Pratt
Pratt Institute
Department of Digital Arts

Thesis Requirements: *Master of Fine Arts in Digital Arts*
Revised August 2011

CONTENTS			*Page*

PREFACE

The Thesis Requirements document applies to all regulations and procedures related to DDA606A and DDA 606B Graduate Seminar, DDA660A and DDA660B Thesis, and DDA700 Thesis-In-Progress.

This document should be read in conjunction with the latest version of the Library Guidelines, available online (http://library.pratt.edu/) or at the Pratt Library on Pratt's Brooklyn Campus. Questions concerning organization and formatting of materials should be discussed with the Information/Reference department of the Pratt Library. Please call 718-636-3680 or 3686 for assistance.

Any questions concerning content and support requirements should be discussed with your Thesis Advisor and/or the Chairperson of the Department of Digital Arts at the beginning of the thesis process.

Thesis candidates will indicate their full acceptance of these requirements by signing the Guidelines Agreement at the end of this document and by registering for courses DDA606A and DDA606B Graduate Seminar, DDA660A Thesis I, DDA660B Thesis II, and DDA700 Thesis In-Progress.

Any waiver or modification of these guidelines must be in writing and approved by the Thesis Advisor.

<u>Note:</u>

- The term **Thesis Research** is defined as the planning and preparation of all aspects of the Thesis Project before the actual Thesis Project begins.

- The term **Thesis** is defined as the execution of the approved **Thesis Project Proposal.**

PART I: Graduate Seminar I and II (Thesis Research)

The purpose of Graduate Seminar (Thesis Research) is to help MFA candidates select a topic for their Thesis, and to plan and propose its implementation. If the Thesis Committee accepts the Thesis Project Proposal, the Thesis candidate is permitted to advance into Thesis.

The selection of a topic involves analysis of the candidate's own interests, strengths, experiences, historical precedents, current trends within the digital arts and professional and artistic goals.

A one-page **abstract** of the thesis proposal must be delivered to members of the Thesis Committee at least one (1) week prior to public Graduate Seminar II (Thesis Research) presentations.

Thesis **proposals** must be presented in a professional manner and clearly communicate the scope of the proposed project with the following components:

- **production plan and materials lists**
- **supporting research** in the form of creative, technical and material references
  pre-visualization in the form of maquettes, installation drawings, sketches, prints,
- storyboards, animatics, interface designs, and/or technology prototypes

1.0 Criteria for Approval of Thesis Project Proposal

Thesis projects must demonstrate originality and creativity in both content and presentation. Topics must represent a significant exploration of concepts and techniques in your discipline.

Proposals will be evaluated on visual sophistication, discipline, significance, feasibility, artistic merit, critical reflection and professionalism.

1.1 Academic Integrity

Absolute integrity is expected of every member of the Pratt Community in all academic matters, particularly with regard to academic honesty. When a student submits any work for academic credit, he/she makes an implicit claim that the work is wholly his/her own, executed without the assistance of any person or source not explicitly noted, and that the work has not previously been submitted for academic credit in any area.

1.2 Appropriation vs. Plagiarism

Appropriation is the act of using borrowed elements in an artwork. Walter Benjamin argues that a new context gives the borrowed element new meaning. Critics point out that this practice not only constitutes intellectual theft but also prevents young artists from developing their own technical and conceptual skills. Proponents say that appropriation is an art form with its own technical and conceptual requirements. Other supporters of appropriation argue that copyright and ownership of imagery are outdated concepts and any image may be used by anyone.

In the Department of Digital Arts, appropriation is acceptable only if the act of appropriation is of conceptual significance to the artwork and the appropriated material is properly cited. Borrowing elements that do not significantly contribute to the conceptual meaning of the work is unacceptable.

Plagiarism means presenting work or ideas created by another person or entity as your own. It is unequivocally unacceptable at Pratt Institute, and may result in receiving a failing grade for the course, suspension from classes for a semester, and/or expulsion from the Institute.

It is possible to refer to another person's work and not plagiarize. For example, if you use an illustration from a book or website, it is acceptable as long as you clearly cite the author and source of the illustration. Using text from a book or website is acceptable, as long as you:

> a) clearly indicate the author and source of the text
> b) present the text as either a long or short quotation. For guidelines on the proper use of text and quotes, see the ***"Sample Thesis Document",*** available from your Thesis Advisor.

If you use someone else's work and do not indicate the source, you are implying that you did the work yourself. This is dishonest, and it is plagiarism.

Clear examples of plagiarism include:

> o using a 3d model or animation sequence developed by someone else and not crediting the original artist(s)
> o quoting text from a book or website and not citing the source
> o using an illustration and not citing the original artist
> o engaging another student in the production of your project without indicating their contributions in your production credits
> o using a piece of music composed by someone else and not citing the original composer
> o using programming code for an effect or process which was written by someone else and not citing the source of that code

Some forms of plagiarism are harder to define. If you use a set of ideas developed by someone else and reshape them for use in your own work, ***you must still credit the originator of those ideas***. For example, if you create an animation based on an existing story, you must acknowledge this in production credits. An example of appropriate credit may appear in this form: "Based on the novel by James Joyce".

Collaboration with other Pratt students is encouraged and does not constitute plagiarism as long as all contributors are properly credited.

If you are in doubt as to whether something constitutes plagiarism, speak to your Thesis Advisor before you proceed.

In addition to citing the source of borrowed content for use in your Thesis proposal, if borrowed content appears in your finished Thesis in audio or visual form, you must first obtain written permission from the copyright owner in order to use such content. Documentation of this permission must be included in the finished paper. The Institute policy on this issue is as follows:

Digital Copyright and Intellectual Property Protection
It is the policy of DDA and Pratt Institute to promote respect for the creative works of others. Infringement takes place when a substantial part of a work is copied, made available to others, or adapted into a new form without the permission of the creator. Images, text, logos, software, sounds, film/video clips, email, postings to newsgroups, and other works distributed electronically are protected by copyright, just as they are in traditional media. Protection technologies such as watermarking and encryption are supported and must be respected. DDA does not condone copyright infringement and disciplinary action will be taken if this policy is violated.

Additional Information regarding Copyright Protection

All works published in the United States before 1923 are in the public domain. Works published after 1922, but before 1978 are protected for 95 years from the date of publication. If the work was created, but not published, before 1978, the copyright lasts for the life of the author plus 70 years. However, even if the author died over 70 years ago, the copyright in an unpublished work lasts until December 31, 2002. And if such a work is published before December 31, 2002, the copyright will last until December 31, 2047.

1.3 Thesis Proposal Approval Procedure
End of 2nd Semester Thesis Committee Review - 0 Credits (Required, All MFA)
- May not enter Thesis I until 30 Hrs. are completed.
- Committee consists of one DDA Administrator, The Thesis Advisor, a Visiting Critic and one faculty from the DDA faculty chosen by the student.
- Student presents a body of work to demonstrate proficiency
- Student presents proposal for Thesis study
- What question(s) are you asking?
- Written Proposal
- Students who pass progress into Thesis I
- Students who are woefully inadequate will be asked to leave
- Students who are not quite ready to move into Thesis I but have the potential for successful completion can be reviewed again at the end of Summer. Students who pass at this point can move into Thesis I. Students who are not will be asked to leave the program.

PART II: ADVANCING TO THESIS

2.0 Establishing Thesis Advancement
After the Thesis Committee evaluates a student's Thesis Proposal, the student will receive a letter from their Graduate Seminar II Advisor noting the final determination of the candidate's advancement status. A copy of this letter, which includes a summary of reasons for the decision, will be held on file along with a copy of the Thesis Proposal.

2.1 Finding a Thesis Advisor
The members of the full time faculty constitute the pool of potential DDA Thesis Advisors. When a Thesis Candidate is approved to advance into Thesis, the candidate is required to find a suitable Thesis Advisor among those scheduled to conduct Thesis I. Thesis candidates must approach the Thesis Advisor of their preference and request permission to undertake the Thesis process with this Advisor. *Confirmation of the advisor's approval must be sent via email from the Thesis Advisor to the department Chair and Assistant Chair* for registration approval. If a successful Thesis candidate and Advisor pairing is not reached through this process, an Advisor will be assigned to the student by the department Chair.
Continuation with the same advisor is expected throughout the Thesis process. Students who wish to change advisors must consult with their current advisor and make a special request to the Chairperson. Such changes will generally not be permitted except in special circumstances as determined by the Chairperson.

2.2 Digital Studio Access
Thesis students will be granted **full** access to the Digital Studios for each term of Thesis I, Thesis II and TIP.

PART III: THESIS
3.0   Submitting Drafts of the Thesis Paper
See instructor guidelines for submission dates.

3.1   Submitting Completed Thesis Project and Paper for Approval
Thesis students must submit their completed thesis project and paper and receive approval, indicated by signature of the Advisor and the Chairperson.

The deadlines for submitting completed **Thesis <u>projects</u>** and **<u>project documentation</u>** to the department are:

> **The third week of April for May graduates.**
> **The first week of December for February graduates.**

The deadlines for submitting Thesis papers and all Deliverables to the department are:

> **The fourth week of April for May graduates.**
> **The second week of December for February graduates.**

Exact submission days, times and locations within these designated weeks will be announced by the department each semester.

<u>Important Notes:</u>

1 – Since all department deadlines must be strictly observed, your Advisor may assign you <u>additional deadlines</u> **prior to the department deadlines** in order to ensure that your visual project, papers and supporting materials have all been properly prepared. *Please consult with your Thesis Advisor.*

2 – The Thesis Advisor must approve and sign both copies of a completed thesis paper before it is to be signed by the Chairperson. Thesis students are personally responsible for the delivery of materials to each signatory, allowing a total of two weeks for review by each party. Extra time should be allotted for final corrections.

3 – Theses submitted for signatures without sufficient time allotted to meet the Library deadline, or theses presented without all required materials may not be considered and may be returned unsigned.

4 – Thesis advisors are not available for summer submissions.

5 – Thesis candidates must not presume that their Thesis Advisor will approve their thesis paper upon submission. Most thesis papers are not approved the first time they are submitted. Thesis Candidates should plan for several revisions to their paper before receiving final approval from their Thesis Advisor.

3.2   Library Deadlines
When the above requirements have been met, the Thesis is ready to be delivered to the Library by the following deadlines:

> **January 15 for February graduates (Fall semester)**
> **May 15 for May graduates (Spring semester)**

Note: **_There is a September 15 deadline listed by the Library that does <u>not</u> apply to DDA students. DDA Thesis Candidates are not permitted to graduate in October._

3.3   Components of a Thesis

Theses submitted to the Library and to the DDA Resource Center must contain the written document, the visual project and **_all additional materials specified below_**. Students who have not completed all components of the thesis and submitted these materials for archiving to the Library and the DDA will not receive their degrees.

3.4   Format of the Written Document

The written document must be:

• Unbound and printed on 8½"x11" watermarked, acid-free, minimum 20-lb. weight white paper for preservation purposes.
• Only letter quality printouts with a minimum of 300 dpi/ppi resolution are acceptable. All images and illustrations accompanying the written document (not the visual project) must be in color and may be mounted or printed on the same paper used for the thesis document.
• Each page must have a **one (1) inch** margin on all sides to allow for binding.
• On the signature page, the space above the signature line should be at least ¾" high.
• Underlined text is not acceptable; *italic* or **bold** text should be employed instead.
• The first paragraph of each chapter or section should not be indented.

The Graduate Theses section on the Pratt Institute Libraries website should be consulted for further details: http://library.pratt.edu/services/student_services/#GraduateTheses

For reference, please obtain a copy of a properly formatted **_"Sample Thesis Document"_**, available from your Thesis Advisor.

3.5   Contents of the Written Document

The final Thesis Paper is an extension of the Research Report and Thesis Proposal, and should document both technical and aesthetic processes and discoveries. Since technique is an important component of this MFA program, technical issues must be properly documented in all theses.

Thesis students must check periodically with their advisors and make sure that their written reports (the students' report) are both readable and interesting. "Readable" means that there are no major flaws in clarity, syntax, spelling or grammar. "Interesting" means that projects are discussed and documented in an articulate, original, and artistic manner, and that technical innovations and discoveries are explained in detail so that others in our community may benefit from them.

Please note: Graduate Seminar II and Thesis Advisors are responsible for advisement, not for proofreading or text correction. Graduate Seminar II and Thesis students must possess sufficient command of the English language in order to execute their paper. It is the responsibility of the student to engage the assistance of a qualified proofreader in order to compose a graduate-level paper.

Pratt Institute's **Writing and Tutorial Center (WTC)** is located on the first floor of North Hall, and is a highly recommended resource for reviewing papers. While the Writing Center cannot offer extensive, detailed assistance, it is very helpful in improving initial drafts.

http://www.pratt.edu/academics/academic_resources/writing_and_tutorial_center/

3.6   Format of the Visual Project

All time-based projects (animation, video, motion arts, as well as documentation of all interactive works) must be executed using the accepted settings outlined below and utilize the standard opening and/or closing credits provided by the Department of Digital Arts.

a. Total Run Time. The total run time (TRT) for all time-based projects must not exceed ***four (4) minutes.*** In order to exceed this running time, permission must be obtained from the Thesis Committee and an edited version of the final project (either a trailer or a short film version) must be submitted with the full-length project.

b. Settings. All time-based projects must be edited using **HDTV** settings specified below:

<div align="center">

HDTV: (*720p - not 720i*)

• Resolution: **1280 x 720**

• Pixel Aspect Ratio: **Square**

• Interlacing: **NONE**

• Frame Rate: **29.97 fps**

• Compression: **NONE**

• Audio: **48 kHz sampling rate, 16-bit stereo, uncompressed (WAF, AIFF or SD-II)**

</div>

c. Calibration. Evaluate the brightness and color of the project on a properly calibrated NTSC video (non computer) monitor. Calibration is accomplished by adjusting the brightness and color controls on a video monitor while color bars are displayed. (If you do not do this, your project may appear brighter or darker than expected.)

d. Audio Levels. The loudest sounds in the project should peak between -5 and -1 dB as indicated on the audio level meters within your video editing software. Adjust the audio levels to these settings will ensure that your project is not louder or softer than expected.

e. Credits

The opening or closing credits on all visual projects must reflect the information contained on the title page of the thesis. This includes the following:

• Your name
• The title of your thesis
• The name of your thesis advisor
• The name of the department Chairperson
• Credit for contributors or collaborators, if any
• List of software used
• The words "Pratt Institute" *(logo **required**)*
• The words "Department of Digital Arts"
• The date (month and year)

• A copyright statement in the following format: "© [year] [Your name]"*

This information may be displayed in any style, as long as it is readable (i.e. for a reasonable period, in a legible color, typeface, and size, etc.). The final arrangement must be approved by the DDA Office.

Questions regarding the format of unique and/or complex visual projects should be directed to the Chairperson of the Department of Digital Arts.

3.7 Information Sheet
The information sheet is to be included with your **Deliverables** (section 3.8) as a PDF file on CD.

1. **Name** - Your full first and last name.
2. **Email Address** - Your Pratt email and personal email addresses.
3. **Phone Number**
4. **Date of Birth** - Month, day, and year.
5. **Nationality**
6. **Title** - of your project.
7. **Total Run Time (TRT)** – the duration of your project, in minutes and seconds
   Example: 02:44 min/sec
8. **Synopsis** - A one (1) to three (3) sentence description of your project. (30 words maximum)
9. **Summary** - A brief* description including information on concepts, themes and techniques used. (between 100 and 150 words)
10. **Production Notes** - List all components you are responsible for, and include any contributors here. List composers, actors and performers appearing in your project.
11. **Hardware and Software** – List all equipment and software programs used to create your project.
12. **Bio** – Write a brief narrative bio in the near-future tense*. Include your most recently earned degree*, any notable achievements, awards, honors, where you currently reside and what you do. Use your own words; be succinct and professional. *(100 words maximum)*

Examples:

Paris Mavroidis is a filmmaker and programmer based in Brooklyn, NY. He holds a BSc in Computer Science from Brown University and an MFA in Digital Arts from Pratt Institute. He currently works as a freelance 3d artist in New York City.

George Smaragdis is a filmmaker, computer graphics researcher, writer and musician currently living in Brooklyn, New York. To date his most recent animation, Scrimshander, has been screened internationally at over ten festivals and received top honors at the Foursite and Reynolda film festivals. Past projects include the animated short Dia De Los Angelitos, contributions to a music video for El-P featuring Trent Reznor, a trailer for the film Blood Trail, funded research for UC Davis, and several independent music releases. He holds an MFA in Digital Arts from Pratt Institute and is working on his third film, Timepiece.

3.8   Deliverables
Please use this section, as well as the "Deliverables Checklist" at the end of this document, to review all materials due to the department and to the Pratt Institute Library.

LABELING and FILE NAMING.

1. **All physical materials** (printed documents, portfolio work, DVDs and CDs) must be clearly labeled with the following:
- Your **full name**
- Project **title**
- **Year** of completion
- Long-term/Permanent (non-Pratt) **E-mail Address** and **Phone Number**

*Clearly label all of your discs with a **permanent marker** or use **LightScribe**. CDs and DVDs with adhesive labels will NOT be accepted.*

2. All digital files (written documentation, résumé, stills, films) must bear your name, written in the following format, with proper file extensions.

- **PDF files:**   G_11FA_ShinJ_resume.pdf
                                      G_11FA_ShinJ_ doc.pdf

- **Image files:**   G_11FA_ShinJ_ _1.tif (_2, _3, etc.)

- **Quicktime files:**   G_11FA_ShinJ__1.mov (_2, _3, etc.)

** When naming a file of any kind, it's best if you **<u>DO NOT</u>** use **spaces** (use an underscore instead), **or punctuation** (like apostrophes or accent symbols), even if your name contains them.*

• **Digital Animation and Motion Arts projects:**
Department:
Create and Save to Small Hard Drive or Flash Drive:
- One (1) **uncompressed Quicktime file** of your final project
- PDF documents and still images.
  - one (1) **information summary** sheet in PDF format.
  - one (1) **résumé** in PDF format
  - five (5) **still images** at a 16:9 aspect ratio (720 p video file) **minimum** rendered size of 5000 x 2813 pixels in uncompressed TIFF format.

  For **screen-based works, these images would depict key screens on a data DVD For **installations** and **objects**, these images must depict key moments of the artwork as experienced by a viewer/user.*

*Visual Effects Highlight Reel. For projects containing visual effects work, create a *brief, separate* reel featuring the layered, composited effects scenes in your project. Submit this *as an **uncompressed Quicktime file** on data DVD following your complete project file. This reel should also appear following the credits on the playable DVD.*

Create and Submit on DVD:
- One (1) **playable DVD** of your project. *Do not include DVD menus.*

Create and Submit as printed material:
- One (1) unbound, printed copy of the completed **thesis paper.**

Library:

• One (1) copy of the project on a **playable DVD**.
• One (1) unbound, printed copy of **the completed, signed thesis paper.****

**A $60.00 binding fee must be paid by the Thesis student to the Library.

• <u>**Interactive projects**</u> (screen-based, installations, objects):
Department:
<u>**Create and Save to Small Hard Drive or Flash Drive:**</u>

• **ALL** interactive project files

• PDF documents and still images.
- one (1) **information summary** sheet in PDF format.
- one (1) **résumé** in PDF format
- five (5) **still images** at a 16:9 aspect ratio (720 p video file) **minimum** rendered
  size of 5000 x 2813 pixels in uncompressed TIFF format.
For **screen-based works, these images would depict key screens on a data DVD*
*For **installations** and **objects**, these images must depict key moments of the*
artwork as experienced by a viewer/user.

<u>**Create and Submit on DVD:**</u>
• One (1) **playable DVD** of your documented project. *Do not include DVD menus.*
<u>**Create and Submit as printed material:**</u>
• One (1) unbound, printed copy of the completed **thesis paper.**

Screen-based works: The interface design must provide either a consistently available method for users to restart the project, or a timeout feature that will automatically restart the project after two minutes of inactivity. When possible, web projects must be prepared to run locally. Required plug-ins and appropriate runtime players (such as projectors) must also be included, in addition to the authoring file(s).

Installations and objects: Uncompiled files of the programs used to control the installation or object, and documents describing the installation plan and wiring diagrams as appropriate, must be included on your hard drive submission.

Library:

• One (1) playable DVD containing **documentation** of the project in use. *Do not*
include a menu.
• One (1) unbound, printed copy of **the completed, signed thesis paper.****

**A $60.00 binding fee must be paid by the Thesis student to the Library.

• <u>**Multiple edition and one-of-a-kind visual projects**</u> (digital imaging, mixed media works, stereolithography, artist's books, prints, photographs)

Department:
<u>**Create and Save to Small Hard Drive or Flash Drive:**</u>

• Original files at original resolution.

• PDF documents and still images.

- one (1) **information summary** sheet in PDF
  format.

- one (1) **résumé** in PDF format
- five (5) **still images** at a 16:9 aspect ratio (720 p video file) **minimum** rendered size of 5000 x 2813 pixels in uncompressed TIFF format.
  *For **screen-based works**, these images would depict key screens on a data DVD. For **installations** and **objects**, these images must depict key moments of the artwork as experienced by a viewer/user.*

Create and Submit on DVD:
- One (1) **playable DVD** of your documented project. *Do not include DVD menus.*

Create and Submit as printed material:
- One (1) unbound, printed copy of the completed **thesis paper.**

Library:
- One (1) **playable DVD** of your documented project. *Do not include DVD menus.*
- One (1) unbound, printed copy of **the completed, signed thesis paper.****

**A $60.00 binding fee must be paid by the Thesis student to the Library.

3.9 Presentations & Exhibitions

• **Thesis progress Presentation.** Students in all stages of the Thesis process must present their progress for a department-wide critique at the end of each semester.

• **Final Thesis Presentation.** All Thesis Candidates must present their Completed Thesis project to the Thesis Committee in a public presentation arranged by the DDA Office.

• **Screening.** Each spring, the Department of Digital Arts presents the work of graduating BFA and MFA students to the Pratt community and public. During the Screening event, the Thesis Committee will jury selections for the Pratt Show.

• **Pratt Show.** The annual Pratt Show is the premiere exhibition of the highest caliber work of the Institute's graduating students. In order to be considered for the Pratt Show, students must present their work at the Screening event.

• **Exhibition**. All Thesis Candidates must publicly exhibit the visual portion of their thesis in such a manner as to make it readily viewable by the Thesis Committee, the students and faculty of the Department, and the Pratt community. Such exhibitions must be arranged with the approval of the DDA Office.

• **Festivals, competitions, juried exhibitions.** All Thesis projects must be submitted to at least one appropriate major venue, as approved by the Thesis Advisor.

3.10 Permission to Reproduce Work

Thesis students agree to permit Pratt Institute to use and distribute reproductions of still images, motion pictures and related materials or information for educational or promotional purposes.

PART IV: THE THESIS PROCESS

4.0 The Thesis Process Schedule

Please note that all MFA candidates must complete DDA606B Graduate Seminar II before they may enroll in Thesis.

Semester	Class	Credits	Status

1ST and 2ND	DDA606A & 606B Graduate Seminars	3 Credits	Full-time

If student's Thesis Proposal is approved by the Thesis Committee:

3th	DDA660A Thesis I	6 Credits	Full-time
4th	DDA660B Thesis II	3 Credits	Full-time

*Students may progress into DDA 700 Thesis-In-Progress by Thesis Committee recommendation **only**.*

*6th	DDA700 Thesis-In-Progress	0 Credits	Full-time

In order to remain in good standing, Thesis students must fulfill all obligations to their advisor, such as attending all scheduled advisement meetings, critiques and demonstrating progress. All students will be required to present their progress to the Thesis Committee at the end of DDA660A Thesis I, DDA660B Thesis II, and DDA700 Thesis In-Progress.

The Thesis Advisor assigns the grades for thesis candidates. However, it is the Thesis Committee, not the Thesis Advisor, who determines whether a thesis project meets the standards of the Department and is finished, and also whether a thesis candidate is in good standing. After presenting their progress at the end of the term, Thesis students will be approved to register for the following semester.

Pratt Institute permits individual departments to set their own criteria and timetables for thesis completion. **The Department of Digital Arts expects all MFA students to complete their thesis projects, including all related materials, by the end of Thesis II.** Anyone who is required to undertake thesis for a second time must re-submit his or her thesis proposal and gain re-approval for advancement into Thesis.

4.1   Thesis-In-Progress Status (TIP)
If at the end of Thesis II, completion of the thesis is pending, students receive an In-Progress (IP) designation at the end of the term. Note: Students registered as TIP in the Spring semester will be considered as continuously registered through the Summer.

4.2   Thesis-In-Progress Policies
Thesis candidates must remain current in Thesis or Thesis-In-Progress without interruption until the Thesis Advisor and Chairperson accepts their thesis. Students are responsible for their continuous enrollment each semester.
TIP students must meet at least once with their Thesis Advisor during each semester and must demonstrate progress to the satisfaction of the Thesis Committee. As noted in Section 3.0, all Thesis In-Progress students must present their project to the Thesis Committee at the end of each semester of the Thesis process.

Students who do not fulfill these requirements will lose their IP status. If they wish to complete their thesis and earn their degree, they will be required to repeat the entire thesis process from the beginning.

4.3   Advisor's Report
Thesis advisors will provide the DDA Chairperson with an end-of-semester status report for all thesis students (DDA 660A, DDA 660B and DDA 700) no later than one week after the last class of

the semester. This report must include an indication of whether or not the thesis student is current, and may include a brief assessment of the student's progress as well as the advisor's recommendations.

4.4   Thesis And TIP Grading Policy

All Thesis students will receive a letter grade for DDA 660A Thesis I.

DDA 660B Thesis II and Thesis In Progress are graded 'IP' until the Thesis advisor assigns a final grade upon completion of the Thesis project.

A failing grade may be assigned if the student fails to remain in proper progress or communication, or fails to complete a satisfactory thesis project and paper.

Pratt
Pratt Institute
Department of Digital Arts

Master of Fine Arts in Digital Arts
Thesis Requirements and Guidelines Agreement

Revised: August 2011

I have received and read the document entitled "Master of Fine Arts in Digital Arts Thesis Requirements and Guidelines." I understand that by enrolling in courses DDA606A Graduate Seminar I, DDA 606B Graduate Seminar II, DDA660A Thesis I, DDA660B Thesis II and/or DDA700 Thesis In-Progress, I consent to all terms and conditions stipulated in the preceding document. This includes but is not limited to issues regarding deadlines, components of a thesis, format of the written paper, format of the visual project, permission to reproduce and exhibit work for educational purposes, and lab access.

_____

_____
Student's Signature

_____
Received by Graduate Seminar II Advisor

_____
Date

PART VI: Deliverables Checklist

1. Enclose this **checklist**, *signed upon receipt by both Thesis student and Advisor*, with the following Thesis Project materials.

2. **Label** *all of your discs clearly with a **permanent marker** or use **LightScribe**.*
CDs and DVDs with adhesive labels will **NOT** be accepted.

<u>**ALL Projects:**</u>

(check each box accordingly):

☐　　　　　　　One (1) **small hard drive or flash drive containing**

❖　　Two (2) PDF **documents** *(one (1) **Information Sheet** and one (1) **résumé***
❖　　**Still images:** *as outlined per project type in **Deliverables**, section 3.8*

☐　　　　　　　Two (2) unbound, printed copies of the completed **thesis paper** *(one (1) for Pratt Library, one (1) for DDA Resource Center).*

<u>**Animation & Motion Arts and Interactive project documentation:**</u>

☐　　　　　　　An **<u>uncompressed</u>** Quicktime file of your final project on the aforementioned small hard drive or flash drive *(*For projects containing visual effects work, include a **separate .mov file** with your complete project).*

☐　　　　　　　One (1) **playable DVD** of your project. *Do not include DVD menus*

<u>**Interactive projects only:**</u>

☐　　　　　　　**Source and all related files** on the aforementioned small hard drive or flash drive *(as outlined in **Deliverables**, section 3.8)*

☐　　　　　　　One (1) **playable DVD** of your project documentation. *Do not include DVD menus*

<u>**Physical artworks only:**</u>

☐　　　　　　　One (1) finished copy of the **book, object** or **print** <u>when possible</u>.

☐　　　　　　　**Original files** on on the aforementioned small hard drive or flash drive

☐　　　　　　　One (1) **playable DVD** of your project documentation. *Do not include DVD menus*

<u>**Student and Advisor**</u>: sign together upon receipt by Thesis Advisor.

_____　　　　　　　_____
(Student name – PRINT)　　　　　　　　　　　(Thesis Advisor – PRINT)

_____　　　　　　　_____
(Student signature)　　　　(date)　　　　　　　(Thesis Advisor signature) (date)