

School of
**FILM, MEDIA
& THEATRE**

2020-2021

**MA
HANDBOOK**

FMT.GSU.EDU

MA Handbook 2020-2021

Master of Arts in Communication

- **Concentration in Film, Video and Digital Imaging, Production**
- **Concentration in Film, Video and Digital Imaging, Studies**
- **Dual B.A. in Film and Video/MA in Communication, Film/Video Concentration**

School of Film, Media & Theatre

College of the Arts

Georgia State University

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Introduction

The MA Handbook describes requirements for earning the Masters degree in the School of Film, Media & Theatre, College of the Arts, Georgia State University. It details School and program curricula along with School policies and procedures that govern Masters students. Students in the School are expected to be familiar with all the requirements, policies, and procedures described

herein. Students are responsible for knowing about and complying with the School of Film, Media & Theatre policies and requirements described in this handbook as well as the policies and requirements of the College of the Arts detailed in the Graduate Catalog. In general, students must adhere to the course and other requirements in effect when they enroll, as described in the edition of the MA Handbook that corresponds to the year they entered. However, students may elect to be governed by a later edition of the handbook (in its entirety). To do so, submit a request in writing to the Graduate Director.

School Emphases

Film, Video and Digital Imaging, Production (“Production” throughout the handbook)

The Production track provides students with hands-on experience in the production of moving-image works and emphasizes the aesthetic and narrative dimensions of moving-image works. Students in this track produce creative theses in film, video, or new media.

Film, Video and Digital Imaging, Studies (“Studies” throughout the handbook)

Students in this track write research-theses examining concepts in the theory and history of moving images. A specialization in Moving Image Studies can be pursued as an end in itself (for educators in English and the humanities who find themselves increasing working with moving images in their disciplines, for example), but is often the stepping stone for pursuing the doctorate.

Dual B.A. in Film and Video/MA in Communication, Film/Video Concentration (“Dual Degree” throughout the handbook)

Similar to the Production track, students accepted into the Dual Degree have the opportunity to take 12 credit-hours of graduate level classes late in their undergraduate program. If accepted into the MA production program, these students complete the remaining MA coursework in the year following their graduation from undergraduate studies. This degree provides students with hands-on experience in the production of moving-image works and emphasizes the aesthetic and narrative dimensions of moving-image works. Students in this track produce creative theses in film, video, or new media.

Graduate Administrative Staff and Responsibilities

<p>Dr. Greg Smith, Professor and Director, School of Film, Media & Theatre</p> <p>Suite 1016, 404-413-5605, gsmith@gsu.edu</p>	<ul style="list-style-type: none"> • Assistantship Assignments • Conflict Resolution • Final Budget Approval
<p>Dr. Phil Lewis, Professor and Associate Director</p> <p>Suite 1010, 404-413-5673, plewis14@gsu.edu</p>	<ul style="list-style-type: none"> • Course Scheduling
<p>Dr. Ethan Tussey, Associate Professor and Graduate Director</p> <p>Suite 1023, 404-413-5881, etussey@gsu.edu</p>	<ul style="list-style-type: none"> • Applications • Graduate Committee Requests • Progress to Degree • Graduation • Assistantship Applications • Assistantship Assignments • Forms

Ms. Karin Smoot , Graduate Program Coordinator Suite 1030, 404-413-5170, ksmoot@gsu.edu	<ul style="list-style-type: none"> • Applications • Progress to Degree • Graduation • Forms
Ms. Gina Anderson , Business Manager Suite 1030, 404-413-6559, randerson23@gsu.edu	<ul style="list-style-type: none"> • Financial Paperwork • Hiring Paperwork • Assistantship Assistance • Travel Funding
Mr. Beau Flournoy , Office Manager Suite 1027, 404-413-5321, bflournoy@gsu.edu	<ul style="list-style-type: none"> • Course Overrides • Room Scheduling
Mr. Matt Rowles , COTA Technology Officer 404-413-6701, cotatech@gsu.edu	<ul style="list-style-type: none"> • Technology Issues

Graduate Student Listserv

FLME–Grads is an Internet mailing list for news and announcements regarding graduate study in the School of Film, Media & Theatre. FLME–grads is the primary way that the Graduate Director and the School Director communicate information to graduate students. All graduate students must subscribe. You can do so by visiting the [Listserv page](#) and selecting Join or by reaching out to the Graduate Program Coordinator.

GSU Student Health Insurance

Georgia State’s Student Health Insurance Plan (SHIP) plan provides comprehensive, affordable health insurance to eligible students and their dependents. The plan complies with the Affordable Care Act (ACA). SHIP is a UnitedHealthcare Choice Plus plan, which provides coverage for preventive care, hospitalization, surgery, maternity, well-baby/well-child care, emergency care for accidents or illness, medically necessary physician care, prescription drugs and mental health. Please visit the [Student Health Insurance](#) page for more details.

Travel Policy

Film, Media & Theatre graduate students are eligible to receive travel funding up to a set amount determined by yearly budget constraints. If a student is traveling to a conference to present a paper or qualifies to present work at a festival you can apply for travel funding by submitting a Travel Funding form available on the main website for the School of Film, Media & Theatre under [Graduate>Current Graduate Students](#).

Tech Policy

The COTA technology support team (COTA Tech) provides technical assistance with audio-visual systems, computers, mobile devices, printers, and software in COTA offices and private classrooms, labs, and studios. Please note that COTA Tech support does not support personal devices —this includes troubleshooting and installation of hardware or software. Please contact COTA Techatcotatech@gsu.edu or 404-413-6701 with any questions.

Registering for Classes

Progress Toward Degree

Prior to each enrollment period, be sure to update your progress toward degree form, available on the main website for the School of Film, Media & Theatre under [Graduate>Current Graduate Students](#), and discuss your enrollment plans with your Advisor or the Graduate Director.

Scheduling Classes

Once enrollment is open you can add and drop classes through the first week of the semester. At the close of the add/drop period you will be charged for the credit hours even if you withdraw from the class. If you have not paid for tuition hours and student fees by the end of the add/drop period, you will be dropped automatically from your class rosters. **Please be sure to select classes at the 6000 level** as those are the courses that count toward your degree.

1. Log in to your PAWS account
2. Click on the "Enrollment" Tab
3. Click "Add/Drop/Withdraw Classes"
4. Select the appropriate semester
5. Select "Class Search" and then "Advanced Search"
6. Select "Graduate" and then "FILM"
7. Select the course you want and click register

Enrolling in three courses (3 credit hours each) for a total of nine-twelve credits (9-12) is considered a full course load but the decision of how many courses to take per semester is decision for the student and their advisor.

Filled Classes

If there is a seminar you are particularly interested in, but the course is filled, feel free to contact the instructor to express your interest. The instructor may be willing to sign a Special Authorization form to admit additional students in specific cases.

Degree Requirements

Master of Arts: Production and Dual-Degree Students (36 required credit hours)

1. Core Courses (7 credit hours):
 - a. FLME 6020: Advanced Film Theory
 - b. FLME 6155: Media Expression
2. Additional Coursework (17-26 hours at 6000 level)
 - a. FLME 6135: Digital Cinematography
 - b. FLME 6145: Digital Editing
 - c. Production Methods Course
 - d. Production Elective 1
 - e. Production Elective 2
 - f. Production Elective 3
3. Optional: Up to 9 credit hours of additional coursework can be done in related fields
4. Proficiency in a foreign language or approved research skill
5. At least 3 hours of FLME 6995 Thesis Production
6. A successful prospectus defense
7. A creative thesis project
8. A successful creative thesis defense

Master of Arts: Studies (36 required credit hours)

1. Core Courses (7 credit hours):
 - a. FLME 6020: Advanced Film Theory
 - b. FLME 6155: Media Expression
2. Additional Coursework (17-26 hours at 6000 level)
 - a. Research Methodology 1
 - b. Research Methodology 2
 - c. Film Studies Elective
 - d. Media Studies Elective
 - e. FLME Elective 1
 - f. FLME Elective 2
 - g. FLME Elective 3
 - h. FLME Elective 4
3. Optional: Up to 6 credit hours of additional coursework can be done in related fields
4. Proficiency in a foreign language or approved research skill
5. At least 6 hours of FLME 6990 Thesis Research
6. A successful prospectus defense
7. A creative thesis project
8. A successful creative thesis defense

Coursework-intensive Option

In some instances, Studies students have the option of pursuing the coursework-intensive option in lieu of a research thesis. This option is only available to students who have discussed this degree path with the Graduate Director and their Faculty Advisor. Details on the option will be provided during those discussions.

Typical Degree Path for Production

Semester	Coursework and Requirement Checklist
Fall Year 1	<ul style="list-style-type: none"> • FLME 6155: Media Expression • FLME 6145: Digital Editing • Production Methods Course • Elective 1
Spring Year 1	<ul style="list-style-type: none"> • FLME 6135: Digital Cinematography • FLME 6020: Advanced Film Theory • Elective 2 • Choose a Thesis Chair at the end of the semester • Apply to Graduate
Fall Year 2	<ul style="list-style-type: none"> • Foreign Language/Research Skill Course • Thesis Production Hours (3) • Defend Prospectus
Spring Year 2	<ul style="list-style-type: none"> • Elective 3 • Thesis Production Hours (3) • Defend Thesis

Typical Degree Path for Dual Degree

Semester	Coursework and Requirement Checklist
Fall Senior year of Undergraduate	<ul style="list-style-type: none"> • FLME 6155: Media Expression • FLME 6145: Digital Editing • Apply to Graduate from MA
Spring Senior year of Undergraduate	<ul style="list-style-type: none"> • FLME 6135: Digital Cinematography • Graduate from Undergraduate • Choose a Thesis Chair at the end of the semester • Apply to the MA Program
Fall Year 1 of MA	<ul style="list-style-type: none"> • Production Methods Course • Elective 1 • Foreign Language/Research Skill Course • Thesis Production Hours (3) • Defend Prospectus
Spring Year 1 of MA	<ul style="list-style-type: none"> • FLME 6020: Advanced Film Theory • Elective 2 • Elective 3 • Thesis Production Hours (3) • Defend Thesis

Typical Degree Path for Studies

Semester	Coursework and Requirement Checklist
Fall Year 1	<ul style="list-style-type: none"> • FLME 6155: Media Expression • Research Methodology 1 • Film Studies Elective
Spring Year 1	<ul style="list-style-type: none"> • FLME 6020: Advanced Film Theory • Research Methodology 2 • Media Studies Elective • Choose a Thesis Chair at the end of the semester
Fall Year 2	<ul style="list-style-type: none"> • FLME Elective 1 • Foreign Language/Research Skill Course • FLME Elective 2 • Thesis Research Hours (3) • Defend Prospectus • Apply to Graduate from MA
Spring Year 2	<ul style="list-style-type: none"> • FLME Elective 3 • FLME Elective 4 • Thesis Research Hours (3) • Defend Thesis

Course Offerings and Categories

Production Emphasis	Studies Emphasis
<ul style="list-style-type: none"> • FLME 6000: Acting for the Camera • FLME 6115: Screenwriting for Short Films# • FLME 6125: Community Based Media Production • FLME 6135: Digital Cinematography^ • FLME 6140: Television Production • FLME 6145: Digital Editing^ • FLME 6150: Documentary Production# • FLME 6156: Media Entrepreneurship • FLME 6158: New Media Production • FLME 6165: Special Production Topics • FLME 6161: Fiction Film Production • FLME 6250: Producing for TV and Film# • FLME 6260: Adapting Literature to Film# • FLME 6310: Feature Screenwriting 1# • FLME 6320: Feature Screenwriting 2# • FLME 6361: Sound Design • FLME 6365: Experimental Media Production# • FLME 6370: Visual Effects for Film • FLME 6970: Internship 	<ul style="list-style-type: none"> • FLME 6020: Advanced Film Theory^' • FLME 6060: Close Textual Analysis' • FLME 6160: Style and Narrative Analysis*' • FLME 6160: Special Topics • FLME 6170: American Film History 1 • FLME 6180: International Cinemas • FLME 6210: Critical History of Radio and TV+ • FLME 6240: Documentary Film* • FLME 6280: Authors/Genres* • FLME 6385: Critical Visual Cultural Theory*' • FLME 6420: Media Historiography*+ • FLME 6430: Media Industries*+ • FLME 6680: Reception Studies*+ • FLME 6940: Television Studies+ • FLME 6960: American Film History 2'
<p>Key: ^Required Course *Research Skill Course #Production Methods Course 'Film Studies +Media Studies</p>	

Foreign Language or Research Skill Requirement

Georgia State University requires all MA students to demonstrate proficiency in either one or two foreign languages, in an alternative research skill, or in a combination of the two. An alternative research skill is a proficiency obtained in an adjacent skill/area that is ordinarily not a degree requirement in the student's degree program. All students pursuing the MA in Film/Video/Digital Imaging must fulfill this requirement, and there are several means of doing so:

Option 1: Foreign Language

- For details on options for the Foreign Language aspect of this requirement, see the [World Languages and Cultures Department website](#):
- To fulfill this requirement:
 - Take and Pass the Graduate Foreign Language Reading Examination.
 - Take and Pass (with a B or better) a graduate foreign language reading course, for example:

- German 7151: German for Reading;
- French 7151: French for Reading;
- Spanish 7151: Spanish for Reading.

Option 2: Research Skill

- Take and Pass (with a B or better) courses that count toward the Research Skill requirement including but are not limited to:
 - FLME 6160: Style and Narrative Analysis
 - FLME 6165: Special Production Topics: Film for Social Change
 - FLME 6240: Documentary Film*
 - FLME 6420: Media Historiography*
 - FLME 6680: Reception Studies*
 - FLME 6430: Media Industries*
 - FLME 6385: Critical Visual Cultural Theory*
 - FLME 6280: Authors/Genres*
- In consultation with your Thesis Advisor and the Graduate Director, you may petition to have a class count toward your Research Skill requirement. Petitions must explain how the course fulfills the requirement by indicating in the syllabus the course material that covers a specific research methodology.
- Directed readings and/or independent studies may not be used to satisfy this requirement. Transfer credits may not be used to satisfy this requirement.
- Course credit hours used to fulfill the Research Skill requirement DO NOT count toward the total degree requirements.

Courses Outside the University (ARCHE)

Students may take courses from any department in the university. In addition, the Atlanta Regional Council for Higher Education ([ARCHE](#)) [cross registration program](#) gives access to courses offered by other area schools. The student's Thesis Advisor and the Graduate Director must approve the course prior to the student's application to register. Application deadlines are very early each semester, so students should consult participating schools' course schedules as soon as they become available and provide the Thesis Advisor and Graduate Director with syllabi and explanation with ample time for review.

Independent Studies

Graduate students are eligible to enroll in supervised independent study for up to three (3) hours of course credit. MA students can sign up for FLME 6910: Special Projects if they make arrangements with a faculty member willing to supervise it, and whose research expertise is related to the subject matter of the course. A form is available on the School of Film, Media & Theatre main website under [Graduate>Current Graduate Students](#). The negotiated workload for a three (3)-credit hour independent study must be fully equal to the workload normally expected in a standard 3-credit hour seminar. In addition, students must receive advance approval from the School Director for any independent study involving more than two (2) students on a related topic in the same academic year with the same instructor. Students are expected to take the vast majority of their coursework in regularly scheduled classes. Normally, no more than two (2) independent studies will count toward the degree. Students must petition the Graduate Committee to count more than two. Faculty are under no obligation to offer independent study access given their other responsibilities. Independent studies must be approved by the School Director and will not be approved if their content duplicates courses already in the catalog, regardless of whether those courses are offered at

a time convenient to the student. Students interested in arranging an independent study should plan as far ahead of time as possible, and should include the Graduate Director in their planning to assure the independent study will count toward degree requirements.

Internships

Graduate students are also eligible to enroll in internships for up to three (3) hours of course credit. Students must have completed twelve (12) hours of coursework in the department, have at least a 3.0 GPA, and have a full-time faculty member from their area of concentration sponsor them. Students should apply for an internship one (1) semester prior to the semester of actual enrollment. Applications for internship credit are available on the School of Film, Media & Theatre main website under [Graduate>Current Graduate Students](#).

Transfer Credit

- A maximum of six (6) hours of graduate courses in FMT or in an area related to the student's program of study from another accredited institution may be applied toward the MA degree.
- Application for transfer must be made during the student's first two (2) semesters at Georgia State University.
- Transfer credit is subject to evaluation and approval by the School's Graduate Committee, the School Director, and the Associate Dean of the College of the Arts.
- To apply for transfer credit, the student should submit the Graduate Transfer of Credit Form available on the School of Film, Media & Theatre main website under [Graduate>Current Graduate Students](#) to the Graduate Director.

Waivers for Required Courses

A student that would like to waive a requirement must contact the Graduate Director and the instructor of the course that they are attempting to waive. Upon the discretion of the Graduate Director and the Director of the School, the student may be permitted to present a formally written explanation of the skill sets and competencies that the student feels they already possess and that meet the goals of the course as defined by the syllabus and interpreted by the course instructor. Approval of the waiver ultimately resides with the Director of the School.

Assistantships

The School of Film, Media & Theatre has three types for assistantships:

- graduate laboratory assistantships (GLAs), who assist the School in carrying out its teaching responsibilities under the direct supervision of a faculty member;
- graduate teaching assistantships (GTAs), who have the independent responsibility for overseeing and teaching an undergraduate course; and
- graduate research assistantships (GRAs), who assist individual faculty members in their research endeavors.

Assistantship Benefits

Students receive a full tuition waiver, a stipend, and a 10% discount at the university bookstore. Assistantships do not cover the cost of student fees.

Assistantship Time Period

Assistantships are normally awarded in the late spring, and the assistantship term is annual (i.e., running from July 1 – June 30) after the first year (first-year student assistantships do not begin until the start of the first fall semester in which a student has enrolled). Assistantships are subject to annual review and can be terminated if the student is not performing up to expectations. If renewed, your assistantship assignment will be assigned prior to the following fall semester. If your assistantship will not be renewed or if your funding line has expired you will be notified after the end of year graduate student evaluation period.

Assistantship Evaluation, Probation, and Termination

Each spring the School of Film, Media & Theatre faculty review the work of each graduate student. During this evaluation period the student may be asked to complete a survey about their work in the prior year and will be asked to meet with their advisor or the Graduate Director to provide an updated plan of study form. In addition, students on Assistantship will have their work as an assistant reviewed.

Students will be evaluated on the following criteria (when applicable to the assistantship):

1. Feedback from the faculty advisor to whom the student is assigned
2. consistently achieve an average student response score of 4.0 or above on their teaching evaluations, if they have assigned teaching duties
3. consistently receive a grade of satisfactory for their performance in FLME 8780 (Directed Research) if they are assigned research and/or lab duties
4. maintain a grade point average in graduate coursework of 3.5 or above
5. if assigned teaching duties, submit all student grades correctly and completely, prior to leaving campus at the end of any given semester. This includes having those grades verified and approved, in writing, by the Graduate Program Coordinator or a staff member designated by the Director. Failure to do so creates severe difficulties for undergraduate students including the suspension of financial aid, and will result in the teaching assistant's graduate assistantship being immediately put on probation.

Probation and Termination

Students will be notified at the year-end evaluation of unsatisfactory work and whether they are on probation or if their assistantship is terminated. The School Director and Graduate Director will advise the student how to remedy problems that lead to probation.

At any time, a student's assistantship may be placed on probation or be terminated altogether based on a failure to perform assigned duties. Years in which funding has been denied because of the outcome of a probation situation count against one's years of total eligibility. That is, students are eligible for funding for two (4) years contingent upon performance; students who lose funding because of performance may or may not receive a total of two (4) years of support.

Applying for an Assistantship

Any graduate student may apply for an assistantship (even those that have had an assistantship put on probation or terminated). Most assistantships are awarded during the application process. If additional funding becomes available, the Graduate Committee will consult the assistantship applications. To submit an application and be considered please fill out an application on the School of Film, Theatre & Media main website under [Graduate>Assistantships](#). Additionally, students

seeking an assistantship should be attentive to the [FLME-Grads Listserv](#) as opportunities for funding are routinely distributed.

Directed Research Hours

Students on assistantship must register for a total of twelve (12) credit hours every semester, including summer semesters, to maintain their assistantship. To reach the 12 hours, students can sign up for FLME 8780 Directed Research under the name of the School Director. Sign up for as many credit hours of FLME 8780 that brings your total credit hours up to 12 hours. For example, if you have signed up for three classes in a semester totaling 9 credit hours you would sign up for 3 credit hours of FLME 8780 to make a total of 12 credit hours.

FLME 8035: Pedagogy

Students that have a graduate teaching assistantship must take FLME 8035: Pedagogy. This course is typically available during Fall semester.

Maintaining Good Standing and Active Enrollment

It is the responsibility of students enrolled in the MA program to keep themselves informed of rules and policies governing their program of study. Upon first registration, the university assigns each student an official email address, to which important information about a student's status is regularly sent. Students are responsible for regularly accessing that email account, thereby staying aware of important policy announcements.

Residency Requirement

At least half of all coursework-connected credit hours must be completed in residence.

Grades

Students must earn a grade of B or above in all required coursework, including in their advanced methods course/s. If a grade lower than B is earned in a required course, it must be retaken (and grades earned in all attempts are calculated into the overall GSU grade point total). Given the plus-minus grading system in use at Georgia State University, a grade of "B-" does not fulfill this requirement. No course in which a student receives a grade of "C-" or below will credit to degree requirements.

In general, the College of the Arts and the School of Film, Media & Theatre expect students to maintain superior performance in coursework. The College requires that a grade point average (GPA) of 3.0 on a 4.0 scale be maintained and stipulates that a graduate student is subject to scholastic termination for failure to achieve a 3.0 cumulative GPA by the end of the next twelve (12) semester hours of enrollment in letter-graded courses after the student's GPA has fallen below a 3.0.

Graduate Assistants must meet a higher standard: they are expected to maintain a GPA in graduate coursework that falls between 3.5 and 4.0. Graduate Assistants will be notified at the year-end evaluation if their assistantship is put on probation or terminated, and the School Director and Graduate Director will advise the student how to remedy problems when they lead to probation.

Continuous Enrollment Requirement

Students must take a minimum of six (6) hours in any consecutive three (3)-semester period (such as Fall-Summer-Spring). A student who has not registered for three (3) consecutive semesters is considered inactive and must [apply for reentry](#).

International Students

There is federal requirement that international graduate students residing in the US must register for at least 9 credit hours every semester. Students in their final year of course work can apply for a reduced course load through the [Office of International Student and Scholar Services](#).

Graduate Student Evaluation

Each spring the School of Film, Media & Theatre faculty review the work of each graduate student. During this evaluation period the student may be asked to complete a survey about their work in the prior year and will be asked to meet with their advisor or the Graduate Director to provide an updated plan of study form. Students will be evaluated based on their performance in class, in their assistantship (if applicable) and their professional interactions with the School of Film, Media & Theatre.

Program Leave of Absence

Students seeking an Academic Program Leave for one (1) to three (3) semesters must first contact the Graduate Program Coordinator to inform the department of their plans. Then the student would formally apply through the College of the Arts Graduate Office. The seven (7) year deadline for completing all degree requirements will nevertheless remain the same.

Graduate Assistants must, at the same time, submit a formal petition to the Graduate Committee to pause their assistantship for the duration of the intended leave. Students must continue to perform their assigned duties until and unless the College's Graduate Office formally approves the Academic Program Leave. During an approved leave, all parts of the graduate assistantship — workload, tuition waiver, and stipend — would be suspended, and the terms of renewal will be determined by the Director of the School, informed by the recommendation of the Graduate Committee.

Before reentry will be approved, the College of the Arts Graduate Office will seek approval from the Graduate Director and School Director.

Applying for Reentry to the Program

Students who have been unable to maintain continuous enrollment or are outside the completion-term enrollment requirements are considered inactive and must apply for reentry by completing the [College of the Arts Reentry application](#).

Degree Time Limits

All requirements for the master's degree must be completed within seven (7) years of the student's first semester in the program. In other words, only credits earned within seven (7) years of the semester in which the degree is to be awarded will count toward the degree. Students should be aware of and plan their course of study in accord with the time limitations on completion of various aspects of the program.

Time limit extension: While students may request an extension from the Graduate Petitions Committee of the College of the Arts, such extensions are only granted under demonstrably exceptional circumstances. Students should therefore be mindful of their timely progress through the program.

For consideration of an extension beyond the published time limit for degree programs, students must petition through the Graduate Office, College of the Arts. Upon receipt of the petition, both the Graduate Director and the School Director are asked to make recommendations for or against the proposed extensions. Factors considered in those recommendations include: successful defense of the Research Thesis/Creative Thesis prospectus, demonstrated progress toward the completion of the exit project, level of support from the student's committee advisor, relevance of courses taken beyond the term limit to the student's exit project, and if a previous extension has been granted. Students should provide a convincing argument that includes a discussion of these factors. The Graduate Director and School Director may require a student to retake core classes (or classes that are particularly crucial to the student's exit project) if the student took those classes more than seven (7) years before the semester of petition and/or if the content of those courses has changed significantly. Students should also be made aware that the Graduate Council of the College of the Arts, the body who ultimately grants or denies petitions, only meets once each semester.

Emergency Withdrawal Policy

Students may request an emergency withdrawal when a nonacademic emergency situation occurs, which prevents them from completing their coursework (e.g. severe medical problems, traumatic events) and when the timing or nature of the emergency prevents them from voluntarily withdrawing from their classes. Please see the GSU [Dean of Students Emergency Withdrawal Page](#) for further details.

In the event of an emergency withdrawal, any graduate assistant tuition waiver may be retracted. If possible and appropriate, student would meet with the Director of the School to discuss a plan and timeline for withdrawing and perhaps returning to the program.

Policy on Academic Honesty

As members of the academic community, students are expected to recognize and uphold standards of intellectual and academic integrity. The University assumes as a basic and minimum standard of conduct in academic matters that students be honest and that they submit for credit only the products of their own efforts. Both the ideals of scholarship and the need for practices that are fair require that all dishonest work be rejected as a basis for academic credit. They also require that students refrain from any and all forms of dishonorable conduct in the course of their academic work.

The examples and definitions below are intended to clarify the standards by which honesty and academically dishonest conduct are judged. The list is merely illustrative of the kinds of infractions that may occur, and it is not intended to be exhaustive. Moreover, the definitions suggest conditions under which unacceptable behavior of the indicated types normally occurs; however, there may be unusual cases that fall outside these conditions that will also be judged unacceptable by the academic community. If a student has any doubts about what constitutes proper ethical conduct, he or she should err on the side of caution, citing original sources even in apparently ambiguous situations, and seeking clarification from the course instructor. These standards govern all work submitted in the course of degree program work; for instance, students should avoid plagiarizing material even when they are using it for ungraded classroom presentations or handouts.

Definitions and Examples

Plagiarism: Plagiarism is presenting another person's work as one's own. Furthermore, plagiarism includes any paraphrasing or summarizing of the works of another person without

acknowledgment, including the submitting of another student's work as one's own. Plagiarism frequently involves a failure to acknowledge in the text, notes, or footnotes the quotation of paragraphs, sentences, or even a few phrases written or spoken by someone else. The submission of research or completed papers or projects prepared by someone else is plagiarism, as is the unacknowledged use of research sources gathered by someone else when that use is specifically forbidden by the instructor. It is, for instance, plagiarism when an article abstract is copied without attribution into an annotated bibliography, or when images are copied into presentations without providing appropriate credit. Failure to indicate the extent and nature of one's reliance on other sources is also a form of plagiarism. The use of text copied from the World Wide Web, without specific attribution, is unethical and constitutes plagiarism. Finally, there may be forms of plagiarism that are unique to an individual discipline or course. The student is responsible for understanding the legitimate use of sources, the appropriate ways of acknowledging academic, scholarly, or creative indebtedness, and the consequences of violating this responsibility.

Cheating on Examinations: Cheating on exams involves giving or receiving unauthorized help before, during, or after an examination. Examples of unauthorized help include the use of notes, texts, or "crib sheets" during an examination (unless specifically approved by the instructor). Other examples include intentionally allowing another student to view one's own examination and collaboration before or after an examination if such collaboration is specifically forbidden by the instructor

Unauthorized Collaboration: Submission for academic credit of any work product, or part thereof, represented as being one's own effort, that has been developed in substantial collaboration with or without assistance from another person or source is a violation of academic honesty. Collaborative work specifically authorized by an instructor is allowed.

Falsification: It is a violation of academic honesty to misrepresent material or fabricate information in an academic exercise or assignment (for example, false or misleading citation of sources, the falsification of the results of experiment or of computer data).

Multiple Submissions: It is a violation of academic honesty to submit substantial portions of the same work for credit more than once without the explicit consent of the instructor(s) to whom the material is submitted for additional credit. In cases in which there is a natural development of research or knowledge in a sequence of courses, use of prior work may be desirable, even required; however, the student is responsible for indicating in writing, as a part of such use, that the current work submitted for credit is cumulative in nature.

Obligation to Report Suspected Violations: Members of the academic community - students, faculty, and staff - are expected to report violations of these standards of academic conduct to the appropriate authorities. The procedures for such reporting are on file in the Office of the Dean of the College of Arts Sciences and in the Office of the Dean of Students.

Thesis Requirements

Thesis Advisor

Typically, you will select your thesis advisor after your first year in the program. Meet as many faculty members in your area of interest as possible prior to choosing an advisor. Choose someone whose research is closely related to what you want to do and with whom you work well. The advisor must be a member of the Graduate Faculty. It is up to the faculty member to agree to be

your Thesis Advisor. You and your Thesis Advisor must sign the Advisor Agreement Form, available on the School of Film, Media & Theatre main website under [Graduate>Current Graduate Students](#), and submit to the Graduate Program Coordinator for your file. Only after this paperwork has been submitted, will you be permitted to sign up for Thesis Production/Research Hours.

Thesis Committee

The student (in consultation with the Thesis Advisor) should approach a minimum of two (2) additional faculty members to serve on the thesis committee. Both must be members of the School of Film, Media & Theatre Graduate Faculty. It is up to the faculty member to agree to be on your committee.

Thesis Prospectus

The first step of thesis work is to develop a complete prospectus that the student will orally defend before their thesis committee. A prospectus is similar to a contract with the Thesis Committee. It should detail the necessity of the project, its original contribution to the field, a thorough plan that explains why the methods proposed are appropriate to the goals of the project, and an explanation of what work the student plans to engage that would make the project recognizable to field. The prospectus, to be developed in consultation with the Thesis Advisor and committee members, should include the following:

Production and Dual Degree Prospectus

1. Project description (one-page synopsis that implies or states clearly the theme or concept of the work; describes genre of material: fiction, documentary, experimental, animation; gives length in minutes, not to exceed 20.)
2. A complete script (or detailed sequence-by-sequence description for documentary or experimental work, storyboards for animation)
3. Statement of intent. Define what ideas and themes the author intends for the audience to consider.
4. Description of visual style and/or formal qualities of the project with justification related to the stated theme or concept. (item 1)
5. Detailed ideal schedule for both pre-production, production and postproduction, referencing specific weeks and semesters for specific stages of progress in production and postproduction
6. Detailed budget with items categorized by both production phase, and by category of creative elements (i.e., Production: Craft service, tape stock, costume, and Postproduction: typefaces, music licenses, tape stock, etc.)
7. Intended location of production (give city, state and country – if international, describe means of transport, storage and insurance)
8. List of all production courses taken in the School of Film, Media & Theatre with grade of B or higher; include faculty names, dates of enrollment.
9. List of all equipment and facilities (rooms) in which the student was trained, and describe the course name or production context where student was trained.
10. Facility and equipment needs from GSU.
11. Brief bios of six (6) major creative participants, or anyone who will touch GSU equipment or collaborate with student in GSU facilities. Include email addresses and phone numbers.
12. Target audience. Describe the intended/desired audience for this project. Give demographic specifics of age, ethnicity, culture, class, orientation or interest.

13. List venues and sites of intended exhibition and/or distribution. Give specific festivals, professional organizations, educational facilities that screen similar or related works.
14. List reference books, films, other works that inform the following:
 - a. the organizational aspect of the project
 - b. the thematic and conceptual aspect
 - c. the technical aspect of the project
 - d. the aesthetic and expressive aspect of the project

Studies Prospectus

1. **Title Page**
2. **Abstract:** Brief summary (usually limited to half a page) of the significance of the project, its research question/hypotheses, and the method planned to conduct the research.
3. **Research Question/Hypothesis/Thesis Statement:** Justification of why the project will extend the current body of knowledge or artistic practice in a way that is recognizable to the field that the student plans to engage. Identification of the problem or question the project will seek to answer, along with an outline of the proposed answer for the research question. Your proposed answer will help the committee direct you in finding appropriate sources. Identify what is outside the scope of the project and why.
4. **Object of Study:** A clear delineation of which primary text(s) will be examined in order to answer the research question or support the proposed thesis, including a justification of why these text(s) have been chosen and how they are appropriate to the significance of the project. Where appropriate, this could include a discussion of the method for obtaining and analyzing the text(s). Any use of students or others as research subjects but be described in detail and must be accompanied by advance permissions from the GSU Research Office.
5. **Literature Review:** critical discussion of existing relevant literature, situating the proposed project within a current academic debate and/or detailing an absence in the literature. Here the writer shows readers a broad awareness of the literature relevant to the chosen topic and what interventions you are making in those academic debates. This should not be merely a description of the field but rather an explanation of how your work fits within the current conversation.
6. **Method/Theoretical Frameworks:** justification for the theoretical or methodological framework chosen to pursue the stated thesis or research question. This includes an organized explanation of how the proposed project engages the existing academic debate and describes the specific procedures, theories, strategies for data collection and analysis, and selection of participants that will ensure the completion of the project (including permissions from the GSU Research Office if necessary). Think about what kinds of projects have used similar methodologies or theories and how yours replicates or diverges from this precedent.
7. **Organization:** brief summary outlining the step(s) that each chapter will make toward answering the research question or supporting the stated thesis (one or two paragraphs per chapter). What case studies or topics will be in your dissertation? Why do these accomplish the task you set by the goals of the project? What will you do with your case studies? If the answer is "textual analysis," then you should be able to give us a preview of what that argument will probably be for each textual chapter. If it's historical work, then tell me where you're going to look for historical materials (in as much detail as possible). Explain how it relates to similar work that has come before and accomplished similar tasks.
8. **Conclusion:** A summation or brief re-statement of the nature, scope and rationale of the project.

9. **Bibliography:** The prospectus will include a comprehensive bibliography, which will contain all cited references.

There are no firm requirements governing the length or specific form of the prospectus but they are typically between 20 and 30 pages double spaced. Meet with your Thesis Advisor to discuss their expectations for a prospectus before you begin writing it. A large portion of the original text produced for a prospectus typically ends up being a part of the fuller thesis text.

Prospectus Defense

Once your Thesis Advisor approves the prospectus, send the approved prospectus to the other members of your committee, at least two (2) weeks before the prospectus defense date. Contact the Graduate Program Coordinator to book a room for the defense. At the meeting, the student will answer questions about the prospectus. At the conclusion of the meeting, the committee will deliberate in closed session. Unanimous agreement of the School of Film, Media & Theatre faculty serving on the committee is required to certify that the student successfully defended the prospectus. If the committee determines that the prospectus to be passing, the committee signs the Title Page for MA Thesis Prospectus (available on the School of Film, Media & Theatre main website under [Graduate>Current Graduate Students](#)). After the successful defense, submit this form to the Graduate Program Coordinator.

Working on your Thesis

Once you have completed your prospectus defense, you can begin work on your thesis based on the approved plan or contract outlined in your prospectus. Be sure to check in regularly with your Thesis Advisor to get feedback prior to submitting a final version of the thesis. Completing the thesis on time is the student's responsibility. Only after the Thesis Advisor signs off on the project can a defense be scheduled.

Format Thesis

Studies Students Only: Review the Thesis Formatting Template available on the School of Film, Media & Theatre main website under [Graduate>Current Graduate Students](#).

The appropriate style requirements must conform to a standard bibliographic form, such as Turabian, MLA, APA, etc. The student's committee must approve the specific style manual as appropriate for the thesis project. Deviations from this requirement must be approved in writing by the relevant area's Graduate Director. Explicit guidelines for the thesis are available online and are determined by the Office of Graduate Studies of the College of the Arts.

Thesis Defense

A student must provide their thesis committee members with the completed Research Thesis at least two (2) weeks before the oral presentation and defense date. The defense must be at a mutually agreeable time and should be scheduled no later than the midterm point of the semester the student expects to graduate. Contact the Graduate Program Coordinator to book a room for the defense. At the conclusion of the meeting, the committee will deliberate in closed session. Unanimous agreement of the School of Film, Media & Theatre faculty serving on the committee is required to certify that the student successfully defended the thesis. Download, complete, and bring the Title Page for MA Thesis (available on the School of Film, Media & Theatre main website under [Graduate>Current Graduate Students](#)). After the successful defense, submit this form to the Graduate Program Coordinator.

Submitting Thesis

- **Studies Students:** Once the defense is completed, the student should ensure that the formatting is correct before saving the document as a PDF and submitting to [ScholarWorks](#). If revisions are requested after the defense, the student must make the changes and ensure that formatting is correct before saving the document as a PDF and submitting to [ScholarWorks](#).
- **Production Students:** Once the defense is completed, the student should submit a copy of their thesis project to the Graduate Director. The submitted thesis project should be a digital file that can be archived by the School of Film, Media & Theatre and not a streaming link.
- If you want to embargo your thesis or creative projects, please select one of the two options and complete the appropriate paperwork.
 - The first option is a closed thesis, which makes the document immediately available, but limited to the Georgia State community. This option is a permanent restriction, unless the student later requests to release the restriction.
 - The second option is a complete embargo of the document, which makes the document unavailable for download to anyone. The complete embargo is time limited, with options for six months, one year and two years. Once the time limit is reached, the document is automatically released, unless the student submits a request for an extension.
 - If you wish to restrict access to your thesis using one of the embargo options described above, you will need to submit an embargo request to the Graduate Director before uploading your dissertation to the Scholarworks ETD. The College's Graduate Office will ensure that the request also has the support of the Graduate Director, as well as that of the Associate Dean of the College of the Arts.

Failing the Prospectus or the Thesis

Attempt 1: A majority of committee members (i.e., 2 of the 3) deems the student's prospectus or thesis fails to meet the standards of the committee. The student is given another opportunity to revise and defend the thesis.

Attempt 2: A majority of committee members (i.e., 2 of the 3) deems the student's prospectus or thesis remains unsatisfactory, OR the student does NOT satisfactorily (and within a timeframe designated by the committee) complete the revisions the committee assigns to improve or otherwise redeem the student's performance.

Students who twice fail the prospectus or the thesis or fail to complete revisions at the agreed upon deadline will be terminated from the graduate program.

Graduation

Students must apply for graduation two (2) semesters in advance of their expected date of graduation. Complete the application form by logging into PAWS. To access the Graduation Application, select the Enrollment tab. The Application for Graduation link is located under the Updates/Requests Student Record section of the page. Once the link is selected, step-by-step

instructions will be provided regarding the application process. Submit the form online with the graduation fee.

The graduation fee is \$50 for all graduate and undergraduate students. Students must apply for each degree/major earned and pay a separate fee. The fee covers the cost of printing, packaging and mailing your diploma.

If a student is unable to finish by the semester originally specified, it is the student's responsibility to change the date by contacting the Graduation Office. Once a student has applied to graduate, an audit of the student's records will be completed by the Office of Graduate Studies of the College of the Arts. It is the student's responsibility to discuss any discrepancies with their Graduate Director.

Students must be registered for at least 1 credit hour in the semester they are graduating.

Appendix: Graduate Faculty

Anselmo, Diana (Ph.D., University of California at Irvine, 2014). Assistant Professor. Areas of Research include historiography, fan studies, film history, gender and sexuality.

Barker, Jennifer (Ph.D., University of California at Los Angeles, 2004). Associate Professor. Areas of research include film aesthetics, spectatorship and phenomenology, and film theory.

Bazaz, Aggie (MFA, Temple University, 2011). Assistant Professor. Areas of creative activity include documentary, digital humanities, editing.

Bolia, Ly (MFA, New York University, 1994). Associate Professor. Areas of creative activity include short films and High Definition video.

Lewis, Phil (Ph.D., Queensland University of Technology, 2006). Professor. Areas of research include documentary, digital humanities, media industries.

Petermon, Jade (Ph.D., University of California – Santa Barbara, 2014). Assistant Professor. Areas of Research include African and Black Diaspora Studies, Cultural Studies and Women and Gender Studies.

Raengo, Alesandra (Ph.D., New York University, 2006). Associate Professor. Areas of research include cinema studies, visual culture, critical theory, and cultural studies.

Restivo, Angelo (Ph.D., University of Southern California, 1997). Professor. Areas of research include international film and media, critical theory, and global art cinema.

Robin, Daniel (M.F.A., San Francisco State University, 2007). Assistant Professor. Areas of creative activity include documentary film production, new media production, documentary film history, and digital media studies.

Smith, Greg (Ph.D., University of Wisconsin, 1998). Professor. Areas of research include style and narrative, media and emotion, and new media theory.

Tussey, Ethan (Ph.D., University of California – Santa Barbara, 2012). Associate Professor. Areas of research include media industries, media ethnography, television studies, new media.

Vollmer, Niklas (M.F.A., University of California, 1996). Associate Professor. Areas of creative activity include non-fiction, community-based and experimental media production, streaming video on the web