

School of Motion Pictures and Television Graduate Book for Students 2010

Welcome to the School of Motion Pictures and Television.

This information will explain several aspects of the MFA program, the midpoint review process, requirements, and procedures within MPT to maximize your learning experience at the Academy of Art University. If you have questions after reading this material, please contact the MPT office at 415-618-6448 for further assistance.

Planning your classes in the MPT MFA Program

Every MFA student is encouraged to choose one area of emphasis within the department after their first semester. The areas of emphasis are not tracks, just recommendations, as there is no track system for the MPT MFA Program. Making a decision early in your course of study is not mandatory but is strongly recommended. The focuses in MPT to choose from are:

1. **Acting** (See school of Acting for details)
2. **Cinematography**
3. **Directing**
4. **Editing**
5. **Producing**
6. **Production Design**
7. **Screenwriting**
8. **Sound Design**

No matter which area you pursue, all MPT graduate students take the same core classes during their first two semesters in the program:

5 to 7 Core Studio Classes:

MPT 602 Motion Pictures Theory & Style – MANDATORY MASTERY SKILLS CLASS
MPT 605 Film Language Studio (Especially for students in need of developing their portfolios)
MPT 608 Developing Story – MANDATORY MASTERY SKILLS CLASS
MPT 616 Directing Actors for Motion Pictures (Especially for students in need of developing their portfolios)
MPT 620 Screenwriting 1 – MANDATORY MASTERY SKILLS CLASS
MPT 625 Editing Concepts – MANDATORY MASTERY SKILLS CLASS
MPT 630 Cinematography 1 – MANDATORY MASTERY SKILLS CLASS

3 to 5 Studio Classes of your choice

2 Elective studio classes of your choice

The Total number of all Studio classes is 11, which includes 2 Elective Studio classes of your choice

4 Graduate Study Classes:

GS 650 – Preparing for the Filmmakers Thesis Project
GS 673 – Entertainment Professional Practices
GS *** – “Art History Awareness and Aesthetic Sensitivity”
GS *** – “Cross Cultural Understanding”

After successfully passing the Midpoint Review, students choose 6 directed studies; the most common choice is to take two each semester. Students have five options in Directed Studies:

1. One on One
2. Group Directed Study
3. Grad Class
4. Undergrad class
5. Internship

Degree Requirements:

Studio 27 units

Core Courses 15 units

- MPT 601 MS: Advanced Acting for Performance
- MPT 607 MS: Voice 1 – Music
- MPT 699 MS: Movement & Speech (FA semester)
- OR MPT 606 MS: Advanced Movement (SP semester)
- MPT 627 MS: Acting for Camera 1 (prereq. MPT 601)

Studio courses 12 units

(Work with MFA Director to select the appropriate 4 courses from the list below)

- MPT 699 MS: Advanced Acting for Performance 2
- MPT 638 MS: Acting for Camera 2 (prereq. MPT 627)
- MPT 612 MS: Voice 2: Speech (prereq. MPT 607)
- MPT 699 MS: Voice 2: Speech 2
- MPT 647 MS: Shakespeare
- MPT 699 MS: Acting Techniques & Processes
- MPT 602 MS: Motion Pictures Aesthetics & Style
- MPT 608 MS: Developing Story
- MPT 615 MS: Lighting
- MPT 620 MS: Screenwriting 1
- MPT 625 MS: Editing Concepts
- MPT 632 MS: Sound
- MPT 630 MS: Cinematography 1
- MPT 640 MS: Producing for Motion Pictures (prereq. MPT 602 & MPT 625)
- MPT 641 MS: Directing (prereq. MPT 625, MPT 630 & MPT 632)
- MPT 645 MS: Overview of Production Design

Studio Directed Study 18 units

- MPT 800 MS: Directed Study
- MPT 800 MS: Directed Study
- MPT 800 MS: Directed Study
- MPT 800 MS: Directed Study
- MPT 800 MS: Directed Study
- MPT 800 MS: Directed Study

Academic Study 12 units

- GS 699 Preparing for the Filmmakers Thesis Project
- GS *** "Art Historical Awareness and Aesthetic Sensitivity"
- GS *** "Cross Cultural Understand"
- GS 699 Entertainment Professional Practices

E l e c t i v e b y A d v i s e m e n t 6 u n i t s

- *** *** Elective by advisement
- *** *** Elective by advisement

Misc.

- MPT 695 MS: Collaborative Project (studio or elective credit)
- MPT 699 MS: Special Topics (studio or elective credit)
- MPT 900 MS: Internship (elective or directed study credit)

Cinematography

After completing 4-6 core MPT studio classes in the first two semesters, students with a focus in Cinematography are advised to choose 5-7 studio classes—which include TWO ELECTIVES—from the list below, for a total of 11 studio classes. (Note: Students who took MPT 605 Film Language Studio and MPT 616 Directing Actors for Motion Pictures only choose 5 classes. All other students choose 7)

Recommended Classes:

MPT 634 Digital Cinematography
MPT 636 Cinematography 2
MPT 646 Cinematography 3
MPT 656 Cinematography 4
MPT 615 Lighting 1
MPT 641 Directing 1
MPT 645 Overview of Production Design

Directing

After competing 4-6 core MPT studio classes in their first two semesters, students with a focus in Directing are advised to choose 5-7 studio classes—which include 2 ELECTIVES—from the list below, for a total of 11 studio classes. (Note: Students who took MPT 605 Film Language Studio and MPT 616 Directing Actors for Motion Pictures only choose 5 classes. All others choose 7.)

Recommended Classes:

MPT 641 Directing 1
MPT 642 Directing 2
MPT 644 Getting Great Performances
MPT 645 Overview of Production Design
MPT 615 Lighting or MPT *** Breaking Down the Script and Blocking
MPT 632 Sound
MPT 636 Cinematography 2 or MPT 613 Editing Avid

Editing

After completing 4-6 core MPT studio classes in the first two semesters, students with a focus in Editing are advised to choose 5-7 studio classes—which include TWO ELECTIVES—from the list below, for a total of 11 studio classes. (Note: Students who took MPT 605 Film Language Studio and MPT 616 Directing Actors for Motion Pictures only choose 5 classes.) Recommended Classes:

MPT 641 Directing 1
MPT 613 Editing AVID
MPT 699 Editing for Performance
MPT 632 Sound
MPT *** Editing Theory
MPT *** Breaking Down the Script and Blocking
-1 studio class by advisement, according to availability of new classes, and student's needs.

Producing

After completing 4-6 core MPT studio classes in their first two semesters, students with a focus in Producing are advised to choose 5-7 studio classes—which include TWO ELECTIVES—from the list below, for a total of 11 studio classes. (Note: Students who took MPT 605 Film Language Studio and MPT 616 Directing Actors for Motion Pictures only choose 5 classes.) Recommended Classes:

MPT 640 Producing for Motion Pictures
MPT 644 Getting Great Performances
MPT 645 Overview Of Production Design

MPT *** Unit Production Management TBD
MPT 641 Directing 1
MPT 642 Directing 2
MPT 632 Sound

Production Design

After completing 4-6 core MPT classes in their first two semesters, students with an emphasis in Production Design are advised to choose 5-7 studio classes—which include 2 ELECTIVES—from the list below, for a total of 11 studio classes. (Note: Students who took MPT 605 Film Language Studio and MPT 616 Directing Actors for Motion Pictures only choose 5 classes.) Recommended Classes:

MPT 641 Directing 1
MPT 634 Digital Cinematography
MPT 645 Overview of Production Design
MPT *** Advanced Production Design Concepts (TBD)
-3 Studio Classes by advisement, according to availability of new classes, and student's needs

Screenwriting

After completing 4-6 core MPT classes in their first two semesters, students with an emphasis in Screenwriting are advised to choose 5-7 studio classes—which include TWO ELECTIVES—from the list below, for a total of 11 studio classes. (Note: Students who took MPT 605 Film Language Studio and MPT 616 Directing Actors for Motion Pictures only choose 5 classes.) Recommended Classes:

MPT 621 Screenwriting 2
MPT 641 Directing 1
MPT *** Breaking Down the Script and Blocking
MPT 644 Getting Great performances
MPT 640 Producing for Motion Pictures
MPT 642 Directing 2 OR a class by advisement based on availability and student's needs
-1 Studio Class by advisement, according to availability of new classes, and student's needs.

Sound Design

After taking 4-6 core MPT classes in their first two semesters, students with an emphasis in Sound Design are advised to choose 5-7 studio classes which include 2 ELECTIVES from the list below, for a total of 11 studio classes. (Note: Students who took MPT 605 Film Language Studio and MPT 616 Directing Actors for Motion Pictures only choose 5 classes.) Recommended classes:

MPT 632 Sound 1 (* NOTE * If you have chosen Sound Design as your area of emphasis, then MPT 632 Sound 1 is a MANDATORY requirement)

MPT 499 Sound Design Theory (available Spring 2009) (* NOTE * If you have chosen Sound Design as your area of emphasis, then MPT 499 Sound Design Theory is a MANDATORY requirement)

MPT 613 Editing Avid
MPT 641 Directing 1
-3 Studio Classes by advisement according to availability of new classes and student's needs.

Midpoint Review — Verbal and Portfolio Presentation Procedures

Students must attend a MANDATORY Midpoint Review Workshop, preferably in the semester prior to the Midpoint Review (see Graduate School Calendar for meeting times). The Midpoint Book should be delivered to the Graduate School at 79 New Montgomery at least two weeks in advance before the scheduled midpoint review. Please submit the following to the Graduate Department:

- a. 2 Midpoint Review Books
- b. 2 PDF CD's of the Midpoint Review
- c. 2 DVD's of a film portfolio

Read further for details on the Midpoint Review Book.

The Midpoint Review consists mainly of two parts: the verbal presentation and the portfolio screening.

Candidates should dress professionally, arrive ten minutes prior to the review, and will be asked to stand while addressing the committee during their presentation. Then will be invited to sit down for the Q & A. Taking notes during the meeting is recommended. Make sure your DVD is recorded in the DVD-r format to play in the conference room. The review is done in the following order:

The Mid Point Review Agenda:

1. The MFA candidate set up

The candidate tests and/or sets up equipment in the conference room then waits in the MPT lobby.

2. The Final Committee enters

The committee signs in.

3. The candidate introduction

The candidate returns and is introduced to the committee members.

4. The candidate presentation (5 minutes)

The candidate provides a brief introduction.

5. Screening of the Portfolio (5-8 minutes)

- a. The portfolio should consist of selected works demonstrating the filmmaking skills achieved to date in the MFA program.
- b. After the portfolio screening or presentation, the candidate will self-critique their portfolio and talk about skills still needed to learn in order to accomplish their proposed thesis project.

6. Presentation of Final Thesis Project Proposal (7 minutes)

The candidate addresses the following:

- a. Reasons for their project selection
- b. Planned use of the project such as film festivals, reel for acquiring clients/investors, education, and so on.
- c. How will the project will benefit their career goals in the industry.

7. Q & A

Committee members ask questions to further examine the Thesis Proposal and assess the student's preparation to move forward to the completion of their projects.

8. The final word

The candidate is asked to make a final comment regarding the midpoint review process and/or their MFA film education.

9. The candidate exits

The candidate is excused from the conference room and is free to go home.

10. The Midpoint Review Committee deliberation

The committee prepares their report for the Graduate Department. The committee considers the best option to guide the candidate in their film education to best achieve their career goals. The committee's decision and comments to the candidate will be sent to the candidate by email and letter from the Graduate Department. The possible outcomes are:

1. **Pass:** the candidate can proceed in the MPT MFA program and develop the presented project.
2. **Conditional Pass:** in order to proceed in the MPT MFA program the candidate should make minor adjustments to their project and/or the book presented.
3. **No pass:** the candidate should reconsider his/her final project and re-present the midpoint review in the following semester.

Midpoint Book Preparation Guidelines

All books should be well organized, with clearly labeled tabs, separating each section. Samples of the midpoint final thesis project proposals are available at the AA.U. Library at 180 New Montgomery and at MPT at 466 Townsend.

Midpoint books should include the following information for your focus:

Acting

To prepare for your mid point please meet with Diane Baker The Executive Director, Motion Pictures and Television to discuss the content and goals for your final projects.

Students with this emphasis can contact Lauren Gee for details on their midpoint books, 618-415-6308 or L.Gee@AcademyArt.edu

Students with this emphasis will need to present scenes of their work and a mid point review book with includes the following:

1. Acting on camera demo scenes on a DVD. A minimum of 3 scenes between 3 – 5 minutes for each scene.
2. An 8 X 10 head shot in color.
3. Resume.
4. Autobiography. (1 - 3 pages)
5. Talk about why you wish to acquire a Masters degree in Acting. Provide an overview of your plan for what you want to achieve in the acting profession. (1 – 3 pages)
6. What are your goals that you wish to satisfy in the acting program? Be specific regarding how you would like to add to your present skills and talent as an actor.

For your Final Thesis project you will be required to do the following:

To Act in one project with material written by you. You will be asked to work with a mentor who is a writer, director, or Producer to support you through this process.

Students are encouraged to do more film scenes from the Directing Program. At least one of the scenes should be from the Directing class or from the Filmmaking for Independents class.

A 5 minute demo reel is required showing the best of your work. Use scenes from your short films, commercials, or internet projects.

Midpoint Review Book summary:

Students with this emphasis must include the following information in their midpoint review book to be divided into sections, separated by **tabs**, for these categories:

1. Cover page

No tab is required for the first cover page. Please add the following:

Image Provide a publicity photo or photos of you in action as an actor in a film production.

Name

Student ID

Academy of Art University

MFA Candidate in the School of Motion Pictures and Television

Midpoint Review Book

Focus (Acting)

Mid Point Review date and time

Contact information (phone and email)

2. DVD of films and PDF CD of the book (Include both in an envelope and attach to a page.)

3. Table of Contents

On one page list the contents of your book. Add additional categories as needed.

Cover letter
Business card
Resume
Publicity photo
Autobiography
Portfolio
Thesis details
Proofreader

4. Cover letter

This is an introduction of you as an actor to the review committee.

- a. Talk about why you wish to acquire a Masters degree in Acting. Provide an overview of your plan for what you want to achieve in the acting profession. (1 – 3 pages)
- b. What are your goals you wish to satisfy in the acting program? Be specific regarding how you would like to add to your present skills and talent as an actor. (1 -3 pages)

5. Business Card

Your name, title, and contact information should be clearly visible. A publicity photo can be used. A sample of your stationary and letterhead can be included, if available.

6. Resume

Provide a 1-page resume that clearly lists your name, title, and contact information, employment experience, skills, education to date, and other relevant information.

7. Publicity photo

Submit an 8 X 10 head shot in color that reflects industry standards and introduce you to the job market in film and television. Any additional publicity photos from can be included.

8. Autobiography

Submit an autobiography (1 - 3 pages). See the IMDB and/or other film and television websites for relevant and similar bio's in your job category.

9. Portfolio

Acting on camera demo scenes on a DVD. A minimum of 3 scenes between 3 – 5 minutes for each scene.

10. Thesis Details

For your Final Thesis project you will be required to do the following:

1. (Optional) You can act in one project with material written by you. You will be asked to work with a mentor who is a writer, director, or producer to support you through this process.
2. (Optional) Students are encouraged to act in one scene from the Directing Program or from the Filmmaking for Independents class.
3. A reel is required showing the best of your work (approximately 10 -15 minutes of scenes from your short films, class scenes, commercials, or internet projects.

11. Proofreader

Provide the name and contact information of a proofreader/editor who has reviewed your book.

IF YOU CHOOSE TO CREATE YOUR OWN FILM AS A PRODUCER, DIRECTOR, OR SCREENWRITER, YOU WILL NEED ADDITIONAL CATEGORIES IN YOUR BOOK.

Cinematography

Midpoint Review Book summary:

Students with this emphasis must include the following information in their Midpoint Review Book to be divided into sections, separated by **tabs**:

1. Cover page

No tab is required for the first cover page. Please add the following on your cover page:

Image Provide a publicity photo of you in action as a Cinematographer.

Name

Student ID

Academy of Art University

MFA Candidate in the School of Motion Pictures and Television

Midpoint Review Book

Focus (Cinematography)

Midpoint Review date and time

Contact information (phone and email)

2. DVD of films and PDF CD of the book (Include both in an envelope and attach to a page.)

3. Table of Contents

On one page list the contents of your book. Add additional categories to this list as needed.

Cover letter

Business card

Resume

Publicity photo

Autobiography

Portfolio

Thesis details

Scripts

Cast and crew

Academic timeline and Directed Studies

Budget

Production Design

Production Schedule

Marketing plan

Social Marketing & Advertising

Research

References

Miscellaneous

Proofreader

4. Cover letter

Provide a 1-page introduction of you as a filmmaker to the review committee. Be sure to address the following:

Autobiography: Very brief highlights from your autobiography.

MPT&A education:

Why do you want an MFA in Motion Pictures and Television in your focus?

What do you want to achieve in the MFA program to add to your present skills and talent?

Industry goals: Provide an overview of what you want to accomplish in your film and television career?

5. Business Card

Your name, title, and contact information should be clearly visible. A sample of your stationary and letterhead can be included, if available.

6. Resume

Provide a 1-page resume that clearly lists your name, title, and contact information, employment experience, skills, education to date, and other relevant information.

7. Publicity photo

Submit a publicity photo that reflects industry standards and introduces you to the job market in film and television.

8. Autobiography

A 1-page autobiography

9. Portfolio

List the films you will be screening for the committee. Include image captures with the following information:

Title:

Genre:

TRT:

Media:

Logline: A description of the project or a one-sentence description of the story of your main character (protagonist) and the conflict provided by the antagonist. Think protagonist vs. antagonist.

Job Description: What were your job titles.

Date:

10. Thesis details

Title:

Genre:

TRT:

Media:

Logline: A one-sentence description of the story of your main character (protagonist) and the conflict provided by the antagonist. Think protagonist vs. antagonist.

Synopsis: A 3-sentence description that answers the following questions:

1. What does your main character (protagonist) want? (Premise)
2. Who (antagonist) is in the way? (Conflict)
3. Does the main character get what they want and how does she/he change? (Resolution)

Theme: The theme of each story should be in one line. ("The story is about....")

11. Scripts

Provide a draft of a script for each project, and/or treatment, and/or beat sheet (scene list), if available.

12. Cast and Crew

Cast: Provide a cast list, if available.

Crew: Provide a crew list with cinematography team, if available

Cinematography team: Provide resumes, publicity photos, and contact information.

CINEMATOGRAPHY CREW MEMBERS:

Cinematographer
Camera Operator
Camera Assistant
Gaffer
Electrician
Key Grip
Grip

13. Academic timeline and Directed Studies

Develop your curriculum with 6 directed studies. Submit a semester-by-semester breakdown with the instructors that you will request as your directed study advisors, internships, grad classes, or undergrad classes.

14. Budget

Provide a student cinematography budget and equipment list for each film submitted.

15. Production Design

Provide location photographs by taking them or finding them from internet research.

16. Production Schedule

Provide a cinematography schedule to include pre-production, production, and post-production using the month-at-a-glance format.

17. Marketing Plan

What is the marketing plan for you as a cinematographer? Explain how you intend to manage your career as a cinematographer. Include the following:

- a. A list of producers or production companies with contact information.
- b. A list of potential agents.

18. Social Marketing & Advertising

Website, facebook, blog, and twitter.

19. Research:

Provide technical research for each project, if available.

20. References:

Provide 3 letters of recommendation from industry professionals, current or former employers.

21. Miscellaneous:

Any additional material that is relevant to your film and television education, and career goals.

22. Proofreader

Provide the name and contact information of a proofreader/editor who has reviewed your book.

Directing

Midpoint Review Book summary:

1. Cover page

No tab is required for the first cover page. Please add the following on your cover page:

Image Provide a publicity photo of you in action as a Director.

Name

Student ID

Academy of Art University

MFA Candidate in the School of Motion Pictures and Television

Midpoint Review Book

Focus (Directing)

Midpoint Review date and time

Contact information (phone and email)

2. DVD of films and PDF CD of the book (Include both in an envelope and attach to a page.)

3. Table of Contents

On one page list the contents of your book. Add additional categories to this list as needed:

Cover letter
Business card
Resume
Publicity photo
Autobiography
Portfolio
Thesis details
Scripts
Cast and crew
Academic timeline and Directed Studies
Budget
Production Design
Production Schedule
Marketing plan
Social Marketing & Advertising
Research
References
Miscellaneous
Proofreader

4. Cover letter

Provide a 1-page introduction of you as a filmmaker to the review committee. Be sure to address the following:

Autobiography: Very brief highlights from your autobiography.

MPT&A education:

Why do you want an MFA in Motion Pictures and Television in your focus?

What do you want to achieve in the MFA program that will add to your present skills and talent?

Industry goals: Provide an overview of what you want to accomplish in your film and television career?

5. Business Card

Your name, title, and contact information should be clearly visible. A sample of your stationary and letterhead can be included.

6. Resume

Provide a 1-page resume that clearly lists your name, title, and contact information, employment experience, skills, education to date, and other relevant information.

7. Publicity photo

Submit a publicity photo that reflects industry standards and introduces you to the job market in film and television.

8. Autobiography

A 1-page autobiography.

9. Portfolio

List the films you will be screening for the committee. Include image captures from the films with captions with title and description of each project:

Title:

Genre:

TRT:

Media:

Logline: A description of the project or a one sentence description of the story of your main character (protagonist) and the conflict provided by the antagonist. Think protagonist vs. antagonist.

Job Description: What were your job titles.

Date:

10. Thesis details

Please use this format for all projects to be considered for your thesis.

Title:

Genre:

TRT:

Format (Media):

Logline: A one-sentence description of the story of your main character (protagonist) and the conflict provided by the antagonist. Think protagonist vs. antagonist.

Synopsis: A 3-sentence description that answers the following questions:

1. What does your main character (protagonist) want? (Premise)
2. Who (antagonist) is in the way? (Conflict)
3. Does the main character get what they want and how does she/he change? (Resolution)

Theme: The description of the theme of each story should be in one line.

11. Scripts

Provide a draft of a script for each project, and/or treatment, and/or beat sheet (scene list), if available.

12. Cast and Crew

Cast: Provide a cast list for your films, if available.

Crew: Provide a crew list, if available

13. Academic timeline and Directed Studies

Develop your curriculum with 6 directed studies. Submit a semester-by-semester breakdown with the instructors that you will request as your directed study advisors, internships, grad classes, or undergrad classes.

14. Budget

Provide a student budget with an equipment list. Work with a cinematographer for the equipment needed for each project..

15. Production Design

Provide location photographs by taking them your self or finding them from research.

16. Production Schedule

Provide a production schedule to include pre-production, production, and post-production in a month-at-a-glance format.

17. Marketing Plan

- a. Explain in detail how you intend to manage your career as a Director.
- b. What is the marketing plan for your film? Provide a list of producers, production companies film festival submissions with contact information.

18. Social Marketing & Advertising

Website, facebook, blog, and twitter.

19. Research

Provide historical or technical research for each project as needed.

20. References

Provide 3 letters of recommendation from industry professionals, current or former employers.

21. Miscellaneous

Any additional material that is relevant to your film and television education, and career goals.

22. Proofreader

Provide the name and contact information of a proofreader/editor who has reviewed your book.

Editing

Midpoint Review Book summary:

Students with this emphasis must include the following information in their Midpoint Review Book to be divided into sections, separated by **tabs**:

1. Cover page

No tab is required for the first cover page. Please add the following on your cover page:

Image Provide a publicity photo of you in action as an Editor.

Name

Student ID

Academy of Art University

MFA Candidate in the School of Motion Pictures and Television

Midpoint Review Book

Focus (Editing)

Mid Point Review date and time

Contact information (phone and email)

2. DVD of films and PDF CD of the book (Include both in an envelope and attach to a page.)

3. Table of Contents

On one page list the contents of your book. Add additional categories to this list as needed:

Cover letter

Business card

Resume

Publicity photo

Autobiography

Portfolio

Thesis details

Scripts

Cast and crew

Academic Timeline and Directed Studies

Budget

Production Design

Production Schedule

Marketing plan

Social Marketing & Advertising

Research

References

Miscellaneous

Proofreader

4. Cover letter

Provide a 1-page introduction of you as a filmmaker to the review committee. Be sure to address the following:

Autobiography: Very brief highlights from your autobiography.

MPT&A education:

Why do you want an MFA in Motion Pictures and Television in your focus?

What do you want to achieve in the MFA program that will add to your present skills and talent?

Industry goals: Provide an overview of what you want to accomplish in your film and television career?

5. Business Card

Your name, title, and contact information should be clearly visible. A sample of your stationary and letterhead can be included.

6. Resume

Provide a 1-page resume that clearly lists your name, title, and contact information, employment experience, skills, education to date, and other relevant information.

7. Publicity photo

Submit a publicity photo that reflects industry standards and introduce you to the job market in film and television.

8. Autobiography

A 1-page autobiography.

9. Portfolio

List the films you will be showing to the committee. Include image captures from the films with captions with title and description of each project:

Title:

Genre:

TRT:

Media:

Logline: A description of the project or a one-sentence description of the story of your main character (protagonist) and the conflict provided by the antagonist. Think protagonist vs. antagonist.

Job Description: What were your job titles.

Date:

10. Thesis details

Please use this format for all projects to be considered for your thesis.

Title:

Genre:

TRT:

Media:

Logline: A one-sentence description of the story of your main character (protagonist) and the conflict provided by the antagonist. Think protagonist vs. antagonist.

Synopsis: A 3-sentence description that answers the following questions:

1. What does your main character (protagonist) want? (Premise)
2. Who (antagonist) is in the way? (Conflict)
3. Does the main character get what they want and how does she/he change? (Resolution)

Theme: The description of the theme of each story should be in one line. ("The story is about....")

11. Scripts

Provide a draft of a script for each project, and/or treatment, and/or beat sheet (scene list), if available.

12. Cast and Crew

Cast: Provide a cast list, if available.

Crew: Provide a crew list, if available.

13. Academic timeline and Directed Studies

Develop your curriculum with 6 directed studies. Submit a semester-by-semester breakdown with the instructors that you will request as your directed study advisors, internships, grad classes, or undergrad classes.

14. Budget

Provide a student budget and equipment rental list for each project. Describe the equipment choices in detail.

15. Production Design

Provide any production design material such as location photographs.

16. Production Schedule

Provide a post-production schedule for each project in a month-at-a-glance format.

17. Marketing Plan

In your professional marketing research explain in detail how you intend to manage your career as an editor.

18. Social Marketing & Advertising

Website, facebook, blog, and twitter.

19. Research

Provide miscellaneous historical or technical research for each project, if available.

20. References

Provide 3 letters of recommendation from industry professionals, current or former employers.

21. Miscellaneous

Any additional material that is relevant to your film and television education, and career goals.

22. Proofreader

Provide the name and contact information of a proofreader/editor who has reviewed your book.

Producing

Midpoint Review Book summary:

Students with this emphasis must include the following information in their midpoint review book to be divided into sections, separated by **tabs**:

1. Cover page

No tab is required for the first cover page. Please add the following on your cover page:

Image Provide a publicity photo of you in action as a Producer.

Name

Student ID

Academy of Art University

MFA Candidate in the School of Motion Pictures and Television

Midpoint Review Book

Focus (Producing)

Mid Point Review date and time

Contact information (phone and email)

2. DVD of films and PDF CD of the book (Include both in an envelope and attach to a page.)

3. Table of Contents

On one page list the contents of your book. Add additional categories to this list as needed.

Cover letter

Business card

Resume

Publicity photo

Autobiography

Portfolio

Thesis details

Scripts

Cast and crew

Academic timeline and Directed Studies

Budget

Production Design

Production Schedule

Marketing plan

Social Marketing & Advertising

Research

References

Miscellaneous

Proofreader

4. Cover letter

Provide a 1-page introduction of you as a filmmaker to the review committee. Be sure to address the following:

Autobiography: Very brief highlights from your autobiography.

MPT&A education:

Why do you want an MFA in Motion Pictures and Television in your focus?

What do you want to achieve in the MFA program that will add to your present skills and talent?

Industry goals: Provide an overview of what you want to accomplish in your film and television career?

5. Business Card

Your name, title, and contact information should be clearly visible. A sample of your stationary and letterhead can be added but is not required.

6. Resume

Provide a 1-page resume that clearly lists your name, title, contact information, employment experience, education to date, and other relevant information.

7. Publicity photo

Submit a publicity photo that reflects industry standards and introduce you to the job market in film and television.

8. Autobiography

A 1 page autobiography.

9. Portfolio

List the films you will be showing to the committee. Include image captures from the films with captions with title and description of each project:

Title:

Genre:

TRT:

Media:

Logline: A description of the project or a one-sentence description of the story of your main character (protagonist) and the conflict provided by the antagonist. Think protagonist vs. antagonist.

Job Description: What were your job titles.

Date:

10. Thesis details

Please use this format for all projects to be considered for your thesis.

Title:

Genre:

TRT:

Media:

Logline: A one-sentence description of the story of your main character (protagonist) and the conflict provided by the antagonist. Think protagonist vs. antagonist.

Synopsis: A 3-sentence description that answers the following questions:

1. What does your main character (protagonist) want? (Premise)
2. Who (antagonist) is in the way? (Conflict)
3. Does the main character get what they want and how does she/he change? (Resolution)

Theme: The description of the theme of each story should be in one line. ("The story is about...")

11. Scripts

Provide a draft of a script for each project, and/or treatment, and/or beat sheet (scene list), if available.

12. Cast and Crew

Cast: Provide a cast list, if available.

Crew: Provide a crew list, if available.

13. Academic timeline and Directed Studies

Develop your curriculum with 6 directed studies. Submit a semester-by-semester breakdown with the instructors that you will request as your directed study advisors, internships, grad classes, or undergrad classes.

14. Budget

Provide a student film budget and equipment rental list for each project. Describe the equipment choices in detail.

15. Production Design

Provide useful location photographs by taking them or finding them from research. Use a digital camera and provide photos for the important locations in the scripts. If you don't have a camera, use magazines or the Internet to find images of ideal locations.

16. Production Schedule

Provide a production schedule that includes pre-production, production, and post production with second unit work if applicable.

17. Marketing Plan

In your professional marketing research explain in detail how you intend to manage your career as a producer. In your professional marketing research explaining in detail how the film will be submitted to festivals.

18. Social Marketing & Advertising

Website, facebook, blog, and twitter.

19. Research

Provide miscellaneous historical or technical research for each project as needed.

20. References

Provide 3 letters of recommendation from industry professionals, current or former employers.

21. Miscellaneous

Any additional material that is relevant to your film and television education, and career goals.

22. Proofreader

Provide the name and contact information of a proofreader/editor who has reviewed your book.

Production Design

Midpoint Review Book summary:

Students with this emphasis must include the following information in their midpoint review book to be divided into sections, separated by **tabs**:

1. Cover page

No tab is required for the first cover page. Please add the following on your cover page:

Image Provide a publicity photo of you in action as Production Designer.

Name

Student ID

Academy of Art University

MFA Candidate in the School of Motion Pictures and Television

Midpoint Review Book

Focus (Production Design)

Mid Point Review date and time

Contact information (phone and email)

2. DVD of films and PDF CD of the book (Include both in an envelope and attach to a page.)

3. Table of Contents

On one page list the contents of your book and add additional categories to this list as needed:

Cover letter
Business card
Resume
Publicity photo
Autobiography
Portfolio
Thesis details
Scripts
Cast and crew
Academic timeline and Directed Studies
Budget
Production Design
Production Schedule
Marketing plan
Social Marketing & Advertising
Research
References
Miscellaneous
Proofreader

4. Cover letter

Provide a 1-page introduction of you as a filmmaker to the review committee. Be sure to address the following:

Autobiography: Very brief highlights from your autobiography.

MPT&A education:

Why do you want an MFA in Motion Pictures and Television in your focus?

What do you want to achieve in the MFA program that will add to your present skills and talent?

Industry goals: Provide an overview of what you want to accomplish in your film and television career?

5. Business Card

Your name, title, and contact information should be clearly visible. A sample of your stationary and letterhead can be included.

6. Resume

Provide a 1-page resume that clearly lists your name, title, and contact information as well as your experience and education to date and other relevant information.

7. Publicity photo

Submit a publicity photo that reflects industry standards and introduce you to the job market in film and television.

8. Autobiography

A 1 – 3 page autobiography. See the IMDB and other film and television internet websites for relevant and similar bio's in your job category.

9. Portfolio

List the films you will be showing to the committee. Include image captures from the films with captions with title and description of each project:

Title:

Genre:

TRT:

Format (Media):

Logline: A description of the project or a one sentence description of the story of your main character (protagonist) and the conflict provided by the antagonist. Think protagonist vs. antagonist.

Job Description: What were your job titles.

Date:

10. Thesis details

Please use this format for all projects to be considered for your thesis.

Title:

Genre:

TRT:

Logline: A one-sentence description of the story of your main character (protagonist) and the conflict provided by the antagonist. Think protagonist vs. antagonist.

Synopsis: A 3-sentence description that answers the following questions:

1. What does your main character (protagonist) want? (Premise)
2. Who (antagonist) is in the way? (Conflict)
3. Does the main character get what they want and how does she/he change? (Resolution)

Theme: The description of the theme of each story should be in one line. ("The story is about....")

11. Scripts

Provide a draft of a script for each project, and/or treatment, and/or beat sheet (scene list), if available.

12. Cast and Crew

Cast: Provide a cast list, if available.

Crew: Provide a crew list, if available. Include the Art Department listed below.

Art Department: Provide a list of names for your decorator, prop master, construction

coordinator, scenic artist, and production assistant who may be available to work on your films.

13. Academic timeline and Directed Studies

Develop your curriculum with 6 directed studies. Submit a semester-by-semester breakdown with the instructors that you will request as your directed study advisors, internships, grad classes, or undergrad classes.

We highly recommend Production Design candidates use their electives and Directed Studies to address the digital domain in Computer Generated Images (C.G.I.)

14. Budget

Provide a preliminary student Art Department budget for all the films you are considering that is a total of the following: Construction and scenic paint budget, Decorating budget, Props budget, and Visual Effects (CGI).

15. Production Design

Provide useful location photographs by taking them yourself or finding them from research for each film project.

16. Production Schedule

Provide a production schedule which includes pre-production, production, and post production with second unit work for your film projects.

17. Marketing Plan

What is the marketing plan for your career as a production designer? Explain in detail how you intend to manage your career as a production designer.

18. Social Marketing & Advertising

Website, facebook, blog, and twitter.

19. Research

Provide miscellaneous historical or technical research for each project as needed.

20. References

Provide 3 letters of recommendation from industry professionals, current or former employers.

21. Miscellaneous

Provide any additional material relevant to your film and television education, and career goals.

22. Proofreader

Provide the name and contact information of a proofreader/editor who has reviewed your book.

Screenwriting

Midpoint Review Book summary:

Students with this emphasis must include the following information in their midpoint review book to be divided into sections, separated by **tabs**:

1. Cover page

No tab is required for the first cover page. Please add the following on your cover page:

Image Provide a publicity photo of you in action as a Screenwriter.

Name

Student ID

Academy of Art University

MFA Candidate in the School of Motion Pictures and Television,

Midpoint Review Book

Focus (Directing or Cinematography)

Mid Point Review date and time

Contact information (phone and email)

2. DVD of films and PDF CD of the book (Include both in an envelope and attach to a page.)

3. Table of Contents

On one page list the contents of your book and add additional categories to this list as needed:

Cover letter

Business card

Resume

Publicity photo

Autobiography

Portfolio

Thesis details

Scripts

Cast and crew

Academic timeline and Directed Studies

Budget

Production Design

Production Schedule

Marketing plan

Social Marketing & Advertising

Research

References

Miscellaneous

Proofreader

4. Cover letter

Provide a 1-page introduction of you as a filmmaker to the review committee. Be sure to address the following:

Autobiography: Very brief highlights from your autobiography.

MPT&A education:

Why do you want an MFA in Motion Pictures and Television in your focus?

What do you want to achieve in the MFA program that will add to your present skills and talent?

Industry goals: Provide an overview of what you want to accomplish in your film and television career?

5. Business Card

Your name, title, and contact information should be clearly visible. A sample of your stationary and letterhead can be added but is not required.

6. Resume

Provide a 1-page resume that clearly lists your name, title, and contact information as well as your experience and education to date and other relevant information.

7. Publicity photo

Submit a publicity photo that reflects industry standards and introduce you to the job market in film and television.

8. Autobiography

A 1-page autobiography.

9. Portfolio

List the screenplays you have written and will be submitting to the committee. Please use this format to introduce all screenplays to be considered for your portfolio. Other forms of writing can be submitted.

Screenplays:

Title:

Genre:

TRT:

Media:

Logline: A one-sentence description of the story of your main character (protagonist) and the conflict provided by the antagonist. Think protagonist vs. antagonist.

Synopsis: A 3-sentence description that answers the following questions:

1. What does your main character (protagonist) want? (Premise)
2. Who (antagonist) is in the way? (Conflict)
3. Does the main character get what they want and how does she/he change? (Resolution)

Theme: The description of the theme of each story should be in one line. ("The story is about...")

Films:

List any films you will be showing to the committee. Include image captures from the films with captions with title and description of each project:

Title:

Genre:

TRT:

Format (Media):

Logline: A description of the project or a one-sentence description of the story of your main character (protagonist) and the conflict provided by the antagonist. Think protagonist vs. antagonist.

Job Description: What were your job titles.

Date:

10. Thesis details

Please use this format for all projects to be considered for your thesis.

Title:

Genre:

TRT:

Media:

Logline: A one-sentence description of the story of your main character (protagonist) and the conflict provided by the antagonist. Think protagonist vs. antagonist.

Synopsis: A 3-sentence description that answers the following questions:

1. What does your main character (protagonist) want? (Premise)
2. Who (antagonist) is in the way? (Conflict)
3. Does the main character get what they want and how does she/he change? (Resolution)

Theme: The description of the theme of each story should be in one line. ("The story is about...")

11. Scripts

Submit rough drafts of scripts, if available. Provide a scene list (beat sheet) of the screenplays you intend to write with slug lines and a brief one-sentence description. Also provide a one-page treatment for each story,

12. Cast and Crew

Cast: Provide a cast list, if available.

Crew: Provide a crew list, if available.

13. Academic timeline and Directed Studies

Develop your curriculum with 6 directed studies. Submit a semester-by-semester breakdown with the instructors that you will request as your directed study advisors, internships, grad classes, or undergrad classes.

14. Budget

Provide an estimated budget amount for each film, if available

15. Production Design

Provide location photographs if available and/or use magazines or the Internet to find images of ideal locations.

16. Production Schedule

Provide a writing schedule for the films you will be writing in a month-at-a glance format

17. Marketing Plan

Explain in detail how you intend to manage your career as a screenwriter.

18. Social Marketing & Advertising

Website, facebook, blog, and twitter.

19. Research

Provide miscellaneous historical or technical research for each project as needed.

20. References

Provide 3 letters of recommendation from industry professionals, current or former employers.

21. Miscellaneous Any additional material that is relevant to your film and television education, and career goals.

22. Proofreader Provide the name of a proofreader or editor who has reviewed your book

Sound Design

Midpoint Review Book summary:

Students with this emphasis must include the following information in their midpoint review book to be divided into sections, separated by **tabs**:

1. Cover page

No tab is required for the first cover page. Please add the following on your cover page:

Image Provide a publicity photo of you in action as a Sound Designer.

Name

Student ID

Academy of Art University

MFA Candidate in the School of Motion Pictures and Television

Midpoint Review Book

Focus (Sound Design)

Mid Point Review date and time

Contact information (phone and email)

2. DVD of films and PDF CD of the book (Include both in an envelope and attach to a page.)

3. Table of Contents

On one page list the contents of your book and add additional categories to this list as needed.

Cover letter
Business card
Resume
Publicity photo
Autobiography
Portfolio
Thesis details
Scripts
Cast and crew
Academic timeline and Directed Studies
Budget
Production Design
Production Schedule
Marketing plan
Social Marketing & Advertising
Research
References
Miscellaneous
Proofreader

4. Cover letter

Provide a 1-page introduction of you as a filmmaker to the review committee. Be sure to address the following:

Autobiography: Very brief highlights from your autobiography.

MPT&A education:

Why do you want an MFA in Motion Pictures and Television in your focus?

What do you want to achieve in the MFA program that will add to your present skills and talent?

Industry goals: Provide an overview of what you want to accomplish in your film and television career?

5. Business Card

Your name, title, and contact information should be clearly visible. A sample of your stationary and letterhead can be added but is not required.

6. Resume

Provide a 1-page resume that clearly lists your name, title, and contact information, employment experience, skills, education to date and other relevant information.

7. Publicity photo

Submit a publicity photo that reflects industry standards and introduce you to the job market in film and television.

8. Autobiography

A 1-page biography.

9. Portfolio

List the films with image captures and the following captions:

Title:

Genre:

TRT:

Format (Media):

Logline: A description of the project or a one sentence description of the story of your main character (protagonist) and the conflict provided by the antagonist. Think protagonist vs. antagonist.

Job Description: What were your job titles.

Date:

10. Thesis details

Please use this format for all projects to be considered for your thesis.

Title:

Genre:

TRT:

Media:

Logline: A one-sentence description of the story of your main character (protagonist) and the conflict provided by the antagonist. Think protagonist vs. antagonist.

Synopsis: A 3-sentence description that answers the following questions:

1. What does your main character (protagonist) want? (Premise)

2. Who (antagonist) is in the way? (Conflict)

3. Does the main character get what they want and how does she/he change? (Resolution)

Theme: The description of the theme of each story should be in one line. ("The story is about...")

11. Scripts

Provide a draft of a script for each project, and/or treatment, and/or beat sheet (scene list), if available.

12. Cast and Crew

Cast: Provide a cast list, if available.

Crew: Provide a crew list with publicity photos, if available.

13. Academic timeline and Directed Studies

Develop your curriculum with 6 directed studies. Submit a semester-by-semester breakdown with the instructors that you will request as your directed study advisors, internships, grad classes, or undergrad classes.

14. Budget

Provide a student sound design budget and equipment rental list for each budget. Describe the equipment choices in detail.

Also provide a Professional sound design budget for each project. Describe the equipment choices in detail.

15. Marketing Plan

In your professional marketing research explain in detail how you intend to manage your career as a sound designer.

16. Social Marketing & Advertising

Website, facebook, blog, and twitter.

17. Research

Provide miscellaneous historical or technical research for each project as needed.

18. References

Provide 3 letters of recommendation from industry professionals, current or former employers.

19. Miscellaneous

Any additional material that is relevant to your film and television education and career goals as a sound designer.

20. Proofreader

Provide the name and contact information of a proofreader/editor who has reviewed your book.

Final Thesis Project Proposal Guidelines

The final thesis project proposal is presented during the midpoint review (see previous page). No matter which area of emphasis a student chooses, all final thesis projects must be:

- Of quality and scope suitable for the MFA level
- Polished, well planned, and clearly beneficial to the applicant's career/industry goals
- Challenging and achievable
- Of professional quality

The final thesis project proposal should contain the following information only for the student's chosen area of emphasis:

Acting

Candidate's should speak with Lauren Gee, Assistant to Diane Baker, regarding requirements specific to their track: L.Gee@academyart.edu or 415-618-6308.

Cinematography

The candidate must present projects using 16 mm, S 16 mm, 35 mm, and HD video. The applicant can choose which type of media is used on each project submitted, which should consist of the following:

- A demo reel 2 – 3 minutes long showcasing the best work of the student. The reel should include LS, MS, CU, dolly shots, and moving shots, and should be edited by someone other than the applicant.
- Three short narratives (7 - 12 minutes in length with credits)
- One music video OR one 3-4 minute short narrative
- One TV commercial OR one 3-4 minute short narrative

Directing

- The candidate must solely direct AND produce or co-produce one of the following options:
- One 7 - 12 minutes narrative in length with credits.
- One 8 - 10 minute narrative and one music video or two spec ads in a media of the applicant's choosing.
- The applicant can create the story alone if he/she chooses, but he/she must co-write it with a student whose area of emphasis is screenwriting.

Editing

The candidate must submit his/her projects on DVD using Final Cut Pro and AVID. Projects should include the following:

- A demo reel two to three minutes long showcasing the best work of the student.
- Three short narratives (7 - 12 minutes in length with credits)
- One music video OR one short narrative
- One TV commercial OR one short narrative.

Producing

- The candidate must be the creative producer and production manager of two short films, narrative or documentary (7 - 12 minutes with credits).
- The applicant must originate the story treatment.
- In order to translate his/her vision into a short film, the applicant must collaborate with a screenwriter, director, and crew.

Production Design

The candidate must work with AAU students on the following types of projects:

- A demo reel two up to three minutes long that showcases the applicant's best work.
- Three short film narratives (7 - 12 minutes with credits)
- One music video OR one short narrative
- One TV commercial OR one short narrative

Screenwriting

Candidates must submit ONLY ONE of the following options:

- a. Two feature screenplays and two short films to be produced by AAU students.
- b. Two, one-hour television dramas and three short films, two to be produced by AAU students.
- c. Four thirty-minute TV shows (drama or sitcom) and three short films, two to be produced by AAU students.

Sound Design

The applicant must submit his/her finished projects on DVD - r. Sound mixing should be done in Pro Tools. A second DVD - r should be included which contains Pro Tools session files, associated audio files, and Quicktime movie file(s) of the project, so audio production skills can be evaluated and critiqued. Materials should showcase quality production sound, dialog editing (ADR), in addition to effective and creative sound design elements which support the narrative.

Projects should include the following:

- A demo reel two to three minutes long showcasing the best work of the student.
- Three short narratives (7 - 12 minutes in length or up to 14 minutes maximum with credits)
- One 4 - 5 minute short narrative
- One TV commercial OR one 3 - 4 minute short narrative.

Additional questions should be directed to Brad Hughes, Director of Sound:
BRHughes@academyart.edu or 415-618-3866.

Directed Studies

After successfully passing the Midpoint Review, students choose six directed studies; the most common choice is to take two each semester. Students have five options in Directed Studies:

6. One on One
7. Group Directed Study
8. Grad Class
9. Undergrad class
10. Internship

The purpose of having directed studies is to work on your final project with the guidance of a qualified professional working in the motion pictures and television industries.

If a student needs more general information in any area of the filmmaking process relevant to their final project, a directed study may be converted into a studio class.

As an example, students with an emphasis in Producing or Directing focus on screenwriting and producing in the first semester of directed studies, directing and cinematography in the second semester, and post production/editing and sound in their last semester.

Students with an emphasis in Screenwriting, Cinematography, Production Design, Sound Design or Editing will choose directed studies instructors and/or classes more specifically related to their areas of interest.

The Final Review Book

Students must attend the MANDATORY Final Review Workshop, preferably in the semester prior to the Final Review (see Graduate School Calendar for meeting times). The 2 final books and PDF CD should be delivered to Graduate School at 79 New Montgomery at least one week before the scheduled final review.

The Final Review

The preparation for the final review follows similar guidelines as the midpoint review presentation but mostly with a focus on the completed final project. The final review consists mainly of two parts: the verbal presentation and the final project presentation. Please read the Final Review Guidelines for more information.

ONLINE GRADUATE BOOK MIDPOINT AND FINAL REVIEW

Here are three emails to Midpoint Review students outlining the requirements and deadlines for their upcoming reviews (please find the emails below). If you have any questions please let me know.

➤ Email #1: Your AAU Online Midpoint Review –

Hello _____,

I'll be working with you to prepare and present your Online Midpoint Review. The requirements for the Online Midpoint Review are similar to the onsite Midpoint Review. You are still required to meet all of your Department's Requirements as well as the General Requirements.

In addition to a written summary, you will need to create a PowerPoint presentation and submit it to me two weeks before your presentation. **Please email me your PowerPoint presentation if it is less than 15megs. If it is more than 15megs, please let me know and I will give you my mailing address.** Please make sure that all images are in JPEG format.

If you have any video, web work or animations that you would like to show during your review, you'll need to submit the work to me either on a CD/DVD or make the work accessible online, so that I may show it to the review committee. **Once you have sent me your PowerPoint presentation, I will email you the URL to your online web conference. I will load your PowerPoint presentation into your online web conference meeting room and then you and I will briefly rehearse the structure of an online review in your online web conference room (it should take about 20 minutes).**

For your Online Review you will need a:

- Reliable Internet connection (DSL or faster)
- Web camera
- Phone (non-VOIP if possible)

If you are in the United States, I will call you the day of your review for the phone portion of the review.

If you are an international student, you will need to purchase a 2 hour international calling card for the review and you will need to call me at the phone number I provide you with.

I will email you how to access tutorials and orientations explaining the review process as well as more technical requirements in a separate email.

Please contact me if you have any questions regarding the material and I will help to explain the process to you.

➤ MPR Email #2: Online Midpoint Review - Guidelines and Technical Info

Hello _____,

I want to make sure that you have all the information you need for your Online Midpoint Review. Please go to the web address below to view all of the requirements for your Midpoint Review and make sure that you read the General Guidelines, the Online Guidelines, and the requirements for your specific Department. There is also an important Orientation for you to view on this web page.

- Midpoint Review Guidelines:
http://gradstudents.academyart.edu/midpoint_review.html

Below are links to helpful examples of Online Reviews.

- Sample Online Review: <http://live4.academyart.edu/samplereview/>
- Overview of a Web Conference: <http://live4.academyart.edu/reviewinterface/>

When you are ready to start building your PowerPoint presentation you can view a tutorial on how to work with PowerPoint and use the template below.

- PowerPoint Tutorial: <http://live4.academyart.edu/howto/>
- PowerPoint Template (**download the file attached to this email, or go here to download it**): http://gradstudents.academyart.edu/assets/PowerPoint_Template.ppt

To make sure that your computer has the latest versions of the Flash and Shockwave plugins and can run the web-casting software, please click on the links below.

- Flash Plugin Check: <http://www.adobe.com/shockwave/welcome/>
- Web-Casting Check:
http://www.adobe.com/products/breeze/productinfo/meeting/meeting_intro.html

Please let me know if you have any questions. I look forward to working with you soon!

➤ MPR Email #3: Mailing Addresses for Your Midpoint Review

Hello _____,

At least 2 weeks before your Online Midpoint Review, mail your printed bound proposals (and CD/DVD or Prints if applicable) to:

**Academy of Art University
ATTN: Graduate School Midpoint Review Coordinator
79 New Montgomery
San Francisco, CA 94105**

Please email or mail me your PowerPoint presentation 2 weeks before your review as well. **Email it to me if it is less than 15 Megs; mail it to me at the address below if it is more than 15 Megs.**

If you have any projects (website work, demo reel, animatic, movie, etc.) that you would like shown to the Midpoint Review Committee during your online review, please mail me a CD/DVD of your work to the address below or make it available online.

**Academy of Art University
Cyber Campus/Online Graduate Studies
Attn: Maya McCoy
2300 Stockton Street, 3rd Floor
San Francisco, CA 94133**

Please remember to check with your department regarding all of the departmental requirements.

I look forward to receiving your PowerPoint presentation and rehearsing with you soon. Please let me know if you have any questions.