuss** your Portfolio ideas with your prospective chair. Discussions may begin before your committee is in place; be advised that the individual in your early discussions may not be assigned as your chair.

Semester 2

3. **Register** for the 3-credit FTV 698 Portfolio Proposal by reaching out to your Academic Advisor AT LEAST TWO WEEKS prior to the beginning of the semester.
4. Begin **writing** the proposal.

PROPOSAL DOCUMENT GUIDELINES

DIRECTING STUDENTS

1. Students are to submit a minimum 10-12 page proposal including each of the following areas:
(1-3 pages per bullet point below)
 - Visual Style and Camera Movement (with MLA style references) – 3 pages minimum
 - Color and Mood (with references) - 3 pages minimum
 - Sound and Post (with references) - 3 pages minimum
 - Directing Actors (with references and completed script analysis charts) - 3 pages minimum
2. In addition the document must also have as Appendices:
 - Script, lined and broken down into beats
 - Complete storyboards for the entire script
 - Budget (funds must be in place)
 - Rough Production Schedule (gives approximate dates for prep, shooting & post)

PRODUCING STUDENTS – (FILM OPTION)

1. Complete a 9-12 page proposal explaining the rationale for producing the film. Be sure to address:
 - What is the story? – 3 pages minimum
 - Why do you want to make the film? – 3 pages minimum
 - What is unique about your story that will interest an audience? – 3 pages minimum
2. In addition the document must also have as Appendices:
 - Treatment (one page single spaced)
 - Script
 - Line Item Budget (funds must be in place)
 - Rough Production Schedule (approximate dates for prep, shooting & post)
 - Marketing & Distribution Strategy (how will the film be marketed and distributed) – 3 page minimum

PRODUCING STUDENTS (PROSPECTUS OPTION)

1. Students shall submit a 10-12 page proposal addressing the following:
 - Explain the rationale for making the film- 2 page minimum
 - What is the story? – 2 page minimum
 - Why do you want to make the film? - 2 page minimum
 - What is unique about your story that will interest an audience? – 2 page minimum
 - Explain who the prospectus is for (prospective investor, production company, etc.) and what elements of a prospectus they require, including exhaustive definitions of each element. - 2 page minimum
2. In addition the document must also have as Appendices:
 - Treatment (one page single-spaced)
 - Script
 - Line Item Budget (Summary Sheet only)
 - Market Research on genre/budget level – 3 page minimum

Semester 2

4. _____ **Set a time** for the proposal defense to be determined by the chair.
5. _____ **Make copies** of proposal document and give to committee **at least one week** before proposal defense.
6. _____ **Successfully defend** your portfolio proposal and have the chair of your committee submit the THESIS/PORTFOLIO *PROPOSAL* DEFENSE FORM to the Dean's Office.

Semester 3

7. _____ Register for the Portfolio Defense (3 credits).
8. _____ **Complete the project.** Note: Producing students are to shoot their projects before December 31.

9. _____ **Prepare** the final document which is an updated version of the proposal document and one additional section below:

Critique – a thorough criticism of the project. The substance of this chapter is determined as per the Chair. See your Chair for further information. It should range 5-10 pages.

9. _____ Turn in your **final document** for review by your chair. Only when the Chair determines that the document IS defensible, AND, the project is defensible, can you proceed to the final defense.

10. _____ **Turn** in the **project** to your Chair for review and feedback. Only when the Chair determines that the project is defensible can you proceed to the final defense.

11. _____ **Set time** for defense prior to School deadline to be determined by the chair.

12. _____ **Submit** the finished work - see appendices for document requirements.

13. _____ **Successfully** defend your thesis film or prospectus by School deadline.

14. _____ **Proofread** and make any revisions to your work as per your committee, then submit a clean copy to a University-approved proofreader. The proofreader must submit confirmation of proofreading to the school representative before further processing can occur. A list of University-approved proofreaders is available on the SCA website.

PLEASE NOTE THAT THE STUDENT IS RESPONSIBLE FOR ALL PROOFREADING COSTS.

15. _____ **Submit** Portfolio to ProQuest. Instructions can be found on the SCA website.

This is critical in order to “clear” students for graduation—the degree will not be posted, transcripts will not be issued, nor will diplomas be ordered **UNTIL THE ENTIRE PROECESS IS COMPLETE.**

Formatting Guidelines for Thesis film/Prospectus Document

Projects should be prepared as carefully as a manuscript for publication. The following guidelines should be observed when preparing the document.

1. Choose a title that provides a meaningful description of the contents. Retrieval systems use the key words in the title to locate the document.
2. Use lower case Roman numerals centered at the bottom for the preliminary pages.
3. Use Arabic numerals centered at the bottom beginning with the body of the paper text through to the end, including the appendices.
4. Use the following order for document sections:
 - a. Title Page (page i, number does not appear on page)
 - b. Copyright Notice (optional)
 - c. Abstract
 - d. Dedication (optional)
 - e. Acknowledgements (optional)
 - f. Table of contents
 - g. List of Tables/Figures
 - h. Body of Paper (page 1)
 - i. References
 - j. Appendices
5. Use Times New Roman, 12-point font.
6. Make the margin 1" on all sides.
7. Double space the entire document and single space all blocked quotations, footnotes and references.

*References should be single-spaced with a double space between references.