

Thesis Requirements: Master of Fine Arts in Digital Arts

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PREFACE

The Thesis Requirements document applies to all regulations and procedures related to DDA606A and DDA 606B Graduate Seminar, DDA660A and DDA660C 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.

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.

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

Note:

- The term **Thesis Research** is defined as the planning and preparation of all aspects of the Thesis Project before the actual Thesis Project begins. This occurs in the second semester of **DDA 606B, Graduate Seminar**.
- The term **Thesis** is defined as the execution of the approved **Thesis Project Proposal**.

PART I: Graduate Seminar II (Thesis Research)

The purpose of Graduate Seminar II (Thesis Research) is to help MFA candidates select a topic for their Thesis, and to plan and propose its implementation.

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 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 Standards

At Pratt, students, faculty, and staff do creative and original work. This is one of our community values. For Pratt to be a space where everyone can freely create, our community must adhere to the highest standards of academic integrity.

Academic integrity at Pratt means using your own and original ideas in creating academic work. It also means that if you use the ideas or influence of others in your work, you must acknowledge them.

At Pratt,

- We do our own work,
- We are creative, and
- We give credit where it is due.

Based on our value of academic integrity, Pratt has an Academic Integrity Standing Committee (AISC) that is charged with educating faculty, staff, and students about academic integrity practices. Whenever possible, we strive to resolve alleged infractions at the most local level possible, such as between student and professor, or within a department or school. When necessary, members of this committee will form an Academic Integrity Hearing Board. Such boards may hear cases regarding cheating, plagiarism, and other infractions described below; these infractions can be grounds for citation, sanction, or dismissal.

Academic Integrity Code

When students submit any work for academic credit, they make an implicit claim that the work is wholly their own, completed without the assistance of any unauthorized person. These works include, but are not limited to exams, quizzes, presentations, papers, projects, studio work, and other assignments and

assessments. In addition, no student shall prevent another student from making their work. Students may study, collaborate and work together on assignments at the discretion of the instructor.

Examples of infractions include but are not limited to:

- 1) Plagiarism, defined as using the exact language or a close paraphrase of someone else's ideas without citation.
- 2) Violations of fair use, including the unauthorized and uncited use of another's artworks, images, designs, etc.
- 3) The supplying or receiving of completed work including papers, projects, outlines, artworks, designs, prototypes, models, or research for submission by any person other than the author.
- 4) The unauthorized submission of the same or essentially the same piece of work for credit in two different classes.
- 5) The unauthorized supplying or receiving of information about the form or content of an examination.
- 6) The supplying or receiving of partial or complete answers, or suggestions for answers; or the supplying or receiving of assistance in interpretation of questions on any examination from any source not explicitly authorized. (This includes copying or reading of another student's work or consultation of notes or other sources during an examination.)

For academic support, students are encouraged to seek assistance from the Writing and Tutorial Center, Pratt Libraries, or consult with an academic advisor about other support resources.

1.2 Citing Sources/Digital Plagiarism

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:

- using a 3d model or animation sequence developed by someone else and not crediting the original artist(s)
- quoting text from a book or website and not citing the source
- using an illustration and not citing the original artist
- engaging another student in the production of your project without indicating their contributions in your production credits
- using a piece of music composed by someone else and not citing the original composer
- 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.

1.3 Thesis Proposal Approval Procedure

Middle of 2nd Semester : Grad Open Studios - (Required, All MFA)

- Each Seminar II student is required to invite 4 faculty members to their studio for review of their Thesis project ideas.

During 2nd Semester : Outside Review by Visiting Artist - (Required, All MFA)

End of 2nd Semester : Thesis Committee Review - (Required, All MFA)

Public Presentation to Thesis Committee, Pratt faculty and Peers:

- Student presents a body of work to demonstrate proficiency
- Student presents proposal for Thesis study
- What question(s) are you asking?
- Written Proposal
- After presentation students pass into Thesis I

After the Thesis Committee evaluates a student's Thesis Proposal, the student will move into Thesis I and they will receive a letter from their Graduate Seminar II Advisor noting what, if any, aspects of their proposal need improvement or reconsideration.

PART II: ADVANCING TO THESIS

2.0 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. *Please note that each Thesis Advisor has a maximum limit of 9 Thesis Advisees (including TIP Advisees).

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.

2.1 Digital Studio Assignments

MFA Imaging and Interactive students will be granted a Digital Arts studio on the 5th floor for 2 years (4 semesters). Depending on availability, MFA Animation students may apply for studios on an as need basis.

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.

Please speak with your Thesis advisor for submission deadlines of your thesis project.

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.

Important Notes:

1 – Since all department deadlines must be strictly observed, your Advisor may assign you additional deadlines 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 not 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" x 11" 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 document their research in an articulate, original, and artistic manner. Technical innovations and discoveries should be 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.

<https://www.pratt.edu/academics/liberal-arts-and-sciences/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 Advisor. Any project exceeding 4 minutes must include either a trailer or a short film version.

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

VIDEO

HDTV: (1080p)

- Resolution: **1920 x1080**
- Pixel Aspect Ratio: **Square**
- Interlacing: **NONE**
(this may be referred to as Field Order: Progressive, or Field Dominance: None, or Field render: Off)
- Frame Rate: **12-30 fps**
- Video Codec/Compression: **ANIMATION**
- Depth: **24 bit or millions of colors**

AUDIO

- Sample Rate: **48 kHz sampling rate**
- Sample Size: **16-bit stereo**
- Channels: **Stereo**
- Audio Codec: **Uncompressed (WAF, AIFF or SD-II)**

c. 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.

d. 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 (All Concentrations)

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. **List of Deliverables** - of your project.
8. **Total Run Time (TRT)** – the duration of your project, in minutes and seconds
Example: 02:44 min/sec
9. **Synopsis** - A one (1) to three (3) sentence description of your project. (30 words maximum)
10. **Summary** - A brief* description including information on concepts, themes and techniques used. (between 100 and 150 words)
11. **Production Notes** - List all components you are responsible for, and include any contributors here. List composers, actors and performers appearing in your project.
12. **Hardware and Software** – List all equipment and software programs used to create your project.
13. **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*)

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 and portfolio work) 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 drives with a permanent marker or tag.

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_18SP_ShinJ_thesisPaper.pdf
G_18SP_ShinJ_resume.pdf
G_18SP_ShinJ_doc.pdf
- **Image files:** G_18SP_ShinJ_1.tif (_2, _3, etc.)
- **Quicktime files:** G_18SP_ShinJ_1.mov (_2, _3, etc.)

** When naming a file of any kind, it's best if you **DO NOT** 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 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) **artist statement 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 from the film.
For installations and objects, these images must depict key moments of the artwork as experienced by a viewer/user.*

Create and Submit on flashdrive:

- One (1) flashdrive with project file.

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 **flash drive.**
- 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.*

Interactive projects (screen-based, installations, objects):

Department:

Create and Save to Flash Drive:

- **ALL** interactive project files
- PDF documents and still images.
 - one (1) **information summary** sheet in PDF format.
 - one (1) **artist statement 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 flashdrive:

- One (1) flashdrive with project files.

Create and Submit as printed material:

- 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 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) copy of the project on a **flash drive.**
- 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.*

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

Department:

Create and Save to Flash Drive:

- Original files at original resolution.
- PDF documents and still images.
 - one (1) **information summary** sheet in PDF format.
 - one (1) **résumé** in PDF format
 - one (1) **artist statement sheet in PDF format.**
 - five (5) **still images** at a **minimum** size of 5000 pixels wide in uncompressed TIFF format.

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

Create and Submit on flashdrive:

- Final project file and any supporting files.

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 **flash drive**.
- 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

- **Grad Seminar II Presentation.** Students present for a department-wide critique at the end of the semester.
- **Midterm Open Studio (Grad Seminar).** Student invites 4 faculty to visit their studios, or for animation students, to review their work.
- **Thesis I Presentation.** Student selects a Committee consisting of 5 faculty members (one faculty member may be from outside of DDA). Student meets with committee and presents Thesis I work for critique and feedback.
- **Thesis II Presentation.**
 - All final Thesis projects from **Interactive Arts and Digital Imaging** are reviewed by the Thesis Committee on site at the gallery.
 - All final Thesis projects from **Animation and Motion Arts** are reviewed by Thesis Committee members individually prior to Screening Day. The Thesis Committee will jury animation selections for an off campus screening of selected works.
- **Screening of All Completed MFA Projects.** Each spring, the Department of Digital Arts presents the work of graduating **MFA Animation** students to the Pratt community and public.
- **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, the Pratt community and the New York arts community. A Group BFA and MFA Thesis Exhibition of **Interactive Arts & Imaging** Concentrations takes place in the spring at an off campus gallery site.

3.10 Permission to Reproduce Work

Thesis students retains all copyright and ownership of their work, however they do 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.

<https://www.pratt.edu/policies/view/intellectual-property-policy-final-approved-by-bot/>

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
1 ST and 2 ND	DDA606A & 606B Graduate Seminars	3 Credits	Full-time
3 RD	DDA660A Thesis I	6 Credits	Full-time
4 TH	DDA660C Thesis II	6 Credits	Full-time
<i>If a project does not represent a graduate level of achievement or if the thesis is not finished in Thesis II, the student may move into TIP (Thesis in Progress) if sufficient progress is demonstrated. TIP may be repeated only once. If the project is still not of terminal degree quality by the end of the second TIP, the thesis is considered failed and the student does not graduate.</i>			
*5 TH	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 a select committee or for public review at the end of DDA660A Thesis I, DDA660C 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.

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

TIP students must set an agreed meeting schedule with their advisors 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.

4.4 Thesis And TIP Grading Policy

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

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

PART V: 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 flashdrives clearly with a permanent marker.**

ALL Projects:

(check each box accordingly):

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

Two (2) PDF documents (one (1) **Information Sheet** and one (1) **résumé** and (1) **artist statement** and one (1) **digital Thesis paper**)

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).

All Concentrations project documentation:

Two (2) **Uncompressed** Quicktime files of your final project or project documentation (4 minutes) on flash drives. (one (1) for Pratt Library, one (1) for DDA Resource Center).

Interactive projects only:

Source and all related files on the *for DDA Resource Center* flash drive (as outlined in **Deliverables**, section 3.8)

Physical artworks only:

One (1) finished copy of the **book, object or print when possible**.

Original files on *for DDA Resource Center* flash drive.

Student and Advisor: sign together upon receipt by Thesis Advisor.

(Student name – PRINT)

(Thesis Advisor – PRINT)

(Student signature) (date)

(Thesis Advisor signature) (date)