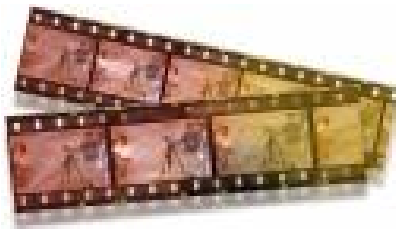


Regent University



**School of Communication
and the Arts
Department of Cinema-Television**

MFA GUIDELINES

Major in Producing

Major in Directing

Effective Fall 2006

Welcome to the School of Communication and the Arts.

The information in this handbook describes the procedures for Master of Fine Arts degree with a major in Producing or Directing. While the information contained in these Guidelines is intended to be specific and helpful, there may be some questions that are not specifically answered in these guidelines. In any case, the final authority on all academic policies and regulations is the Academic Catalog as interpreted by the Dean of the School, which can be found at: <http://www.regent.edu/acad/schcom/catalog/>.

Mission of the School of Communication and the Arts and How You Fit In

The School of Communication and the Arts is a community of graduate students, professors and scholars dedicated to integrating the Christian faith into their study and work in the disciplines of communication and the arts. Our challenge is to integrate critical thinking and practice, with the implications of a decidedly Christian worldview. For the Master of Fine Arts student, that means he or she will integrate his/her own, *a priori* worldview with his/her work as a creative producer or director in cinema and television. Our goal is to produce graduates, leaders and artists who have professional proficiency, scholarly ability, intellectual grounding in the Christian faith, and a strong Christian testimony, as evidenced in word and deed.

How We Are Structured

The School of Communication and the Arts is under the leadership of Dean Michael Patrick and Associate Dean for Academics Dr. Norman Mintle and is composed of four departments: the Department of Cinema-Television; the Department of Journalism; the Department of Theater Arts, and the Department of Communication Studies. Each of the four departments has a chairperson. The Chair of Cinema-Television is Dr. Lorene M. Wales.

Getting Started on your Degree Program

Academic Degree Plan

While faculty will provide help in planning academic programs, the student is responsible for the overall planning of his/her graduate school career and for the accurate completion of an Approved Degree Plan (ADP). The student should become familiar with academic requirements and procedures as set forth in the University catalog and in the present MFA Guidelines.

Approved degree plans for Producing and Directing can be found at: <http://www.regent.edu/acad/schcom/academics/worksheets.htm>. The degree plan should be completed in consultation with the student's advisor. When the student has developed a degree plan and obtained the advisor's signature, the original copy should be filed with the advisor and a copy will go to the Academic Dean's office for approval and signature. At the time the student applies for graduation, the ADP must reflect the same courses as the student's transcript.

Advising

Each student is assigned a faculty advisor. Each faculty member is prepared to provide basic academic degree advising. A request to change the advisor may be initiated by the student by filling out a standard "Change of Advisor" form and meeting with the Student Services Coordinator.

The student should take the initiative for academic advising assistance; a student must meet with his/her advisor at least once per semester, preferably twice, to register for classes and to plan the academic program. Appointments may be made by contacting the faculty member directly.

Financing Your Degree

Fellowships, Grants & Financial Aid

For information on financial aid, information is available at <http://www.regent.edu/acad/schcom/academics/financialaid/home.htm>

Academic Progress

A student achieving a 3.0 GPA or higher, is considered to be making satisfactory academic progress. In addition, students who pass their yearly review are considered to be making satisfactory progress.

In the event the student fails to meet the above criteria at the end of the academic year, the student will be placed on academic probation for one semester. By the end of the subsequent semester the student must raise their GPA to 3.0 or higher.

There are also financial aid implications for not making satisfactory academic progress, for more information, see <http://www.regent.edu/acad/schcom/academics/financialaid.shtml>

For further information regarding academic progress, see the university catalog at, <http://www.regent.edu/acad/schcom/catalog>

Important General Information

"Town Hall" Meetings

At least once each term, the School sponsors a "Town Hall," where the latest information on changes in policies, curriculum, faculty, staff, etc., is presented for discussion and response from the School community. This is an opportunity for questions about the life of the School or to bring problems to the attention of the faculty and administration.

Evaluation of the School, Faculty and Courses

The School of Communication and the Arts encourages student feedback about classes and programs. The University utilizes an electronic evaluation system and students are notified near the end of each semester when the evaluation module is open. All evaluation results are anonymous. Teaching faculty utilize student comments in the process of course improvement and self-assessment.

Incomplete Grades

Students desiring an incomplete must submit a request to the course instructor and academic dean two weeks prior to the end of the term. An incomplete grade will be given in a regular course only for legitimate deficiencies due to illness, emergencies or extraordinary reasons acceptable to the professor, including equipment breakdown and shortages, and not because of neglect on the student's part. Incompletes require the final approval of the school dean or his/her authorized representative. A regular grade will be given by the instructor if all requirements for the course are submitted by the end of the following academic term. The instructor will submit the new grade to the Registrar's Office no later than two weeks after the beginning of the subsequent term. If all work is not submitted by the end of the term following the granting of the incomplete, a grade of FX (NP on pass/fail courses) will be posted automatically unless a Request for Extension of Incomplete has been approved and submitted to the Registrar's Office. The FX shall be counted as an F in the computation of the GPA. Any student desiring reinstatement to the course after an FX or NP has been posted must register for the course in a subsequent term and pay the full current tuition for the course. In progress grades can only be given for independent studies, internships,

practica, portfolios, theses and dissertations.

Copyright Issues Core Coursework	Courses required by all students desiring an MFA with a major in producing or directing	13 Credit Hours
Students in the MFA will produce a number of film and video projects. Students need to understand and abide by federal law as pertains to the use of trademarks, music, and any other copyrighted material when completing their projects.		
Major Coursework	Courses that students in each major must take	12 Credit Hours
Equipment Policies and Lab Fees Critical Studies Coursework	Courses designed to promote and increase students' critical thinking in making and viewing film and video	12 Credit Hours
Computer Lab Screenwriting Coursework	Courses designed to inspire and increase students' storytelling skills	6 Credit Hours
A computer lab is located on the first floor of the Communication building. There are also computers for student use located in the Library and at various locations throughout the university. Users are not permitted to adjust the software programs on the computers in any manner, i.e. programs may not be added or deleted from university computers.		
Electives	A number of production and skill related courses	14 Credit Hours
Department of Cinema Television Equipment and Facilities Portfolio	A final project	3 Credit Hours

MFA students are required to own their own digital video camera and non-linear editing system. Recommended cameras should be a minimum three CCD Mini-DV camcorder. DV Cam and cameras capable of 24P or HD are also acceptable. Any manufacturer is acceptable but connectivity to your NLE and ability to digitize into the student's NLE is required. Students should also take note that the camera must have the ability to connect an external microphone. Students should also be aware that cameras with XLR inputs for microphones generally achieve higher quality and more reliable audio. Recommended NLE's include, but are not limited to, Final Cut Pro, Avid Express DV Pro and Adobe Premiere.

The Department of Cinema-Television has developed a detailed document governing student use of Regent equipment and facilities. The document may be found on the production office web page of the Regent web site <http://www.regent.edu/acad/schcom/production>

Lab Fees

Selected courses offered in the School of Communication and the Arts may carry lab fees in addition to tuition. These fees help support extra costs--equipment purchase and repair, rentals (such as films), software licenses, etc.--associated with those select courses or the programs those courses directly support. Lab fees, if applicable are posted in the semester course schedule on the Regent website.

Degree Requirements

Each major in the MFA (Producing or Directing) consists of basically six parts:

The three-year, 60 semester hour program allows the student to develop a foundation of production skills and from there create works in both traditional and nontraditional forms. Students must pass annual reviews by the CTV faculty in order to continue in the program. Other than the listed courses, the MFA student may also choose (as electives) from various workshops, independent studies, and practicum courses as they are made available. In the third year the MFA student must produce a professional quality final portfolio of his or her work for public exhibition.

Coursework

Every MFA student must take CTV 505 Aesthetics & Techniques of Cinema-TV (3)
all of the following classes (13 credits): CTV 502 Equipment Workshop (1)
CTV 528 Leadership Issues in Media (3)
CTV 638 Advanced Motion Picture Production (3)
CTV 600 Theory and Criticism of Cinema-TV (3)

All students must choose 12 credits
of critical studies from the following: CTV 602 History of American Cinema (3)
CTV 603 Contemporary American Cinema (3)
CTV 604 Redemptive Cinema (3)

CTV 607 History of American Broadcasting (3)
CTV 643 History of Animation (3)
CTV 609 Topics in the Critical Studies of CTV (3)

Students must choose 6 credits
of screenwriting classes from the
following: SSW 510 Story Structure for Stage & Screen (3)
SSW 612 Feature Film Scriptwriting (3)
SSW 617 Writing Christian Drama for Stage
& Screen (3)
THE 713 Text Analysis (3)
SSW 514 Writing for Television (3)
SSW 512 Writing the Short Film (3)
SSW 511 Playwriting (3)
SSW 516 Writing for Children: Stage & Screen (3)
SSW 613 Writing Comedy (3)

MFA major in **Directing** (12) CTV 530 Directing Single Camera (3)
Students must take all of the following: CTV 531 Directing Multi-Camera (3)
CTV 630 Advanced Directing for CTV (3)
CTV 541 Screen Acting (3)

MFA major in **Producing** (12) CTV 527 Producer's Unit (3)
Students must take all of the following: CTV 525 Producing for Cinema (3)
CTV 627 Scheduling and Budgeting for CTV (3)
CTV 526 Programming for the 21st Century (3)

Students may choose 14 credits of
electives from the following: CTV 546 Motion Picture Cinematography (3)
CTV 545 Lighting Aesthetics & Design for CTV (3)
CTV 658 Sound Design for CTV (3)

CTV 637 Producing & Directing Documentary (3)
CTV 638 Producing & Directing Music Video (3)
CTV 535 Producing & Directing TV Advertising (3)
CTV 589 Workshop: Various Topics (1-3)
CTV 580 Practicum (1-3)

Students must complete: CTV 698 Portfolio (3)

Review Process

Each Spring semester, by April 1, the student is to submit a demo reel to the Chair of CTV. The Chair will then meet with the MFA Review Board, made up of CTV faculty and review the reel. The student will then be given a written evaluation. This evaluation will indicate if the student passes on to another year, passes on to another year with recommendations, or is asked to leave the program.

Registration Issues

Various courses especially those requiring supporting paperwork are not web-enabled and require the assistance of the Student Services Coordinator. For any course not appearing on the published course schedule, the student must seek registration assistance. Please consult the Registration Handbook which is posted on the website and/or see the Student Services Coordinator.

Doctoral Courses

Outstanding students enrolled in the MFA may seek permission to take certain doctoral level courses and seminars. Enrollment in such courses requires the approval of the faculty member teaching the course, and the Academic Dean. Students desiring to take a doctoral course must submit the form, "Approval for Master's Program Student to Take Doctoral Program Course," <http://www.regent.edu/admin/registrar/studentforms.cfm> with appropriate approval signatures at the time of registration.

Courses from other schools

Where applicable the student may incorporate classes from other schools at Regent University into their degree program. To take courses outside the School requires the approval of the student's faculty advisor and these courses must be listed on the student's Approved Degree Plan.

Transfer of Academic Credit

With the approval of the academic advisor, the Dean of the School, and the Registrar, students may transfer from another university up to 20 percent of the credit hours required for the MFA program. These courses must be graduate level and must have been earned at a fully accredited institution. Normally, these courses must also be within or germane to the field of communication and must have earned a "B" or better grade. If the student desires to earn these credits AFTER enrolling at Regent, permission to transfer the credit must be obtained BEFORE the course is taken. Additional information regarding transfer of credits can be found in the University catalog <http://www.regent.edu/acad/schcom/catalog>

Independent Studies

An independent study is a course individually designed for a student by a professor after consultation with the student. The professor serves as a mentor. The purposes of taking an independent study are (1) to allow a student to explore content not available in a regular course; or (2) to allow in-depth study, research, or productions dealing with a specific subject. Independent studies may also serve as a way to develop specialized research skills relating to a student's thesis or portfolio project. Independent studies will not be approved for subjects available in regularly available courses.

An independent study must be approved by the professor serving as a mentor, and the chair of the department. Faculty workloads are always a factor in the approval of independent studies. The chair of the department attempts to determine how and when the proposed independent study can fit within the assigned load of the faculty mentor. In some cases, a particular faculty member may be willing but otherwise not available to supervise an independent study during a particular semester. In such a case, the student may be advised to consider alternative options for a faculty mentor or to wait until the project can fit into the faculty member's load. Instructions for registering for an independent study are found in the Registration Handbook or the student may meet with the Student Services Coordinator.

The Practicum

A practicum is a field-based or campus project that provides an opportunity for the student to gain practical experience in a particular field of study. Approval for a practicum shall be given only if there is evidence of significant learning opportunities related to the student's major area of study. A practicum is centered in a contract between the student and a professor that contains specific goals, expectations, and evaluation criteria in written form. Practicum credit is variable depending on the nature of the practicum. Grading of the Practicum is Pass/Fail. To be eligible to register for a practicum the student should have completed at least 12 semester hours, have a 3.0 cumulative GPA, and have submitted an approved Individual Study Form signed by the student's advisor and the chair of the department at the time of registration. The same attention to faculty workload is applied to the assignment of faculty members to practicum courses. Instructions for registering for an individual practicum is in the Registration Handbook or the student may meet with the Student Services Coordinator.

Distance Courses

The MFA program with majors in producing or directing is an on-campus only program. A full-time MFA student in the semester system is defined as taking nine credit hours per semester or three courses, excluding summer sessions. Students may take some courses by distance, such as critical studies or screenwriting. Production courses may not be taken by distance.

Degree Options: An Introduction to "Culminating Experiences"

The School of Communication and the Arts offers "culminating experience" options for the MFA degree.

MFA Major in Directing A portfolio film, no less than 30 minutes in length.

MFA Major in Producing A prospectus report for a film project including a treatment, screenplay, business and marketing plan and potential sources of finance and distribution,

or,

A portfolio film or pilot for a television series.

Final Demo Reel

In addition, all culminating experiences must be accompanied by a professional demo reel (as part of the portfolio).

Any portfolio film or pilot shall be shown to an audience from the Regent community followed by a Q & A discussion of the project. Preview cards will be used with a preview report due one month after the preview. Each student should plan to finance his or her culminating project.

Participation in Commencement

For requirements and procedures for commencement information can be found at: <http://www.regent.edu/acad/schcom/academics/graduation.shtml> .

Specific Procedures for the Portfolio

Professional Portfolio

A professional portfolio demonstrates professional competence and creativity in a particular medium or area of study. For example, a student might produce a pilot for a television program, direct a dramatic production or complete a prospectus for a developing film project. A portfolio, therefore, can be valuable for presentation for prospective employers, since it provides a product that they can directly observe. The portfolio is not to be a compilation or reconstruction of past student work; it is a new endeavor. The portfolio is also a project that is to be financed by the student. Students should plan well in advance to ensure adequate funds are available.

The Portfolio Committee

Each portfolio will be guided by a 2 member faculty committee. The chairperson must be a full-time faculty member and possess special expertise in the area of the project. It is the student's responsibility to find a faculty member willing to serve as chairperson. With the counsel of that chairperson, students then recruit one more full-time faculty member to serve on the committee. In special instances and with the approval of the committee chairperson and the Academic Dean the student may ask a member of the professional community to serve as a committee member. The student must register for portfolio credit using the Individual Study Form during regular registration prior to beginning work with the committee unless specifically waived by academic petition.

The Portfolio Proposal and Defense

A written professional portfolio proposal must be presented to and approved by the portfolio committee prior to undertaking the project. The student should submit a copy of the proposal to each committee member at least one week before the scheduled portfolio proposal defense meeting. Special deadlines apply to all portfolio students, especially those seeking to participate in Commencement. The committee may, at that time: (1) approve the proposal; (2) approve the portfolio with revisions specified by the committee to be completed within a specific time period and reviewed again by the committee; or (3) reject the proposal, thereby terminating the project, at least for academic credit. If the proposal is successfully defended, the student should submit the completed and signed portfolio proposal defense form to the Dean's Office.

For further information regarding preparation, deadlines and final requirements see <http://www.regent.edu/acad/schcom/thesisguidelines2003.swf>

Portfolio Requirements

THE PROJECT: The portfolio project must be no less than 30 minutes in length. The project, at time of final defense must be completed with, credits, music, a full sound edit and mix. The project should also be delivered on DVD with a professional style cover and casing. The DVD should have special features as determined by the chairperson of the committee.

EXTERNAL CRITIC: The student, with the approval of the Committee chair, will submit the project to an external critic who can provide a written critique. The critic will be paid an honorarium of \$50.00 (cost is incurred by the department of Cinema-Television). The external critic must be an educator or professional in the fields of film and/or television. This critique will be included in the CRITIQUE chapter of the final Portfolio document.

PUBLIC PRESENTATION: The portfolio will have a public presentation and critique which will be conducted before the student graduates. The presentation may consist of the following:

- A. A screening of the project in either screening room or other approved venue.
- B. The two MFA advisors and one outside critic (if possible) will attend the screening venue and will lead a panel discussion following the presentation.

A Final Word

Although these Guidelines are an effort to accurately reflect the procedures and policies governing the MFA program, the School of Communication and the Arts reserves the right to change any provisions in these Guidelines from time to time and hereby designates the Dean of the School as the final interpreter of the Guidelines' provisions.

Updated: February, 2005

Lorene M. Wales, Ph.D.
Chair, Department of Cinema-Television