The objective of the graduate program in Filmmaking at Stephen F. Austin State University is to teach students to be professional filmmakers/Producers or Cinematographers, Screenwriters or Production Designers. Filmmaking is a difficult field and extremely competitive. The course of study will push a graduate student hard, requiring them to take 12 credit hours of ART 512 where they will learn production procedures, and complete three short films, 12 credit hours of graduate art history, 12 credit hours of graduate interdisciplinary classes, 12 credit hours of Summer feature (ART 513 & 514), 6 credit hours of graduate art studio (ART 530 & 531), and 6 credit hours of thesis (ART 591). The MFA course of study will take a minimal of three years and is a terminal degree equivalent to the Ph.D. By making the MFA degree comprehensive and strenuous it is the goal of Stephen F. Austin University State University to create alumni who are professional.

Class: A graduate student taking ART 591 will either be working on their thesis script, shooting their thesis movie, doing post-production work or completing their final thesis requirements. ART 591 students must establish their theses committee before writing their theses script. After establishing their committee they can submit to their committee a film treatment for approval. Once the treatment is approved they may start writing their movie script. A thesis narrative film must be at least seventy minutes long; if the film is a documentary it must be at least forty minutes long. A graduate student may submit their thesis script for consideration to be a summer feature movie. If their script is selected the major funding will come from the School of Art and that student will be the film’s director. If the movie is produced that way it will be done in a collaborative manner with the faculty. If a graduate student’s thesis is not a summer feature then that graduate student will shoot their movie at their expense and will not be required to create it in a collaborative manner. After a rough cut of a theses movie has been completed that film will be shown on a Wednesday ART 512 class (5:00-8:00 P.M.) to be critiqued by both the faculty and the ART 512/591 students. The suggestions from these critiques are not binding and should be received only as suggestions.

All graduate filmmaking students are required to take ART 591 for 6 credits and write a theses paper on their films. If a student is a specialists then they will write a thesis showing their work on filmmakers films. All graduate students will undergo a defense of their theses paper by their committee. These theses papers will be written under the format prescribed by the SFA Graduate School and prior to their defense, SFA forms for a defense must be completed. If a filmmaker’s emphasis is Filmmaking then they are also required to have an open student/faculty discussion of their project, followed by a public premier of their film. Both of these events will require SFA forms completed before to the events.

Students whose emphasis is Filmmaking will rehearse their student/faculty discussion before the students and faculty of ART 512/591. Students whose emphases are Cinematographer, Screenwriter or Production Designer are not required to have a student/faculty discussion and will demonstrate their skills through collaboration on Filmmaker’s films. All of the above requirements are to be done while enrolled in ART 591. The 6 credit hour requirement for ART 591 can be achieved by taking the class for two semesters at 3 credit hours per semester or for 6 credit hours for one semester. If the requirements for graduation are not met after 6 credit hours then a student must continue taking ART 591 for 1 credit per semester until the graduation requirements are completed.

Grades: Grades for ART 591 are a Withheld grade (WH) until a graduate student completes all of the MFA requirements and then the grades will be changed to Passing (P).

Time Limits: The time limit to complete the MFA requirements is 6 years.

Safety: Filmmaking is a profession where people have been injures and killed; therefore safety is an issue that must be addressed. The uses of real firearms, explosives, fire bombs or electrical tie-ins are prohibited and will result in not only a failing grade but also expulsion from the film program. The use of toy guns and/or prop guns may be used, but must be stored and used off-campus. When using toy guns or prop guns the people who live in that location must be informed and if the shooting is done in a public area the authorities must also be informed. All stunts including those using vehicles must be presented to their teacher and approved prior to being performed.
S.F.A. Class Attendance and Excused Absence Policies

Class Attendance: Regular and punctual attendance is expected for all classes, laboratories, and other activities for which a student is registered. Attendance policies shall be stated in the syllabus. For those classes where attendance is a factor in the course grade, an accurate record of attendance shall be maintained. Regardless of attendance, the student is responsible for course content and assignments.

Excused Absences: Students may be excused from attendance for reasons such as health, family emergencies, or student participation in approved university-sponsored events. However, students are responsible for notifying their instructors in advance, when possible, for excusable absences. Students are responsible for providing satisfactory documentation in a timely manner to the instructor for each absence. Whether absences are excused or unexcused, a student is still responsible for all course content and assignments. Students with acceptable excuses may be permitted to make up work for a maximum of three weeks’ worth of absences during a semester or one week of a summer term, depending on the nature of the missed work. Make up work must be completed as soon as possible after returning from an absence in accordance with the course syllabus. In the case of absences caused by participation in university-sponsored events, announcement via my SFA will constitute official notification. Faculty members sponsoring activities that require their students to be absent from other classes must submit to the provost and vice president for academic affairs an explanation of the absence, including the date, time and an alphabetical listing of all attending students. If approved by the provost and vice president for academic affairs, this information will be posted on my SFA.

S.F.A. Academic Integrity Policy

Definition of Academic Dishonesty: Academic dishonesty includes both cheating and plagiarism. Cheating includes, but is not limited to: 1. Using or attempting to use unauthorized materials to aid in achieving a better grade on a component of a class; 2. Falsification or invention of any information, including citations, on an assignment; and/or: 3. Helping or attempting to help another in an act of cheating or plagiarism. Plagiarism is presenting the words or ideas of another person as if they were your own. Examples of plagiarism include, but are not limited to: 1. Submitting an assignment as if it were one’s own when, in fact, it is at least partly the work of another; 2. Submitting a work that has been purchased or otherwise obtained from the Internet or another source; 3. Incorporating the words or ideas of an author into one’s paper or presentation without giving the author due credit.

Procedure for Addressing Student Academic Dishonesty: A faculty member who has evidence and/or suspects that academic dishonesty has occurred shall gather all pertinent information, approach the student(s) involved, and initiate the following procedure: 1. The faculty member shall review all evidence of cheating or plagiarism and discuss it directly with the student(s) involved. The faculty member shall inform the student(s) of the procedure for addressing academic dishonesty, as well as the appeals process. 2. After hearing the student(s)’ explanation or defense, the faculty member will determine whether or not academic dishonesty has occurred and will inform the student(s) what action will be taken. Penalties may include reprimand, no credit for the assignment or exam, resubmission of the work, make-up exam, or failure of the course. The faculty member may consult with the academic unit chair/director and dean in making these decisions. 3. After a determination of academic dishonesty, the faculty member shall notify the office of the dean of the student’s major by submitting a Report of Academic Dishonesty, along with supporting documentation as noted on the form. This report shall be made part of the student’s record and shall remain on file with the dean’s office for at least four years; 4. Upon second or subsequent offenses, the dean of the student’s major will determine a course of action, which may include dismissal from the university. The dean may refer the case to the college council for review and recommendations before making this determination. A student’s record of academic dishonesty will not be available to faculty members. The purpose of the record is for the dean to track a pattern of academic dishonesty during a student’s academic career at Stephen F. Austin State University. Students who are found to have demonstrated academic dishonesty and have withdrawn prior to the award of a grade will continue to have the determination of the infraction within their student records.

Student Appeals: A student who wishes to appeal decisions related to academic integrity should follow procedures outlined in Academic Appeals of Students (A-2). To see the complete policy go to: http://www.sfasu.edu/policies/academic_integrity.asp

S.F.A. Withheld Grades Semester Grades Policy

Ordinarily, at the discretion of the instructor of record and with the approval of the academic chair/director, a grade of WH will be assigned only if the student cannot complete the course work because of unavoidable circumstances. Students must complete the work within one calendar year from the end of the semester in which they receive a WH, or the grade automatically becomes an F. If students register for the same course in future terms the WH will automatically become an F and will be counted as a repeated course for the purpose of computing the grade point average.

S.F.A. Policy for Students with Disabilities

To obtain disability related accommodations, alternate formats and/or auxiliary aids, students with disabilities must contact the Office of Disability Services (ODS), Human Services Building, and Room 325, 468-3004 1 468-1004 (TDD) as early as possible in the semester. Once verified, ODS will notify the course instructor and outline the accommodation and/or auxiliary aids to be provided. Failure to request services in a timely manner may delay your accommodations. For additional information, go to: http://www.sfasu.edu/disabilityservices

The School of Art’s Desired Learning Outcomes: ART 591
1. Graduate filmmaking students will demonstrate proficiency in the skills of their declared filmmaking emphases.
2. Graduate filmmaking students will exhibit a high level of proficiency in the use of materials and the equipment of their declared emphases.
3. Graduate filmmaking students will demonstrate understanding of contemporary movie issues and its’ problems.
4. Graduate filmmaking students will understand Art and the history of movies.

Student Learning Outcomes: ART 591
1. Graduate filmmaking students through their theses films will demonstrate their proficiency in their declared emphases.
2. Graduate filmmaking students through class lectures and viewing films will learn advance skills of their declared emphases.
3. Graduate filmmaking student through art classes and interdisciplinary classes will learn contemporary movie issues and its’ problems.
4. Graduate filmmaking student through art classes and art history classes will learn the history of movies and how it relates to them.
FILE/VIDEO EQUIPMENT POLICIES

All equipment issued to students will be checked-out by the graduate assistant assigned to the check-out room. There are no exceptions to this rule. Check-out times and procedures will be posted. Equipment when checked-out will be entered in the equipment room’s computer. All cinematography equipment, with the exception of light tripods, HMIs, the jib-arm, c-stands and light stands, will be checked out in cases. There are no exceptions to this rule. The 2500 HMI, 4K HMI, 9 Light, Tulip Crane and the senior light fixture can be checked-out only through special permission. The School of Art will do its utmost to see that all equipment is in good working condition, but it is advised that students checking-out equipment, inspect their equipment. When a student places their signature on the checkout form, they testify that they have the equipment and that it is in working condition.

The cost to replace or repair lost, broken or damaged equipment (including lamps) will be assisted to the student to whom the equipment was issued. Notification of broken or damaged equipment will be made in the presence of the student at the time the equipment is returned or within 48 hours. The assessment cost will be made by a cinematographic teacher.

Issued equipment will be returned on the date specified on the checkout form. A student who has not returned a camera, sound kit or HMI fixture on the due date will be fined five (5) dollars per day per unit. Grip, gaff, electric or supporting equipment not returned on the due date will be fined one (1) dollar per day per unit. Failure to pay a fine will result in a hold on the student's transcript and will prevent that student from future S.F.A. registration or graduation.

When a student is issued equipment they are responsible for that equipment until it has been returned to the School’s equipment room. Lending equipment to another student or film group does not change that responsible. There are no exceptions to this rule.

STATEMENT OF ACCEPTANCE

I _____________________________ hereby proclaim by my signature that I have read and understand the Film/Video Equipment Policies and agree to all terms outlined including the late per day fines and the replacement/repair assessment fines that could be assessed to me. I understand that failure to pay a fine or replacement/repair assessment will result in a hold on my transcript and will prevent me from future S.F.A. registration or graduation.

Signature: ________________________________

Student ID #: ________________________________

Date: ____________________________

Spring 2019