This book is a filmmaker’s reference book. It can be bought from: Amazon.com, Ebay.com or alibris.com. Older editions are just as good as the newest edition and should cost anywhere from $5 to $15.

**MFA Degree Requirements:** All graduate MFA film students should have established their thesis committee before enrolling in ART 5196. After establishing their committee a Filmmaking student can submit to their committee a film treatment for their approval. Once the treatment is approved a student can start writing their thesis movie. This can be done during the fourth class of ART 5352. All filmmaking students whose emphasis is Filmmaking are required to make a thesis film; if that film is a narrative film it must be at least seventy minutes long; if the film is a documentary film then it must be at least forty minutes long. Along with the thesis film a Filmmaking student is required to defend their film in an open forum and write a thesis about their film. These students will rehearse their forum defense before all of the film graduate students and film faculty. If a student is a Specialist then they are not required to make a film but are required to display their skills through working on at least one Filmmaker’s film. A Specialist is not required to defend their work in an open forum but will write a thesis. Their thesis will discuss their specialty with photographs of their work. Both Filmmakers and Specialist will undergo a defense of their written thesis by their committee members. All written thesis will be written using the prescribed SFA Graduate School format. Prior to a premier or a defense, SFA forms for that event must be completed and submitted to the Graduate School.

All of the above requirements except establishing their committees and/or starting to write their thesis film will be done after their last semester of Art 5352. The 6 credit hour requirement for ART 5196 is generally done after most of the MFA required classes have been taken. The ART 5196 six hour requirement can be achieved by taking the class for one semester for 6 credit hours or through a combination of classes with less credit hour. If all of the MFA degree requirements for graduation have not been met after taking 6 credit hours of ART 5196 then a student must continue taking ART 5196 for 1 credit per semester until the MFA graduation requirements are met.

**Class:** A ART 5196 student may attend the 5352 class on Monday’s if they wish but will attend the Wednesday class from 5:00 p.m. to 8:00. The Monday class consists of advance lectures on film techniques and testing. The Wednesday class will discuss production scheduling and their locations, critique scripts and films in progress rehearse open forums, and film students receiving input on their thesis. If a 5196 students does not have three test scores of 80% or higher they will attend the Wednesday class to achieve those test scores.

**Expense:** All expenses incurred by a graduate student, except those incurred within a summer feature, will be the student’s responsibility.

**Grades:** To register in ART 5196 a MFA filmmaking student must have at least a 3 point grade average. Grades for ART 5196 are a Withheld grade (WH). Upon graduation, when all of the student’s MFA requirements have been completed, the Withheld 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 injured 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 excused 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 work 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: 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 instruction 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 W 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 W, or the grade automatically becomes an F. If students register for the same course in future terms the W 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 (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 5196

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 5196

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.