

GRADUATE FILM PRODUCTION
MFA THESIS POLICIES AND PROCEDURES
Applies to Incoming Graduate Students 2009

Thesis Project Summary

To encourage collaboration and to allow you to pursue specific interests and talents discovered during your first two semesters, the film production faculty defines three distinct ways you may satisfy your MFA thesis project requirement: 1) Director, 2) Director of Photography, or 3) Editor.

DPs, and Editors must complete certain required courses beyond the basic production sequence, such as Cinematography or Digital Editing, in order to elect one of these specializations.

Directors create an original thesis film of no longer than 28 minutes duration. DPs, and Editors work on two qualified films, at least one of which must be a thesis film.

The Thesis Committee & First Reader

The Thesis Committee is made up of the full-time Film Production Faculty. Upon acceptance of your thesis proposal (below) you will be assigned a First Reader from among the committee who will be chiefly responsible for overseeing your thesis project, indicating when you are ready to proceed from one stage of your project to the next. Although you will consult with your First Reader throughout all stages of the thesis, you are encouraged to seek out additional support and feedback from other faculty, including faculty outside of Film Production.

First Year Review

At the end of your first year, the Thesis Committee reviews a selection of your work to assess your progress and to determine your suitability to begin your thesis project. Possible outcomes of the First Year Review include:

- **Clearance** You may begin developing your thesis
- **Conditional Clearance** You may begin developing your thesis pending some remedial and/or additional work.
- **MS degree only** You may continue with your studies however only as an MS degree candidate.
- **Termination** In the unlikely event that you have not demonstrated adequate progress towards a successful thesis in the first year, you may be terminated from the program.

You will be informed of the results of the First Year Review by email.

Once you pass the Final Thesis Review, the Thesis Committee signs the Thesis Record as certification and your First Reader submits a passing grade (or grade change for incompletes) for your thesis. Assuming that you have fulfilled all other requirements for graduation, you will receive the M.F.A. degree at the next scheduled graduation in May, September, or January.

Additional Conditions

The manner in which you carry out your thesis work is just as important as the finished project. If you act in bad faith, mistreat equipment or break rules governing its use, ignore deadlines, violate the code of academic conduct including its provisions on plagiarism, or act in a non-professional manner, you may be dropped from the program and not awarded a degree.

Failure to pay tuition and fees will result in loss of access to production and postproduction facilities.

Summary Thesis Timeline

- First Year Review End of 2nd semester
- Thesis Proposal 3rd Friday of September in your 3rd semester
- Thesis Committee Review 3rd Friday of October in your 3rd semester
- Thesis Proposal Revisions December 1st of your 3rd semester
- First Readers Assigned End of 3rd semester
- Thesis Project Time Frame Two years, starting from January of your 2nd year.
- Final Thesis Review Upon completion of all thesis requirements, no later than 15th day of the month of anticipated graduation in May, September or January.
- Graduation First available date following successful Thesis Review or approval of required revisions.

Thesis Film Completion Requirements

All thesis films must carry this acknowledgement as the final separate credit:

Produced at
Boston University
College of Communication
for the Master of Fine Arts degree
year (of graduation)

Upon completion of a film, the director submits the following to the First Reader:

- A properly leadered and labeled broadcast quality digital master. (The Film Production Services Operations Guide specifies the proper master format for each year.)
- Video Tape Leader Format:
 - 5 seconds slate including: Program Title, Producer's (or Director's) Name,
 - 60 seconds of SMPTE color bars and properly calibrated audio reference tone TRT (in hh:mm:ss format), Audio: Mono (2 ch) or Stereo.
 - 10 seconds Countdown followed immediately by your film
- TWO separate copies of the project on DVD (or other specified medium) in properly labeled packaging (DVD library case with insert including the information below).
- THREE copies of the attached Thesis Film Submission form (preferred) or the following information:
 - Name and BU ID of Director, and if performed for thesis credit, the names of the Producer, DP, and/or Editor
 - Principle cast (indicate if any are SAG)
 - Title of Film
 - Running Time
 - Brief Description of Film (suitable for a screening program)
 - Completion Date
 - Authorization to present film on BU-TV cable channel (YES or NO)
 - Authorization for streaming library video copy on the internet(YES or NO)
 - Name of First Reader
- Film prints and video masters will be stored permanently in the Thesis Film archive. One DVD copy of the thesis will be placed in the Krasker Film/Video Services library collection; the other will remain with the First Reader. Thesis films are considered the property of the student producer(s), but Boston University reserves the right to screen them in classes and to use them for teaching, advertising and promotional purposes.

Agreement Form

I have read the attached Graduate Film Production Thesis Policies and Procedures and by my signature below I agree to the terms and conditions described in therein, including the provisions that I may be dropped from the program should the film production faculty determine that I have failed to make adequate progress during the first year and/or for professional or academic misconduct, and that the film production faculty must accept my thesis in order to successfully complete the M.F.A. degree.

Signed: _____ Date: _____

Print Name: _____

BU ID: _____

e-mail address: _____

phone number: _____