

## Thesis Project Final Requirements

This document is derived from emails sent to faculty in April 2016 by the DDA office administrators. It should be read in conjunction with the “DDA Thesis Guidelines” document on my Pratt website, especially section 3.8, “Deliverables”, of that document. That document dates from 2012 and therefore has some outdated technical requirements, but it is also more complete than this newer document.

This 2016 document consists of three parts:

- A. Imaging & Interactive documentation video requirements
- B. Animation & Motion Arts project requirements
- C. Final hand-in materials for all thesis projects

- Michael O'Rourke

### A.

## Imaging & Interactive Documentation Video Requirements

For Imaging and Interactive projects, a documentation video is required. Video must be in the same format and time limit as the info for animations below, but it is documentation, instead of a film.

*\*Regarding advisees working in Digital Imaging and Interactive Arts, further information regarding installation at One Art Space Gallery will be sent to you by **Exhibitions Coordinator Linda Lauro-Lazin** <[llaurola@pratt.edu](mailto:llaurola@pratt.edu)>.*

**B.**

## Animation & Motion Arts Project Requirements

Animations which have been approved by your Advisor for the BAM Screening are **due to the Lab Managers (Igor Molochevski <[imoloch@pratt.edu](mailto:imoloch@pratt.edu)> and Phillip Allen <[pallen30@pratt.edu](mailto:pallen30@pratt.edu)>)** on **Monday, APRIL 24<sup>th</sup> or Tuesday, APRIL 25<sup>th</sup>, between 9am – 5pm.**

Find below requirements for the **SCREENING DAY DROP OFF PERIOD** AND the **FINAL REQUIREMENTS** for **THESIS COMPLETION**.

### Animation & Motion Arts Project Requirements

**DUE MON APRIL 24- TUES APRIL 25**

**Create and Save to Flash Drive (will be returned to student):**

- One (1) **uncompressed Quicktime file** of your final project
- Still images all saved to a flash drive.
- **Five (5) still images (stills from animation)** at a 1080p aspect ratio **minimum** rendered size of 5000 x 2813 pixels in uncompressed TIFF format.

**Formatting: Technical Specifications for All Projects and Project Documentation**

**1. TOTAL RUNNING TIME** The total running time (TRT) for ALL projects, including documentation of interactive projects, must not exceed **four (4) minutes** (this includes credits).

**2. FILE NAMING CONVENTIONS**

- **Image Files:** **G\_14SP\_BrownJ\_1.tif (\_2,\_3, etc)**
- **Quicktime Files:** **G\_14SP\_BrownJ\_1.mov (\_2,\_3, etc)**

\* When naming a file of any kind, do not use spaces (use an underscore instead). Also do not use punctuation such as apostrophes or accent symbols even if your name contains them.

**3. SETTINGS** All time-based projects must be edited using settings specified below:

**VIDEO**

HDTV: (1020p)

- Resolution: 1920 x 1080
- 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: 29.97 fps
- Video Codec/Compression: **NONE**
- Depth: 24 bit or millions of colors

#### **AUDIO**

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

4. **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.)

5. **AUDIO LEVELS** The loudest sounds in your 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.

6. **CREDITS** The opening or closing credits on all projects must reflect the following information:

- Your Name
- Project title
- The name of your Senior Capstone Project Advisor
- The name of the Department of Digital Arts 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\* (For example: © 2010 John Doe)

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 your Senior Capstone Project Advisor.**

***NOTE: DDA retains the right to re-produce and distribute documented projects for promotional purposes only***

**C.**

## All Thesis projects – Final Materials

### **DUE FINAL DAY OF CLASS (or whatever date has been designated by Thesis Advisor)**

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.

**DUE to PRATT DDA OFFICE: One (1) Flash Drive, One (1) Playable DVD, Two (2) copies of Thesis Paper.**  
(See requirements below, broken down into Parts I & II).

### **PART I**

**Create and Submit TO CHAIRPERSON on Flash Drive (will not be returned to student and will be archived in Resource Center):**

(\*include on this drive your full name, project title & year of completion)

- One (1) uncompressed Quicktime file of your final project (see technical and credit specifications above)
- Still images all saved to a flash drive.
- **Five (5) still images (stills from animation)** at a 1080p aspect ratio **minimum** rendered size of 5000 x 2813 pixels in uncompressed TIFF format.
- (1) BIO.PDF, (2) STATEMENT.PDF, (3) RESUME.PDF (\*see descriptions below)

**Create and Submit as printed material:**

- One (1) unbound, printed copy of the completed thesis paper. (\*see format specifications below)

#### **(1) BIO**

Provide one (1) pdf file of your bio.

This should be a brief near-future tense\* narrative about you that includes your most recently earned degree\*, any notable achievements, awards, honors, where you currently reside and what you do. Use your own words, but keep it succinct and professional (that said, a little humor is ok, too!). (100 words maximum)

*Examples:*

Vadim Kiyaev is a character animator and digital artist living in New York City. Having earned a BFA in Digital Arts from Pratt Institute in Brooklyn, New York as well as completing courses at Gobelins l'Ecole de l'Image in Paris, France, he has moved on to freelancing in New York City. (approx. 50 words)

Junn Omictin recently completed his Bachelor's Degree in Digital Arts at Pratt Institute in Brooklyn, New York. Junn is a Filipino American who spent most of his child-life in the beautiful country of Nigeria and moved to the United States to finish his education at the Peddie School and Pratt Institute. Junn enjoys playing soccer, watching all sorts of movies, eating different cuisines, and visiting different museums. Junn also interested in exploring new aspirations on computer animation and hopes to become a professional computer graphic artist

and video editor. (90 words)

PAGE LAYOUT. Format this document as follows:

- Half inch (1/2") margins on all sides
- Use a ten (10) point font

NOTE: Documents without proper grammar and correct spelling will not be accepted.

Please consult your advisor and use available campus resources, such as the Writing and Tutorial Center (WTC). <https://www.pratt.edu/academics/liberal-arts-and-sciences/writing-and-tutorial-center/>

## **(2) STATEMENT**

Provide one (1) pdf file of a statement about your Thesis project. (200 words maximum)

*Example:*

### ***Title of your project***

A subtle interactive installation that generates an intellectual uncertainty in the participants' minds, in addition to engaging them to connect with a digital being on an emotional level, be it positively or negatively.

The concept stems from our fascination with the recreation of the human genome in art and technology. This is publicly showcased in the next-gen characters in 3D movies and games, humanoid robots, hologram projections, and the list goes on.

It seems like our goal has been, for decades, to digitally create something that is "as human looking" as possible. They even made movies about it, the latest to date being "Her" (2013) by director Spike Jonze. This obsession of God-defying digital procreation is today reaching results that are so successful that they are bluntly creepy, since residing in the uncanny valley.

The installation acts like a subtle highly interactive augmented reality piece, where the virtual character (modeled after the artist's female face) will seemingly invade and roam the gallery, while interacting with participants through gestures. (169 words)

## **(3) RESUME & CONTACT INFORMATION**

Provide one (1) pdf file of your résumé.

Résumés must include **long term or permanent contact information** and a **non-Pratt e-mail address**.

### **PRINTED MATERIAL**

#### **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](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/](http://www.pratt.edu/academics/academic_resources/writing_and_tutorial_center/)

## **PART II**

**Create and Submit TO CHAIRPERSON on DVD (will not be returned to student and will be archived in PRATT INSTITUTE LIBRARY):**

**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. (\*see format specifications above)

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**NOTE: 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.

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 **current** Pratt students 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 Senior Capstone Project Advisor before you proceed.

If borrowed content appears in your finished Senior Project in audio or visual form, you must:

- 1- Obtain **written permission** from the copyright owner in order to use such content. Documentation of this permission must be presented to your Senior Project Advisor.
- 2- **Cite** the source of borrowed content in your Senior Project credits. the CD-ROM.

**The Institute policy regarding Copyright is as follows:**

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. Disciplinary action will be taken if this policy is violated.

**Additional Information regarding Copyright Protection** (source: Stanford University Libraries)

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.