

Final Review Requirements

MFA Candidate

Motion Pictures and Television, 2009

- ❑ **Mandatory Final Review Workshop**
- ❑ **Original Final Project:** Presentation must consist of completed work approved at Midpoint Review.
 - 10 minutes minimum, 20 minutes maximum viewing time. Longer or shorter projects require special permission of Department Director in advance.
 - Final project must display only best footage created by the MFA candidate.
 - 2 DVD copies or 2 VHS Tapes, one for your Director, one for Library archive
- ❑ **Completed Stat Sheet on Project:** One copy for your Director, one copy for Library Archives. Pick up forms from Department or Graduate School Final Review Coordinator.
- ❑ **Original Directed Study Journal** (18 units): The required Directed Study Journal must be included in the written final thesis summary paper unless otherwise approved by the department. Please include sketches, color swatches, and storyboards if applicable. **Directed Study Journals must be reviewed by the MFA Coordinator at the mandatory Final Review Workshop one semester prior to Final Review.**
- ❑ **Portfolio:** A copy of your portfolio, which you intend to show to prospective employers.
- ❑ **Resume:** A copy of your resume must be bound into the final thesis paper.
- ❑ **Final Project Summary Paper:** The written Final Project Summary paper must be turned in **2 weeks prior to your Review date**. Students who have not turned in their paper at least 2 weeks prior to their Review date will be considered as having **Not Passed** their Final Review but are still expected to be present on their Review date. The paper must be written in perfect English. **Papers with spelling or grammatical errors will not be accepted.** Please submit 2 copies, **bound** and of professional quality, along with 1 CD of the Final Thesis Project Summary in PDF format, saved as only 1 file, to the Final Review Coordinator, 79 New Montgomery Street.

COVER PAGE MUST SPECIFY THE FOLLOWING:

- Title of Project (mandatory)
- One sentence describing project (e.g.. 'A ten minute documentary film on the subject of.....')
- Student's Name and ID
- Major
- Date, Time, Location of Final Review

FINAL PROJECT SUMMARY GUIDELINES:

- Quality suitable for MFA
- Project synopsis, including description of the story in one sentence (My film is about...), timeline, and use of Directed Studies
- Budget, story development, permits and professional paperwork all included
- Bound in Project Stat Sheet (in addition to the loose Stat Sheet indicated above)
- Flawless grammar and spelling required

CONTENT:

- Theme of piece
- Development of piece, artistic influences

CONCEPT:

- Polished and well thought out
- How was it achieved?
- Describe challenges
- Demonstrate how it is ready for the market

- ❑ **Final Project Oral Presentation:** Come prepared to give a professional oral presentation. It should consist of an overview of your work and be absolutely no more than 10 minutes in duration. It should include conceptual statements. Do not read. Index cards are acceptable. The presentation must address:
 - Reason for pursuing a MFA degree
 - What you have achieved already & what you wish to achieve
 - Describe Final process and what you have learned.
 - Final plans/ goals/ use of Final Project

- ❑ **Final Project and Summary Paper for Library and MPT Department:**

- a. **Format:** The Department requires you to submit 2 copies of loose Stat Sheet (1 copy for the MPT Department and 1 for the Library Archive), 2 copies of your Final Summary Paper (1 for the MPT Department and 1 for the Library Archives), as well as 2 copies of the Final Project visuals on DVD or VHS (1 for the MPT Department and 1 for the Library Archives).
- b. **Archival Box:** It must be paper, not plastic and acid free. The Archival Box may be purchased at Patrick's Office supply, on Mission at 2nd Street. It should be 9"x12" and cost generally runs \$13.00. Your Stat Sheet, Final Project visuals and Summary Paper must fit inside. The Archival Box is required for the Library Archive copy only; it is not required for the MPT department copy. Please bring everything to your Review.

All materials submitted must be clearly labeled with project designation of Final Review, your name, student ID number, the date, time, and location of your Final Review and Major. If your materials are incomplete, the granting of your degree will be delayed.

