

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 in May.](#)

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: _____



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Accept Decline

Student (Print Name)

Student ID Number

Student Signature

Date

Street Address

City

State

Zip Code

Phone

E-mail Address



Publication Permission Form

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Student (Print Name)

Student ID Number

Student Signature

Date

Street Address

City

State

Zip Code

Phone

E-mail Address