THESIS DOCUMENTATION CHECKLIST

Name ________________________________
Thesis Group Leader □ Adam □ Carl □ Federico □ Steve

Please complete this checklist, upload your files, and submit the required Thesis Documentation to your Thesis Group Leader. All materials fulfill Thesis Review Committee, Thesis Archive, and national educational accreditation requirements. If this deadline is not met, you may not graduate on time.

THESIS FOLDERS

You must submit 2 complete and separate sets of Thesis Documentation. Folders will be provided by MFACA and put in your mailbox. Once they have been reviewed, we will return the student folder to you and the other will go into the Thesis Archive.

MFACA Student Folder (Please follow this order)

☐ ☐ Signature Page Form (Only Thesis Advisor’s signature is needed when submitting)
☐ ☐ Thesis Advisor Report
☐ ☐ Printed Research Paper
☐ ☐ Printed Short Artist’s Statement/Bio
☐ ☐ Publicity Form
☐ ☐ Record of Professional Activities Form
☐ ☐ Copyright Permission
☐ ☐ Artwork and Model Release Form
☐ ☐ Publication Permission Form
☐ ☐ Discs
x ☐ Thesis Journal/Sketchbook

For Animation & Linear Video Projects:

x ☐ Storyboard, shot list and/or screenplay (hardcopy)

For Multimedia, Networked Media, Interactive Installation Projects:

☐ ☐ User’s manual/instruction to install/setup/run your project
☐ ☐ Installation diagram, drawings, and/or floor plan
☐ ☐ Complete project for web, multimedia and MAX/MSP/Jitter
☐ ☐ Source code and/or scripts in text file format
THESIS SERVER
☐ 15 TIFF images, 1920x1080 or 1280x720 pixels
☐ Research Paper in both PDF and Doc formats
☐ Short Artist’s Biography in both PDF and Doc formats
☐ Short Artist’s Statement in both PDF and Doc formats
☐ Long Artist’s Statement in both PDF and Doc formats (Optional)
☐ CV/Resume in both PDF and Doc formats
☐ Thesis Project Description in both PDF and Doc formats
☐ Press Release for Thesis Exhibition in both PDF and Doc formats
☐ List of 10 or more keywords/tags describing your project in .txt or Doc formats

CONTENT FOR DISCS (2 discs total for 2 separate Thesis folders)
☐ 15 TIFF images, 1920x1080 or 1280x720 pixels
☐ Research Paper in both PDF and Doc formats
☐ Short Artist’s Biography in both PDF and Doc formats
☐ Short Artist’s Statement in both PDF and Doc formats
☐ Long Artist’s Statement in both PDF and Doc formats (Optional)
☐ CV/Resume in both PDF and Doc formats
☐ Thesis Project Description in both PDF and Doc formats
☐ Press Release for Thesis Exhibition in both PDF and Doc formats
☐ List of 10 or more keywords/tags describing your project in .txt or Doc formats
☐ High Definition version of final animation, video or documentation
  ■ Video Format: QuickTime
  ■ Codec: ProRes 422 (HQ)
  ■ Pixel Aspect Ratio: Square Pixels
  ■ Resolution: 1920x1080 or 1280x720
  ■ Frame Rate: Any commonly used frame rate, for example: 23.94/24, 29.97/30 or 59.95/60
  ■ “School of Visual Arts MFA Computer Art“, copyright, and year of graduation must be included in the credits. (All logo files can be found on MFACA Community)
  ■ All discs MUST be labeled clearly with student’s name, year of graduation, title and duration of video.
  ■ (Optional but recommended!) Video should have 60 seconds of color bars and tone with 10 seconds of black before video and 30 seconds of black after credits.
THESIS PROJECT SIGNATURE PAGE

Student Name: ________________________________________

Thesis Title: _________________________________________

Student Personal Email Address: ________________________

Chair: Bruce Wands

Signature: ____________________________________________

Thesis Group Leader: (circle one)
Carl Edwards - Adam Meyers - Federico Muelas - Steve Rittler

Signature: ____________________________________________

Thesis Advisor (if applicable): __________________________

Signature: ____________________________________________
THESIS ADVISOR REPORT

Student Name: __________________________________________________________

Thesis Advisor: ________________________________________________________

Instructions for Thesis Advisors:

Please respond to all questions: one form per student. Attach additional sheets if necessary. Please return completed form to the student.

Practical Work

Has the student completed all aspects of the practical work to your satisfaction? Please comment.

Written Paper

Is the student’s documentation and research adequate? Please explain.

Overall Evaluation

Is the quality of thesis sufficient for an MFA degree in your opinion? Please clarify.
THESIS PUBLICITY FORM

Please be as specific as possible for all questions that apply to your Thesis, and staple any additional paperwork to this form. Thank you.

Student Name: ____________________________________________

Year: _____________________________________________________

Thesis Title: ______________________________________________

Duration: (for animation) ________________________________

Project Type:

☐ Animation  ☐ Installation  ☐ Interactive/Multimedia  ☐ Web  ☐ Video/Motion Graphics  ☐ Other (please explain)

Synopsis:

Brief description of content/subject, style/theme, and artistic/graphic intent:

Hardware Used in Production:

Manufacturer, product name, model #, etc.

Software Used in Production:

Manufacturer, product name, version, etc.
Hardware & Software Required for Operation: (if applicable)

Computer manufacturer, product name, model #, RAM, removable hard drives, monitor(s), video card, DVD player, speakers, projector, etc.

Minimum Configuration: (if applicable)

Instructions for Optimum Performance: (if applicable, please attach any additional sheet if needed)

Permissions:

Required for copyrighted, non-original material such as music, narration, custom software, imagery, or other used in your production. Attach a copy of appropriate permission form(s).

Additional Credits:

Music, voice-over, technical assistance, story, etc.

Production Notes: (optional)

Description of experimental techniques or custom software used in your production, if applicable.
For Installations Thesis projects:

Hardware & Software Required for Installation:

(Mac/PC/Linux, RAM, monitor(s), video card, DVD player, speakers, headphones, software version... etc.)

Instructions for Optimum Performance:

Lighting Requirements:

Space Requirements:

Explanation on how the space will be used in your piece:
RECORD OF PROFESSIONAL ACTIVITIES

In order to graduate, you are required to submit work to at least three competitions, conferences, speaking engagements, journals, gallery shows, or other venues. MFA Computer Art Department Thesis Exhibition does not satisfy this requirement.

Submission 1
Name of Event:
Title of Work:
Description:
Date Submitted:

Submission 2
Name of Event:
Title of Work:
Description:
Date Submitted:

Submission 3
Name of Event:
Title of Work:
Description:
Date Submitted:

Name: ________________________________  Signature: ________________________________
The School of Visual Arts frequently reproduces student work and photographs of campus activities in its publications and promotional materials. If you agree to have your work or likeness published in these materials you should indicate your acceptance below and sign this Artwork and Model Release form. When you accept the terms described, you are not relinquishing ownership of your artwork; you are merely giving the College permission to reproduce your work or likeness in order to promote itself and its students.

Artwork and Model Release Form

In connection with the promotion or publicity of the College or for education or accreditation purposes (“Permitted Use”), I authorize the use by the School of Visual Arts and its agents (the “College”) in any type of media or manner of (1) any artwork prepared by me at any time while a student at the College, including the right to display, copy, or perform in whole or in part any item and (2) my name, voice, image, likeness and/or biographical data at any time. I release the College from any claim I have or may have for copyright infringement, invasion of privacy or any other claim in connection with a Permitted Use and I waive any right therein, including moral rights or the right to review or approve any such Permitted Use.

☐ Accept       ☐ Decline

_______________________________________________________________________
Student (Print Name)   Student ID Number

_______________________________________________________________________
Student Signature      Date

_______________________________________________________________________
Street Address

_______________________________________________________________________
City      State      Zip Code

_______________________________________________________________________
Phone      E-mail Address

03.24.04
**Publication Permission Form**

In connection with the promotion or publicity of the College or for education or accreditation purposes ("Permitted Use"), I authorize the use by the School of Visual Arts and its agents (the “College”) in any type of media or manner of (1) any writing prepared by me at any time while a student at the College, including the right to retain, display, copy, modify from any text and (2) my name and/or biographical data at any time. If any edits are made revisions will be sent to me for final approval. I release the College from any claim in connection with a Permitted Use and I waive any right therein, including moral rights or the right to review or approve any such Permitted Use. This Permission form is not intended to and shall not be interpreted to, transfer or assign to the College my ownership of any copyright or any other intellectual property I own in connection with my Work and any Use by the College. Nor is this Permission form intended to, or shall be interpreted to, restrict my own rights and ability to exploit my Work. In the unlikely event that the College derives any direct monetary profits from its Use of my Work, I understand that the College will account to and pay me my share of any such profits.

<table>
<thead>
<tr>
<th>Student (Print Name)</th>
<th>Student ID Number</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Student Signature</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Street Address</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>City</th>
<th>State</th>
<th>Zip Code</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Phone</th>
<th>E-mail Address</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>