

The School of Motion Pictures, Television, and Acting

MIDPOINT REVIEW GUIDELINES

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. 1 PDF of the Midpoint Review on CD

Read further for details on the Midpoint 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. Taking notes during the meeting is recommended. Make sure your DVD is recorded in the DVD-r format in order 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 and 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 of themselves and addresses the following:

a. *Autobiography.*

b. *MPT&A education:*

Why do you want an MFA in Motion Pictures, Television, and Acting in your emphasis?

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

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

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 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 towards the completion of their project.

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 help 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&A MFA program and develop the presented project.
2. **Conditional Pass:** in order to proceed in the MPT&A 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 AAU Library, 180 New Montgomery.

Midpoint books should include the following information for your area of emphasis only:

Acting

To prepare for your mid point please meet with Diane Baker, The Executive Director of the Motion Pictures, Television, and Acting Program 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 LGee@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 during a film production.

Name

Student ID

MFA Candidate in the School of Motion Pictures, Television, and Acting

Emphasis (Acting)

Mid Point Review date and time

Contact information (phone and email)

2. DVD (Attach with envelope 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 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

MFA Candidate in the School of Motion Pictures, Television, and Acting

Emphasis (Cinematography)

Mid Point Review date and time

Contact information (phone and email)

2. DVD (Attach with envelope 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

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, Television, and Acting in your emphasis?

What do you want to achieve in the MFA&A 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?

Be sure to answer the following questions: Why do you want an MFA in Motion Pictures, Television, and Acting in your emphasis? Provide an overview of what you want to achieve in

your film, television, and new media career? What goals do you want to achieve in the MFA&A to add to your present skills and talent in your emphasis?

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 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 – 3 page autobiography. See the IMDB and other film and television internet websites for relevant and similar biographies in your job category.

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 for your films with headshots and resumes, if available.

Crew: Provide a crew list with accompanying resumes and publicity photos, if available from the producer or director, which includes the cinematography team.

Cinematography team: Provide the project's cinematography team with accompanying resumes, publicity photos and autobiographies.

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.

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. Research:

Provide technical research for each project, if available.

19. References:

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

20. Miscellaneous:

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

21. Proofreader

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

Directing

Mid point 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 Director.

Name

Student ID

MFA Candidate in the School of Motion Pictures, Television, and Acting

Emphasis (Directing)

Midpoint Review date and time

Contact information (phone and email)

2. DVD (DVD of Film Portfolio. Attach with envelope 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
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, Television, and Acting in your emphasis?

What do you want to achieve in the MFA&A 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 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 – 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 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 with headshots and resumes, if available.

Crew: Provide a crew list with accompanying resumes, and 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.

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 with contact information, and film festival submissions.

18. Research

Provide historical or technical research for each project as needed.

19. References

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

20. Miscellaneous

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

21. 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

MFA Candidate in the School of Motion Pictures, Television, and Acting

Emphasis (Editing)

Mid Point Review date and time

Contact information (phone and email)

2. DVD (DVD of Film Portfolio. Attach with envelope 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

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, Television, and Acting in your emphasis?

What do you want to achieve in the MFA&A 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 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 – 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:

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 for your films with headshots and resumes, if available.

Crew: Provide a crew list with accompanying resumes, and 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.

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. Research

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

19. References

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

20. Miscellaneous

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

21. 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

MFA Candidate in the School of Motion Pictures, Television, and Acting

Emphasis (Producing)

Mid Point Review date and time

Contact information (phone and email)

2. DVD (Attach with envelope 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

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, Television, and Acting in your emphasis?

What do you want to achieve in the MFA&A 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 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 – 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:

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 for your films with headshots and resumes, if available.

Crew: Provide a crew list with accompanying resumes and 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.

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 yourself 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. Research

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

19. References

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

20. Miscellaneous

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

21. 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

MFA Candidate in the School of Motion Pictures, Television, and Acting

Area of Emphasis (Production Design)

Mid Point Review time and date

Contact information (phone and email)

2. DVD (Attach with envelope 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
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, Television, and Acting in your emphasis?

What do you want to achieve in the MFA&A 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 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 for your films with headshots and resumes, if available.

Crew: Provide a crew list with accompanying resumes and publicity photos, 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.

The MPT&A department recommends that Production Design candidate 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. Research

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

19. References

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

20. Miscellaneous

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

21. 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

MFA Candidate in the School of Motion Pictures and Television

Area of Emphasis (Directing or Cinematography)

Mid Point Review time and date

Contact information (phone and email)

2. DVD (Attach with envelope 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
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, Television, and Acting in your emphasis?

What do you want to achieve in the MFA&A 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 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 screenplays you have written and will be submitting to the committee. Please use this format for all screenplays to be considered for your portfolio.

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 for your films with headshots and resumes, if available.

Crew: Provide a crew list with accompanying resumes, and 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.

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, if available.

17. Marketing Plan

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

18. Research

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

19. References

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

20. Miscellaneous

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

21. 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

MFA Candidate in the School of Motion Pictures, Television, and Acting

Area of Emphasis (Sound Design)

Mid Point Review time and date

Contact information (phone and email)

2. DVD (Attach DVD sleeve or envelope on 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

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, Television, and Acting in your emphasis?

What do you want to achieve in the MFA&A 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 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 – 3 page biography. 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:

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 for your film. Include headshots and resumes of your cast members. Work with your producer or director to get access to the cast list.

Crew: Acquire a crew list with accompanying resumes and publicity photos from your producer or director, 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.

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. Research

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

17. References

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

18. Miscellaneous

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

21. Proofreader

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