



Animation Thesis Guidelines

2018-2019

Department of Film and Animation
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Thesis Contacts

animationthesis@gmail.com | 212.592.2180

Thesis Committee Members

MaryLee Grisanti (Department Chair)

Don Poynter

Carl Paolino

Thesis Coordinators

Sam Lee

Shannon Baney



The Animation Thesis Film

ONE STUDENT - ONE FILM

Each thesis student will be required to produce and manage their own project. Collaboration between students is expected and encouraged. However, each thesis student will be responsible for their film's completion.

We **strongly** suggest that your thesis film's length should be at least 2 minutes and not exceed 4 minutes 30 seconds (excluding opening and ending credits).

Before embarking on any project that includes elements other than your own, you **MUST** obtain all rights and privileges for use in writing. This includes published material, music, photographs, etc.

Animation Thesis Advisors & Advisor Selection

Thesis advisors are charged with guiding their students in the making of their thesis film. Their responsibilities include:

1. Consulting with their advisees every week with a minimum of two meetings a month in person.
2. Submitting monthly Thesis Progress Reports by the mandatory deadlines. Reports to be submitted via Google Form, link is available upon request from animationthesis@sva.edu
3. Grading their advisees in the 1st and 2nd semesters (subject to approval by the Animation Thesis Committee)

Even though advisors are typically chosen from SVA faculty, an advisor may be selected from outside SVA **with approval of the Chair**.

You are not considered a thesis student until all paperwork is approved.

Completed Thesis Student/Advisor Agreements are due to the Film Chair's Office (209 East 23rd Street, Room 500) NO LATER THAN 4:00p FRIDAY, APRIL 20, 2018

2D Animation and Stop Motion Mandatory Deadlines

Mandatory deadlines have been established to create a record of your thesis project's progress and process and to provide a framework in which to work. Students alone are responsible for adhering to these deadlines. Each student should tailor a schedule to accommodate their particular production method.

MISSED DEADLINES WILL AFFECT GRADING.

Friday, August 17, 2018 by 4:00pm

First Draft of Animatic / Film In Progress

Friday, September 14, 2018 by 4:00pm

Second Draft of Animatic / Film In Progress

Friday, October 12, 2018 by 4:00pm

Third Draft of Animatic / Film In Progress

Friday, November 16, 2018 by 4:00pm

Fourth Draft of Animatic / Film In Progress

Friday, December 14, 2018 by 4:00pm

Fifth Draft of Animatic / Film In Progress

Friday, January 18, 2019 by 4:00pm

Sixth Draft of Animatic / Film In Progress

Friday, February 15, 2019 by 4:00pm

Seventh Draft of Animatic / Film In Progress

Friday, March 15, 2019 by 4:00pm

Eighth Draft of Animatic / Film In Progress

Friday, April ?, 2019 by 4:00pm

Delivery of completed film.

Specifications will be detailed later.

Animatic/Film-in-Progress should be rendered in H.264 video codec at. All deadline materials must be submitted to PCloud via the upload links distributed by the Thesis Committee Coordinator.

All uploaded files must be named using the following naming convention:

LAST NAME-FIRST NAME_[month#]deadline

(example: LEE-SAM_08deadline)

Deadline Delivery Procedures

The Thesis Committee uses PCloud to manage submission files and will release upload links at the beginning of each month. Students are welcome to submit files earlier than the designated mandatory deadlines.

Upload links will be automatically and promptly disabled at 4:00PM on each deadline day. Please do not submit late material! In the event of a submission deadline being missed, the student must email their advisor and the Animation Thesis Committee at animationthesis@sva.edu to arrange for a late deadline submission.

Only Thesis Committee members and the Thesis Coordinator will have access to your submission files. All submission files will be archived by the Thesis Coordinator after submission.

REMEMBER! Back up all your animation work after every work session on an external hard drive! Leaving your files on the desktop of an SVA workstation is not good enough. The Thesis Committee and Department Management are not responsible for your working files.

Submit deadline materials in the following format:

1280 x 720px (16:9 aspect ratio)

H.264 codec

Make sure your animation file opens in quicktime without needing conversion before submitting

DO NOT submit any file types that cannot be opened with quicktime such as After Effects working files. ONLY Quicktime files will be accepted.

Animatic/Film-in-Progress should be rendered in H.264 video codec at 1/2 or 1/3 resolution. All deadline materials must be submitted to PCloud via the upload links distributed by the Thesis Committee Coordinator.

All uploaded files must be named using the following naming convention:

LAST NAME-FIRST NAME_[month#]deadline
(example: LEE-SAM_08deadline for August deadline)

Grades

Grades are given at the end of each semester in the thesis year. A suggested grade is submitted by each advisor which is subject to review by the Thesis Committee.

The grade reflects not only the quality of work, but your performance as a thesis student throughout the year, such as adhering to the Mandatory Deadlines. Advisor Reports are also an important factor in determining grades.

The Fall grade is either Unsatisfactory (U) or Satisfactory (S). The Spring grade is a letter grade.

If you receive a (U) as a Fall semester grade, the best letter grade you can receive for the Spring semester is a (B).

No incompletes are given in the thesis year. Any extensions must be approved by the Film Chair and are subject to additional fees.

Student Grievance Procedures

The School of Visual Arts does not discriminate on the basis of gender, race, color, creed, handicap, age, or national origin.

Any member of the thesis student body who feels they have been subject to discrimination should talk with the Title IX Coordinator or make a written complaint to the Thesis Committee.

The Thesis Committee will review the complaint, talk with the individuals involved, and hold a hearing if necessary; in short, take all necessary action to correct the situation.

If the student lodging the complaint requests no hearing, the Thesis Committee will forward its decision to the faculty member in writing.

The decision of the Thesis Committee is final and subject to further review only by the President of the college.

Animation Grants

Pre-Production Grants are awarded in the fall semester and Post-Production Grants are awarded in the spring semester. All thesis students with a cumulative 3.5 GPA are eligible. The Animation Thesis Committee will choose the recipients of Production Grants based on the quality of the work submitted via PCloud.

Pre-Production Grant Deadline

Friday, November 16, 2018 by 4:00PM

Required Materials

1. Fourth Draft of the Animatic / Film-in-Progress
2. PDF of students' transcript showing a minimum 3.5 GPA
3. Proof of voter registration (required from US citizens only). Can be found at rockthevote.com
4. Statement of intent as to what production grant money will be used for

Grant Application Link: <https://goo.gl/SjEXs3>

Post-Production Grant Deadline

Friday, February 15, 2019 by 4:00PM

Required Materials

1. Seventh Draft of the Animatic / Film-in-Progress
2. PDF of students' transcript showing a minimum 3.5 GPA
3. Proof of voter registration (required from US citizens only). Can be found at rockthevote.com
4. Statement of intent as to what production grant money will be used for

Grant Application Link: <https://goo.gl/2Uo17X>

All application material must be submitted to PCloud via upload links distributed by the Thesis Committee. Additionally, an online application form must be completed alongside required materials submission.

Final Outputting Guidelines

Animation students are to submit their thesis films as QuickTime (mov) files to the Animation Management Team at the Animation Production Office (380 2nd avenue, rm 503B). The following are the video and audio exporting specifications:

VIDEO:

Codec: Apple Pro Res 422
Aspect Ratio: 16:9 (1920 x 1080)
Frame Rate: 23.98 fps or 24 fps

AUDIO:

Format: 16 or 24 bit Linear PCM
Channels: Stereo (L R)
Rate: 48kHz

*IMPORTANT - before you export your final stereo mix, please listen to it through speakers to make sure your dialogue and sound effects are appropriately audible compared to the soundtrack or ambient noise and that your mix does not peak at any point. If the audio is properly mixed, apply normalization of -3dB to it, then export your final stereo track.

If you have problems exporting your film with the given guidelines, please ask for help at the Animation Production Office.

ALL thesis films must be submitted to the Animation Management Team by the final deadline.

PLEASE NOTE: There will be a sign up sheet at the Animation Production Office two weeks prior to the deadline in order to make appointments for submission of your final thesis films.

ALL THESIS ADVISORS MUST SIGN OFFICIAL SUBMISSION FORMS CONFIRMING THAT THEY HAVE REVIEWED EACH OF THEIR ADVISEE'S FILMS BEFORE SUBMISSION.

Technical questions can be directed to:

Mark Minnig - Animation Manager: 212.592.2235 / mminnig@sva.edu

Gabriela Ilijeska - Animation Sr. Systems Administrator: 212.592.2239 / glijeska@sva.edu

Sam Lee - Animation Assistant Manager: 212.592.2618 / slee128@sva.edu

^{29th} **Dusty** film & animation festival May 4–8, 2018

Dusty Film & Animation Festival Office
209 East 23rd Street, Room 318
212.592.2129
dustyawards@sva.edu
dusty.sva.edu

The Dusty Film & Animation Festival is one of the only film/animation school events of its kind in New York. It is as much for industry as it is for students and their families. Since its inception in 1990, the festival has grown to be one of the largest and most attended event, co-sponsored by the School of Visual Arts and numerous film and animation companies.

It is an important venue through which the film and animation industry discovers new talent. This is your chance to demonstrate your abilities to people who are committed to developing newcomers; it is your opportunity to make contact with people who may choose to hire you in the future.

Therefore it is crucial that you maximize your participation in this event, taking advantage of every facet of the show from the Festival to the Dusty Awards Ceremony. During the Fall semester, students will be invited to attend preparatory meetings for the Dusty Film & Animation Festival.

The Dusty Film & Animation Festival also raises money for each thesis class; to date over \$600,000 has been raised and distributed as grants, or in-kind services to thesis students.

In order to participate, all policies and procedures must be adhered to. SVA has the right to exclude a student from participating if the school feels that any of the policies or procedures have been violated.

Everyone is required to submit a copy of their completed project by the Dusty Festival deadline to the Animation Management Team. Please see the "Final Outputting Guidelines" document for details on submission format. This copy will become the property of the School of Visual Arts. Make sure it is of professional quality, as it will be shown at the Dusty Film & Animation Festival and possibly used for academic promotional opportunities.

Only COMPLETED films will be judged and screened.

Animation Thesis Advisor Requirements

Thesis advisors are responsible for guiding their students in the making of their thesis film. Advisors' minimum responsibilities include:

1. Consulting with their advisees every week with a minimum of two meetings a month in person.
2. Submitting monthly Thesis Progress Reports by the mandatory deadlines. Reports to be submitted via Google Form, link is available upon request from animationthesis@sva.edu
3. Grading their advisees in the 1st and 2nd semesters (subject to approval by the Animation Thesis Committee)

Any additional time spent with the student is up to the discretion and availability of the advisor.

Although advisors are typically chosen from SVA faculty, an advisor may be selected from outside SVA with approval of the Chair.

Thesis Progress Reports

The monthly Thesis Progress Reports are a record of your work with your advisee. As such, each report should include an objective assessment of the student's progress in applying the storytelling, technical, and managerial skills necessary to complete their thesis film. These reports are used to help the advisor and Thesis Committee evaluate and substantiate grading decisions. Advisor Thesis Reports are due the same dates required by the Animation Mandatory Deadlines.

Although Thesis Advisor contracts officially start in September, consultations (whether by email or in person) with advisees is required to help guide students in meeting their August deadline and filing of August Advisor Reports (see Animation Mandatory Deadlines). The mandatory Deadlines have been established to help facilitate a smooth production schedule. Students alone are responsible for adhering to these deadlines.

Advisor Signature _____ **Date** _____

Due: Friday, April 20, 2018 @ 4:00p

Animation Thesis Student/Advisor Agreement

Student Name _____

Advisor Name _____

Specialization:

2D Animation Stop Motion Animation

I have selected the above named individual as my Thesis Advisor for the 2018-2019 academic year. Obligations to my thesis advisor and the Thesis Committee are as follows:
(Please initial next to each item below)

- _____ Communicate with my advisor on a weekly basis.
- _____ Attend meetings scheduled with my advisor.
- _____ Submit all required materials to the Dusty Film Festival Office.
- _____ Submit thesis materials as prescribed by mandatory animation deadlines
- _____ Failure to comply with these responsibilities will jeopardize my thesis status, affect my final grade, and make me ineligible for department grants.

Home Phone _____

Mobile Phone _____

Email Address _____

Local Address _____

Student Signature _____ **Date** _____

Advisor Signature _____ **Date** _____

Due: Friday, April 20, 2018 @ 4:00p

29th **Dusty** film & animation festival

May 4–8, 2018

Animation Thesis Submission Form

- All thesis animation projects must be submitted per export specs provided for students. (Apple ProRes422)
- Submissions must go to Mark Minnig, Gabriela Ilijeska, or Sam Lee in the Animation Production Office
- Only COMPLETED projects will be eligible for judging and screening at the Dusty Festival

Student Name: _____

Email: _____

Phone: _____

Thesis Advisor: _____

Project Title: _____

Complete Running Time: _____
including titles & credits

Exported film viewed by both advisor and student and cleared for technical errors

Advisor Signature: _____

Student Signature: _____

QT Received By: _____ Signature: _____

DEADLINE: All thesis submissions must be submitted by 12pm to the Animation Production Office

NO LATER THAN _____ , _____ / _____ / _____