

Final Review Requirements

MFA Candidate

School of Animation

2006

- **Original Final Project Body of Work.** Presentation must consist of completed scope of work approved at Midpoint Review. All video components (animatics, final animation, demo reel, etc.) should be presented on DVD.

The visual component of the Final Review will vary depending on the subject matter and production techniques of each proposal. Students should present work that:

1. Proves their technical and artistic ability in the completed project.
2. Illustrates the visual style, narrative, and concept of their proposed project.

Regardless of format, every student must provide:

- a. **2 copies of the final project.**
- b. **Animatic, storyboard or concept board from Midpoint.**
- c. **2 copies of demo reel/portfolio** (*It is strongly urged that all students have a website and include this information as part of their portfolio presentation*).

All artwork created for this proposal should be of **portfolio quality**. Your Final Project should be work you would be proud to show to a prospective employer. Items to present may include (but are not limited to):

- **Storyboard** (If required for the project.)
- **Script** (If the project includes dialogue, a script should be included.)
- **Animatic or Animation Reel** (If required for project.)
- **Character Designs** (These should present multiple views.)
- **Scenic Designs**
- **Color Breakdown** (If required for the project.)
- **Reference Materials** (photographs, photocopies, technical articles, fabric swatches, web images-whatever items/images illustrate the content, emotional tone, color, or style of your project.)

- **Original Directed Study Journal** (18 units): The required Directed Study Journal will be reviewed by the Committee, and will be returned to you at the end of the review. Please include sketches, color swatches and storyboard if applicable.

□ **Final Project Presentation**

- a. **Written: Final Project Synopsis** must be turned in **2 weeks prior to your Review date**. Please submit 6 copies, **bound** and of professional quality to the Final Review Coordinator, room 270A, 79 New Montgomery Street. Cover page must specify the following:

- Title of Project
- Student's Name, ID and Major
- Date of Final Review

FINAL PROJECT SYNOPSIS:

The Final Project Synopsis is a brief, written document that includes an autobiography, resume, project proposal and production schedule. All written materials should be double-spaced and checked for spelling and grammar. Each copy should be submitted in a binder or folder with the written and visual presentations organized in a professional manner. (Have someone other than yourself proofread your materials. Written presentations that are sloppily put together will be returned for resubmission.)

3/13/2006

Directors: Chris Armstrong and Sherrie Sinclair

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Cover Sheet

- Name
- ID Number
- Discipline
- Date and Time of Final Review
- Title/Topic of Final Project

Autobiography

- Personal Narrative (Keep this brief. 1 page at most.)
- Where are you from? What is your background? What personal/professional/educational experiences have influenced your pursuit of the field of traditional animation?
- What have you studied at The Academy?

What are your career/artistic goals?

- Resume (1 page)
- Personal contact information
- Objective (optional)
- Education
- Professional Experience
- Skills (software, artistic, and otherwise)
- Honors (optional--academic and professional)

Final Project Synopsis

- Abstract (1 page)
- Summarize your project.
- Briefly describe your concept and relate your narrative.
- Briefly describe how you produced your project.
- What skills are you looking to showcase with this project? (character animation, effects animation, storyboarding, character design/concept art, background painting/layout design)
- Project Proposal at Midpoint (1 page)
- Define the project in practical terms.
- Describe your personal interest in this topic.
- Present background on this topic if appropriate (attach reference/research materials, bibliography).
- What form did your final project take? What does your project consist of? List these items. Be specific.
- Do you have plans to submit your finished piece to competitions, websites, etc.?

PRODUCTION SCHEDULE

Production Breakdown

- List all goals and areas of concentration for each semester with what you planned and did accomplish.
- List general tasks for your project (assembling final presentation materials, transferring animation to video, etc.)
- Timeline/Schedule
- Plug the items listed in your Production Breakdown into a calendar that matches the length of your project (in most cases 3 full semesters). How did the work break down? Be honest.

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Areas of Concern - List any technical, artistic, conceptual, or production elements of your project that were of concern. What strategies did you use resolve these issues?

- b. **Oral:** Come prepared to give a professional oral presentation. It should consist of an overview of your work and be no more than 20 minutes in duration.
- c. **Five to Ten high-resolution Prints**, mounted on ¼" black (same size boards) foam core board of your work. Leave space/border around your images. High quality resolution is required.
 - At least one or two boards should showcase samples of traditional work: paintings, sketches, photography, or sculpture that give us reference of your background.
 - One or two boards should demonstrate the process of your thesis such as any of the following: storyboard segment/s, character studies, sketches, character design, or photographs.
 - Two boards must showcase at least an example of a scene or model or clip of the final project itself.

Label on back of each board must include: your name, ID, contact information, name of project (plus text Master's Final Project) and DATE of your presentation.

□ Final Project for Library

- a. **Format by Department:** The Department requires you to submit 1 copy of your Final Summary Paper, as well as your video and any prints to be archived in the AAC library. Bring all materials on day of Final Review.
- b. **Archival Box:** It must be paper, not plastic. Your Final Project Visuals must fit inside. It may be purchased at Patrick's Office supply, on Mission at 2nd Street. It should be 9"x12" and cost generally runs \$13.00.

□ Work Capture: The Director asks for Hi Resolution files for Video (NTSC) to be submitted for processing through the Video Lab. You must use your Lab Account to drop off properly formatted files to the department file server and fill out the proper forms. All materials and questions can be directed to the Video Lab Manager, 3D Dept. 180 New Montgomery, for approval. Check with the Video Lab for format questions and forms. The Video Lab must sign off on these requirements before your diploma will be issued.

- A review of your requirements:
 - a. **Bring your rendered files on Disk to your Final Review.** You will need them to submit your final files through the Video Lab.
 - b. **Once your Final Project is approved, bring your files to the Video Lab for processing.** The Video Lab is located on the 3rd floor of 180 New Montgomery. Ask for the Lab Manager. You will need to complete a "Frames to Beta Output Request" form, which we will provide at your review. You will also need lab access, obtained through the registration process at the beginning of the semester. Make certain that your account is active well in advance of your output needs. You may need several attempts to output, so, plan to use the lab for your final process; it behooves you to plan your time well. Ask your academic advisor for details regarding lab access. You will not graduate until the Video Lab notifies the Graduate School via email that you have completed this requirement.

All materials submitted must be clearly labeled with your name, student ID number, date of Final Review and Major. If your materials are incomplete, the granting of your degree will be delayed.