

MA Program Handbook
Academic Year 2018-2019

School of Film, Media & Theatre
College of the Arts
Georgia State University

<u>INTRODUCTION.....</u>	3
<u>ABOUT THE SCHOOL OF FILM, MEDIA & THEATRE.....</u>	3
SCHOOL EMPHASES.....	3
LOCATION	3
GRADUATE ADMINISTRATIVE STAFF	4
<u>APPLYING TO THE SCHOOL OF FILM, MEDIA & THEATRE.....</u>	5
NON-DEGREE SEEKING STUDENTS	6
<u>NEWLY ADMITTED STUDENTS: FIRST STEPS.....</u>	7
CONNECT WITH THE UNIVERSITY.....	7
GET ADVISED	7
REGISTER FOR FLME-GRADS	7
APPLY FOR A GRADUATE ASSISTANTSHIP	7
GET REGISTERED	7
<u>M. A. DEGREE REQUIREMENTS.....</u>	9
CREATIVE THESIS TRACK (A MINIMUM 36-HOUR PROGRAM*)	9
RESEARCH THESIS TRACK (A MINIMUM 36-HOUR PROGRAM*)	10
COURSEWORK-INTENSIVE OPTION (MIN. 36-HOUR NON-THESIS PROGRAM*)	11
FLME 6910 (SPECIAL PROJECTS).....	12
FLME 6970 (INTERNSHIP).....	12
FOREIGN LANGUAGE OR EQUIVALENT RESEARCH SKILL REQUIREMENT	13
<u>YOUR FIRST SEMESTER IN THE PROGRAM.....</u>	15
<u>YOUR FIRST YEAR IN THE PROGRAM.....</u>	16
<u>YOUR SECOND YEAR (RESEARCH THESIS OPTION).....</u>	20
WRITE RESEARCH THESIS PROSPECTUS	20
ENROLL IN FLME 6990 ONCE AUTHORIZED	21
APPLY TO GRADUATE TWO SEMESTERS IN ADVANCE	21
DEFEND THESIS	21
<u>YOUR SECOND YEAR (CREATIVE THESIS OPTION).....</u>	23
WRITE CREATIVE THESIS PROSPECTUS	23
ENROLL IN FLME 6995 ONCE AUTHORIZED	25
APPLY TO GRADUATE TWO SEMESTERS IN ADVANCE	25
DEFEND THESIS	25
<u>YOUR SECOND YEAR (COURSEWORK-INTENSIVE OPTION).....</u>	27
APPLY TO GRADUATE.....	27
SUBMIT A REPRESENTATIVE RESEARCH PAPER	27

<u>MAINTAINING YOUR GRADUATE STUDENT STATUS.....</u>	<u>28</u>
RESIDENCY REQUIREMENT.....	28
GRADE POINT AVERAGE.....	28
CONTINUOUS ENROLLMENT REQUIREMENT.....	28
PROGRAM LEAVE OF ABSENCE.....	28
TIME LIMITS.....	29
EMERGENCY WITHDRAWAL POLICY.....	29
POLICY ON ACADEMIC HONESTY.....	30
<u>BEING A GRADUATE TEACHING/RESEARCH/LAB ASSISTANT.....</u>	<u>32</u>
ASSISTANTSHIP TIME PERIOD.....	32
ASSISTANTSHIP RENEWAL.....	32
ASSISTANTSHIP BENEFITS.....	32
ASSISTANTSHIP REQUIREMENTS.....	32
ASSISTANTSHIP EVALUATION, AND RENEWAL.....	33
ASSISTANTSHIP PROBATION AND TERMINATION.....	34
ANNUAL EVALUATIONS.....	34
<u>APPLYING TO GRADUATE.....</u>	<u>34</u>
<u>INDEX.....</u>	<u>36</u>
<u>APPENDIX B: MA FACULTY.....</u>	<u>39</u>
<u>PLAN OF STUDY TRACKING FORM: MA FILM/VIDEO/DIGITAL IMAGE PRODUCTION P. 1.....</u>	<u>40</u>
<u>PLAN OF STUDY TRACKING FORM: MA MOVING IMAGE STUDIES P. 1.....</u>	<u>43</u>
<u>RESEARCH SKILL PETITION FORM.....</u>	<u>45</u>
<u>THESIS ADVISOR AGREEMENT FORM.....</u>	<u>46</u>
<u>FLME 6990/6995 (RESEARCH/CREATIVE THESIS) AUTHORIZATION FORM.....</u>	<u>47</u>

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.

About the School of Film, Media & Theatre

The Graduate Program in Film/Video/Digital Imaging is designed to prepare students for professional activities in all areas of Film/Video/Digital Imaging in which the School has emphases (moving image production and moving image studies), as well as for continued advanced graduate work at the Ph.D. level.

School Emphases

Moving Image Production: 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.

Moving Image Studies: Students in this track write research theses examining problems 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.

Location

The Main Office of the School of Film, Media & Theatre is physically located on the 10th floor of 25 Park Place NE (25PP), a Georgia State University office building that overlooks Woodruff Park and is situated on Park Place between Auburn Ave. and Edgewood Ave. The main office is the physical location for School business, scheduling (facilities and courses)

and human resources operations. Faculty and staff mailboxes are also located on the 10th floor of 25PP.

Mailing Address (US Postal Service):

School of Film, Media & Theatre
Georgia State University
P.O. Box 5060
Atlanta, GA, 30302-5060

Physical Address (and Address for Fedex, UPS, and Other Ground Courier Delivery):

School of Film, Media & Theatre
25 Park Place NE, Suite 1000
Georgia State University
Atlanta, GA 30303

School Phone Numbers

Main Office: 404-413-5171

Graduate Administrative Staff

The following is a partial list of School faculty and staff directly connected to the operations of the School graduate programs.

Dr. Greg Smith, Professor and Director, School of Film, Media & Theatre	Suite 1016, 404-413-5605, gsmith@gsu.edu
Dr. Phil Lewis, Professor and Associate Director	Suite 1010, 404-413-5673, plewis14@gsu.edu
Dr. Ethan Tussey, Graduate Director	Suite 1023, 404-413-5881 etussey@gsu.edu
Ms. Karin Smoot, Graduate Program Coordinator	Suite 1030, 404-413-5170, ksmoot@gsu.edu
Ms. Gina Anderson, Business Manager	Suite 1029, 404-413-6559, randerson23@gsu.edu
Mr. Edward Griggs, Office Manager	Suite 1027, 404-413-5321 egriggs2@gsu.edu
Mr. Matt Rowles, COTA Technology Officer	404-413-6701, cotatech@gsu.edu

Applying to the School of Film, Media & Theatre

The School accepts applications to the MA programs in fall semester and spring semester, with the exception of the Moving Image Production track, which admits new students only in fall semesters. Deadlines for fall admission are generally in mid-February and mid-March; and for spring in mid-October. See the [School website](#) or the [graduate studies site](#) for current deadlines.

In addition to the general admission requirements of the Georgia State University College of the Arts, the School of Film, Media & Theatre requires the following:

- 1) A statement of educational and career goals.
 - The Graduate Committee is interested to see the student connect their own interests with a broad area of film/video/digital imaging scholarship and articulate a connection to the specific strengths of the GSU faculty and research facilities.
 - A person interested in graduate studies is passionate about the field, and so that point need not be extensively elaborated. The goals statement can also be used to draw reviewers' attention to areas of strength in the application that might otherwise be overlooked, or to explain apparent weaknesses that might impair the odds of acceptance.
- 2) Two (2) letters of recommendation from individuals who can evaluate the applicant's past experiences and potential to do graduate work in film/video/digital imaging.
- 3) Acceptable GRE scores on the verbal and quantitative sections. Currently the typical minimum verbal score is around **153**, with a typical minimum quantitative score of **144**, and a typical minimum combined total score of **300**. Our applicants typically average higher than these minimums.
- 4) An undergraduate cumulative **grade point average** of 3.0 or higher. (In cases where the cumulative GPA falls slightly below 3.0, but the GPA in the major or in the last two years is above 3.0, the applicant should indicate this in the personal statement.)
- 5) Official transcripts from all colleges/universities the applicant has attended.

- 6) Personal statement of goals for pursuing the degree. The personal statement is generally 1 to 2 pages (single-spaced), in essay form, which gives the admissions committee a sense of who you are, your intellectual or artistic formation and interests, and your reasons for wanting to study in our graduate program.
- 7) Writing or creative samples are optional, but strongly recommended. Instructions are provided on the online application for submitting writing samples. If providing creative samples, consider including links in your C.V. or statement of purpose to online materials.

We accept students with undergraduate degrees in all areas. We do not require applicants to have an undergraduate major in Film/Video/Digital Imaging. However, if an accepted applicant lacks any background in the field, she or he may be required to take supplementary coursework so that more advanced studies can be undertaken.

A record of professional experience in film/video/digital imaging is not required for program admission, and its absence does not undermine a case for admission, but if such a record exists, School reviewers endeavor to take it into account.

See application requirements and start the application process at the College of the Arts graduate admissions website: <http://thearts.gsu.edu/how-to-apply/graduate-admissions/>. International applicants, review additional requirements needed for your application to be processed: <http://admissions.gsu.edu/how-do-i-apply/international-students/>. For more information about the university's graduate programs generally, see the Georgia State Graduate Studies website: <http://graduate.gsu.edu>.

All materials must be submitted online or (in the case of transcripts and hard copies of recommendation letters) mailed to the College's Office of Admissions – Graduate Programs. Contact information and mailing address [available here](#). Do not send materials directly to the School of Film, Media & Theatre.

Non-Degree Seeking Students

Non-degree applications are considered only in very limited circumstances, which usually fall into one of three categories:

- if the applicant has been authorized by another accredited graduate program to accept the courses as transfer credit;
- if the applicant can document that specific courses will fulfill a teaching certification requirement; or
- if an applicant will be in the Atlanta area for a specifically bounded amount of time that precludes them from taking a full degree course at GSU.

Grades earned in approved non-degree courses are typically not credited to GSU degree programs unless a petition is approved by the Graduate Director and School Director. Non-degree applicants must take no more than three courses, which must be specified in the application statement.

Newly Admitted Students: First Steps

Welcome to the School of Film, Media & Theatre!

Connect with the university

- Complete the [first steps for newly admitted students](#) on the College's webpage.
- Register for the university-wide [graduate orientation](#).
- Register, if applicable, for the university-wide [international student orientation](#).
- Be sure to check your GSU email address regularly throughout the summer.

Get advised

All graduate students in the School of Film, Media & Theatre should seek advisement from the Graduate Director in their first semester of attendance at Georgia State University.

Register for FLME-Grads

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 Film/Video/Digital Imaging graduate students. All graduate students must subscribe. To subscribe, send an e-mail to [Dr. Smith](#).

Apply for a graduate assistantship

Graduate students may apply for an assistantship by filling out an application available from the Graduate Program Coordinator.

If you are awarded a graduate assistantship, follow these steps:

- Sign contract in early June (sent to the home address on file in your graduate school application) and return materials to the School as directed
- Purchase [mandatory health insurance or apply for waiver](#)

Get registered

Newly admitted students should for courses as soon as possible, and not later than August 1. This allows us to ensure that courses fill and that graduate assistants will not be assigned responsibilities that conflict with their own preferred courses. When choosing electives, choose what interests you most. You may make changes to your schedule during orientation sessions in August, when the Graduate Director and faculty will advise you and provide

details regarding elective seminars. If there is a seminar you're 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 new students in specific cases.

To view course listings:

- Log in to your PAWS account (<https://paws.gsu.edu/cp/home/displaylogin>)
- Click “Enrollment (One Stop Shop)” tab
- Click “Lookup classes to add”—this will take you to GoSolar
- Select semester, degree level (graduate), and “FLME.”
- To enroll, you will need the 5-digit CRN number for each class.

To register:

- Click on “Add/Drop/Withdraw Classes” and select term
- Enter CRN numbers for each class in the worksheet
- Graduate students on **assistantship must register for a total of fifteen (15) credit hours every semester, including summer semesters**, to maintain the assistantship.
- Graduate students on assistantship will register for Directed Research (FLME 8780) under the name of the School Director. Sign up for as many credit hours in this course to get you to the 15-hour minimum every semester. You can adjust the number of credit hours for Directed Research using the “Change Variable Hours” link in PAWS.

Holds on your account:

- Most holds can be resolved online by following the links given.
- For issues that cannot be resolved online, see the Graduate Program Coordinator.

Add/drop period

- You can register through the first week of classes without penalty. 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.

M. A. Degree Requirements

The School offers three options: creative thesis, research thesis, and a coursework-intensive option. Degree requirements for each are as follows.

Creative Thesis Track (a minimum 36-hour program*)

1. **33 hours** of graduate coursework in film/video/digital imaging and allied fields:
 - a. 7 hours of core courses:
 - **FLME 6155** (*Media Expression*, 4 hours) and
 - **FLME 6020** (*Advanced Film Theory*, 3 hours)
 - b. 17–26 hours of courses designated by the area of emphasis
 - All Moving Image Production students must take **FLME 6135** (Digital Cinematography) and **FLME 6145** (Digital Editing)
 - All students with teaching responsibilities are required to take **FLME 8035** (Pedagogy) prior to or during their first semester of teaching.
 - All students teaching FILM 2700 are strongly encouraged to take FLME 6160 (*Special Topics: Media Historiography*).
 - c. Optional 0–9 hours of courses outside area of emphasis or outside of the School as approved by your thesis chair.
2. **Foreign Language or Equivalent Research Skill Requirement.** All MA students must demonstrate proficiency in an approved research skill or relevant foreign language. (Note: Credit hours earned to fulfill this requirement may not be applied to the 33 hours of coursework in #1 above.)* See p. 13-14 for details.
3. A successful prospectus defense.
4. At least **3 hours** of **FLME 6995** (*Creative Thesis Research*).
5. A Creative Thesis project.
6. A successful Creative Thesis defense.

*NOTE: For students who elect to take a research skill/method course to meet the Foreign Language or Equivalent Research Skill Requirement (#2 above), that additional course will make this a **39-hour degree program**.

Research Thesis Track (a minimum 36-hour program*)

The Research Thesis is a traditional research project involving theoretical and critical analysis. This option requires that the student conduct a large-scale research project in some dimension of his or her area of study. This large-scale research project should take between one and two semesters of work. This option is suggested for those students wishing to pursue a PhD program or students who will later conduct research projects outside of an academic setting.

1. **30 hours** of graduate coursework in film/video/digital imaging and allied fields:
 - a. 7 hours of core courses:
 - **FLME 6155** (*Media Expression*, 4 hours) and
 - **FLME 6020** (*Advanced Film Theory*, 3 hours).
 - b. 17-23 additional hours in film/video/digital imaging courses
 - All students with teaching responsibilities are required to take **FLME 8035** (Pedagogy) prior to or during their first semester of teaching.
 - All students teaching FILM 2700 are strongly encouraged to take FLME 6160 (Special Topics: Media Historiography).
 - c. Optional 0–6 hours of allied coursework in another area of emphasis or outside the School as approved by the thesis advisor.
2. **Foreign Language or Equivalent Research Skill Requirement.** All MA students must demonstrate proficiency in an approved research skill or relevant foreign language. (Note: Credit hours earned to fulfill this requirement may not be applied to the 30 hours of coursework in #1 above.)* See p. 13-14 for details.
3. A successful prospectus defense.
4. At least **6 hours** of **FLME 6990** (*Thesis Research*).
5. A Research Thesis project.
6. A successful Research Thesis defense.

***NOTE:** For students who elect to take a research skill/method course to meet the Foreign Language or Equivalent Research Skill Requirement (#2 above), that additional course will make this a **39-hour degree program**.

Coursework-intensive Option (min. 36-hour non-thesis program*)

The School's MA program includes a coursework-intensive option, where in lieu of a research thesis, the student takes additional courses closely related to the area of interest and submits a research paper/project prior to graduation. The parameters of this paper/project are to be determined by the student and the Graduate Director. This option is not available to students admitted to the moving image production track, and is not recommended for students who anticipate continuing their education in pursuit of the doctorate, but it may be a good choice for students who anticipate working in the media industries and want a final product that demonstrates expertise in their area of professional interest.

In lieu of the thesis, research competence must be demonstrated by a research paper or project, to be submitted to the Graduate Director prior to graduation. This paper/project should be exemplary of the research and writing skills the student acquired and refined during the degree program. Normally, this paper/project is one the student produced as a final seminar paper during the degree program and/or presented as a conference presentation.

1. **36 hours** of graduate coursework in film/video/digital imaging and allied fields *:
 - a) 7 hours of core courses:
 - **FLME 6155** (*Media Expression*, 4 hours) and
 - **FLME 6020** (*Advanced Film Theory*, 3 hours)
 - b) 20-29 additional hours in film/video/digital imaging courses
 - All students with teaching responsibilities are required to take **FLME 8035** (*Pedagogy*) prior to or during their first semester of teaching.
 - All students teaching FILM 2700 are strongly encouraged to take FLME 6160 (*Special Topics: Media Historiography*).
 - a. Optional 0–9 hours of allied coursework in another area of emphasis or outside the School as approved by the thesis advisor.
2. **Foreign Language or Equivalent Research Skill Requirement.** All MA students must demonstrate proficiency in an approved research skill or relevant foreign language. (Note: Credit hours earned to fulfill this requirement may not be applied to the 36 hours of coursework in #1 above. *) See p. 13-14 for details.
3. Submission of the final paper/project.

***NOTE:** For students who elect to take a research skill/method course to meet the Foreign Language or Equivalent Research Skill Requirement (#2 above), that additional course will make this a **39-hour degree program**.

FLME 6910 (Special Projects)

Graduate students are eligible to enroll in supervised independent study for up to three (3) hours of course credit. A special project is arranged 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 in the School of Film, Media & Theatre main office that details the assignments, meeting times, and grading criteria for such studies. 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.

FLME 6970 (Internship)

Graduate students are also eligible to enroll in internships for up to three (3) hours of course credit. An internship provides students with both observational and hands-on learning experiences that enhance their academic preparation and increase their ability to perform on a professional level after graduation. 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 the School of Film, Media & Theatre main office. See Associate Director Phil Lewis for details.

Foreign Language or Equivalent 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 adjunct 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.

Students must, in consultation with their Thesis Advisor, complete the [Research Skill Petition Form](#) (online and in this handbook), which includes a brief rationale for the research skill/methods course chosen, if the student takes that option. Once the advisor has signed this form, submit this to the Graduate Program Coordinator.

- Option 1: Foreign Language
 - For details on options for the Foreign Language aspect of this requirement, see the **World Languages and Cultures Department** website: <http://wlc.gsu.edu/home/graduate/graduate-foreign-language-requirement/>.

To fulfill this requirement:

- You may take and pass the Graduate Foreign Language Reading Examination. The exam is offered in the following languages:
 - French, German, & Spanish – Fall, Spring, & Summer semesters
 - Italian, Latin, Russian, & Portuguese – Fall & Spring semesters only
 - See [this page](#) for the exam schedule.
 - Sign up in advance using [this form](#).
 - You may learn a foreign language by taking and passing courses. The graduate assistantship tuition waiver does include these courses.
 - You may take (and earn a B or better) in 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
 - The research skill course that fulfills this aspect of the requirement must be selected in consultation with your Thesis Advisor. Together, the two of you will decide upon a course that will impart to you a research skill/method specific to the completion of your thesis. (This course might be offered in any department.) A method or research skill course can be anything (taken in or outside the department) that teaches you some skill relevant to your thesis or longer-term creative plans, and it shouldn't be

solely content-based. This might be a creative writing course for a screenwriter, or an oral historiography course for a documentarian who needs to conduct good interviews, or maybe one's thesis film is about basket weavers or a community using American Sign Language, and one needs a basket-weaving class or an ASL course in order to write about that perspective.

- Once your advisor signs the "Research Skill Petition" form online and included in this handbook, submit it to the Graduate Director for final approval.
- Research skills in the School of Film, Media & Theatre may include but are not limited to: computer proficiency, textual analysis, advanced critical theory, and advanced production methods. The Ph.D. program in Moving Image Studies in the School of Film, Media & Theatre regularly offers doctoral seminars in research methods; MA students may enroll for these courses and have them credit to the research skill requirement if they earn a letter grade of "B" or higher, assuming the advisor agrees.
- Directed readings and/or independent studies may not be used to satisfy this requirement. Transfer credits may not be used to satisfy this requirement. To fulfill this requirement, the School requires that the student receive a letter grade of "B" or higher in the research skills/methods course.

NOTE: if you take a research skills/methods course to fulfill this requirement, its credit hours DO NOT count toward the required minimum credit hours (#1 in the Degree Requirements lists on p. 8-10)

Your First Semester in the Program

Checklist

By the end of your first semester in the program, you should have completed the following things:

1. Become familiar with the university and School policies and procedures.
2. Link your university email address to the email address that you check most frequently. All official university correspondence will come to your GSU address.
3. Meet with the Graduate Director at least once. This is your first-year advisor, until you choose a thesis chair/advisor and committee.
4. Choose an advisor for your thesis. Choose a thesis advisor for your thesis if you plan to do one. Complete the Thesis Advisor Agreement form and submit to the Graduate Coordinator.
5. If you are an MA student on teaching assistantship support, take FLME 8035 (Pedagogy) prior to or during your first semester of teaching.

Details

- Become familiar with the university and School policies and procedures. It is the student's responsibility to be thoroughly familiar with the University's requirements, as published in the Graduate Bulletin of the College of the Arts and the requirements of the School of Film, Media & Theatre as set forth in this document.
- Create a plan of study with your Graduate Director. When planning his/her program of study, the student should remember the following:
 - First, the School offers an MA degree program in Film/Video/Digital Imaging. The student's overall program should reflect a balance of general Film/Video/Digital Imaging courses.
 - Second, the student should attempt to balance more "practical" courses with more conceptual and research-based courses in the overall program of study. Direct questions regarding specific courses to the Graduate Director.
 - Third, the student should avoid duplicating prior undergraduate experiences or limiting the courses he/she takes to those offered by a few professors.

Your First Year in the Program

Checklist

By the completion of your second semester / first year in the program, you should have completed the following things:

1. Complete the next steps for new grad students at the College's webpage.
2. Meet with your Graduate Director.
3. Keep your GPA above or at a 3.0.
4. Complete the Responsible Conduct in Research Requirement (see p. 13)
5. Decide whether you are going to do the creative thesis, research thesis, or coursework-intensive option. (Students in the moving image production track **must** do a creative thesis.)
6. Choose a thesis advisor for your thesis if you plan to do one. Complete the Thesis Advisor Agreement form and submit to the Graduate Coordinator.
7. In consultation with your advisor, select your thesis committee if you'll do a thesis. (This step is not necessary if you choose to the coursework-intensive option, which requires a seminar paper, project, or portfolio instead of a thesis)
8. Complete the core requirements.
9. If applicable, apply for transfer credits.
10. Determine (with your advisor) how you will fulfill the Foreign Language or Equivalent Research Skill Requirement. (see page 13-14)

Details

- Meet with the Graduate Director to discuss your plan of study and progress. This person is available to you during the first semester.
- Keep your GPA at or above 3.0. 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.

- Complete the Responsible Conduct of Research Requirement (see page 13)
- Determine whether you will do the creative thesis, research thesis, or coursework intensive option (see p. 8-10). Students in the moving image production track **must** do a creative thesis. Discuss with as many faculty as possible before you decide.
- Choose a Thesis Advisor for your thesis.
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. You and your thesis advisor must sign the Advisor Agreement Form (see Appendix B) and submit to the Graduate Program Coordinator for your file.
- Select your thesis committee if you decide to do a thesis.
The student should nominate (in consultation with the Thesis Advisor) 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 faculty. All thesis committee members must also be members of the Graduate Faculty and possess special expertise in the area of the student's proposed thesis topic, research method, or mode of creative production.
- Arranging a thesis committee is the student's responsibility and is conducted with the advice of the student's Thesis Advisor. The advisor signs an "Authorization for FLME 6990/6995" form, signifying his or her willingness to serve on the student's committee. Submit this form to the Graduate Director and, once he or she has signed, submit the form to the Graduate Program Coordinator, who will then authorize the student's enrollment in FLME 6990/6995. **Students are strongly encouraged to choose a Thesis Advisor before taking their seventh course.**
- Note: Students doing a project/portfolio as part of the coursework-intensive option have a default committee, which is automatically composed of the Graduate Director and the School Director.
- Complete the core requirements.

Required core courses for the MA are designed to give coherence to the multi-disciplinary offerings of the program by providing an overview of the field and by introducing concepts that are common and applicable to all the areas of emphasis.

- Moving Image Production: **FLME 6135, 6145, 6155, and 6020**
 - Moving Image Studies: **FLME 6155 and FLME 6020**
- If you are a Graduate Teaching Assistant, take FLME 8035 (Pedagogy).
 - Apply for transfer credit if applicable.
 - 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 a request in writing to the Graduate Director, listing the student's date of admission into the MA program, the specific courses taken that he or she wishes to count toward the MA degree, along with copies of appropriate syllabi and/or catalog copy, and a short justification as to why the request should be approved.
 - Determine (with your Thesis Advisor) if you will take the research skill course or learn a foreign language. If the former, which course?

Your Second Year (Research Thesis Option)

Checklist

1. Complete the remaining credit hours required for your degree.
2. Complete Foreign Language or Equivalent Research Skill Requirement if not already completed
3. Write thesis prospectus.
4. Successfully defend thesis prospectus.
5. Enroll in **FLME 6990** (*Research Thesis*).
6. Apply for Graduation and graduation fee.
7. Obtain a copy of the Guide for Preparing Theses.
8. Correctly format your thesis.
9. Successfully defend thesis.
10. Submit "Completed Defense" form.
11. Submit thesis as PDF file.

Details

- Complete the remainder of the eight (8) elective courses required for the degree.
- Complete Foreign Language or Equivalent Research Skill Requirement if not already completed (see p. 13-14)
- **Write research thesis prospectus.** The first step of thesis research is to develop a complete prospectus that the student will orally defend before his/her thesis committee. The prospectus, to be developed in consultation with the Thesis Advisor and committee members, should include the following:
 1. 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.
 2. Significance of the Project. Justification of why the project will extend the current body of knowledge in an important way.
 3. Literature and Resource Review. A summary of the findings of relevant research in the proposed area of study.
 4. Research Question/Hypotheses. The general or specific questions that will be answered by the research project.
 5. Method. The specific procedures planned for conducting the research. Any use of students or others as survey subjects must be described in detail and accompanied by advance permissions from the GSU Research Office.

6. Description of how final project will be organized (e.g., chapter divisions).

There are no firm requirements governing the length or specific form of the prospectus. **Meet with your Thesis Advisor to discuss his or her 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.

- Successfully defend thesis prospectus. Once your Thesis Advisor approves the prospectus, send this to the other members of your committee, **at least three (3) weeks before** the prospectus defense date. Contact the Graduate Program Coordinator to book a room for the defense. At the meeting, the student will present the thesis and answer questions about it. At the conclusion of the presentation, 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. If the committee determines that the prospectus to be passing, the committee signs the [Title Page for MA Thesis Prospectus](#) (online and in this handbook) in black ink. Submit this to the Graduate Program Coordinator, who will then authorize you to register for FLME 6990.

- **Enroll in FLME 6990** (*Research Thesis*).
The student must take the appropriate coursework to prepare him/her for thesis research. If you have not taken the appropriate coursework, or if you have not completed the Responsible Conduct in Research requirement, you will not be authorized for this class. Complete the Thesis Advisor Agreement form and the FLME 6990/6995 Authorization Form, [available online](#) and in this handbook.

- **Apply to graduate** and pay the graduation fee **two (2) semesters before** anticipated completion and defense of the thesis. Students should consult the College of the Arts graduation web page and be aware of the deadlines posted there. (see p. 30)

- Correctly format your thesis.
 - Obtain copy of the College of the Arts [Thesis and Dissertation Guide](#).
 - 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.

- **Successfully defend thesis.**

A student must provide his/her thesis committee members with the completed Research Thesis **at least three (3) weeks before** the oral presentation and defense date. The presentation 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. The date, time, and location should be publicized and the meeting should be open to other interested faculty, students, and staff. Download, complete, and bring the [Title Page For Final MA Research Thesis Document](#) and [Thesis Signature Sheet](#) form (online and in this handbook).

At the meeting, the student will present the thesis and answer questions about it. At the conclusion of the presentation, 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.

When the MA Research Thesis Title Page and the Thesis Signature Sheet form are signed by the committee in black ink, submit these to the Graduate Program Coordinator for the School Director's signature. Once a correctly formatted final copy of the approved thesis is submitted to the Office of Graduate Studies as a .pdf file, the School Director will submit a Change of Grade form, which will allow the student to graduate.

- Submit thesis as PDF file to [ScholarWorks](#).
- 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 form](#) prior to 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.

Your Second Year (Creative Thesis Option)

Checklist

1. Complete the remaining credit hours required for your degree.
2. Complete Foreign Language or Equivalent Research Skill Requirement if not already completed
3. Write thesis prospectus.
4. Successfully defend your thesis prospectus.
5. Enroll in **FLME 6995** (*Creative Thesis*).
6. Apply for Graduation and graduation fee.
7. Obtain a copy of the [Thesis and Dissertation Guide](#).
8. Correctly format your thesis.
9. Successfully defend thesis.
10. Submit “Completed Defense” form.
11. Submit thesis as PDF file.

Details

- Complete the remaining coursework required for your degree program.
- Complete Foreign Language or Equivalent Research Skill Requirement if not already completed (see p. 13)
- **Write creative thesis prospectus.** The first step of the creative thesis is to develop a complete prospectus that the student will orally defend before his/her thesis committee. The prospectus is to be developed in consultation with the thesis advisor and committee members. There are no firm requirements governing the length or specific form of the prospectus. However, here are some basic guidelines.

A prospectus for a Creative Thesis in Moving Image Production should include the following:

- 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
- Successfully defend thesis prospectus. Once your Thesis Advisor approves the prospectus, send this to the other members of your committee, **at least three (3) weeks before** the prospectus defense date. Contact the Graduate Program Coordinator to book a room for the defense. At the meeting, the student will present the thesis and answer questions about it. At the conclusion of the presentation, 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. If the committee determines that the prospectus to be passing, the committee signs the [Title Page for MA Thesis Prospectus](#) (online and in this handbook) in black ink. Submit this to the Graduate Program Coordinator, who will then authorize you to register for FLME 6995.

- **Enroll in FLME 6995 (*Creative Thesis*).**
The student must take the appropriate coursework to prepare him/her for thesis production. If you have not taken the appropriate coursework, or if you have not completed the Responsible Conduct in Research requirement, you will not be authorized for this class. Complete the FLME 6990/6995 Authorization Form, [available online](#) and in this handbook.
- The Creative Thesis is the required exit project for students seeking the Creative Thesis option for the MA degree in the School of Film, Media & Theatre. The Creative Thesis is a creative/professional project that carries **three (3) hours** of course credit. The student will continue to receive a grade of “IP” (in progress) in FLME 6995 until the Creative Thesis project is approved.
- **Apply to graduate** and pay the graduation fee **two (2) semesters before** anticipated completion and defense of the thesis. Students should consult the College of the Arts graduation web page and be aware of the deadlines posted there. (see p. 30)
- Correctly format your thesis.
 - Obtain copy of the College of the Arts [Thesis and Dissertation Guide](#).
 - 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.
 - Of course, creative film/video theses will be submitted as video files, but they should be accompanied by a document [in the template \(see above\)](#), with [all the front matter](#). Also, if creative theses have figures or tables, they must also fit within the margins, be in line with text, and have a linking title (using the “insert caption” feature) that appears in the list of figures or list of tables. If creative theses have headings in the body of the document (chapter titles, section titles) they must use the heading styles and have the linking Table of Contents.
- **Successfully defend thesis.**
A student must provide his/her thesis committee members with the completed Research Thesis **at least two (2) weeks before** the oral presentation and defense date. Contact the Graduate Program Coordinator to book a room for the defense. The presentation 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. All members of the committee must attend. Ideally, all members will be physically present, but a conference or Skype call for one

committee member may be acceptable (pending the approval of the committee chair) if absolutely necessary. The date, time, and location should be publicized and the meeting should be open to other interested faculty, students, and staff. Download, complete, and bring the [Title Page For Final MA Creative Thesis Document](#) and [Thesis Signature Sheet](#) form (online and in this handbook).

At the meeting, the student will present the thesis and answer questions about it. At the conclusion of the presentation, 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.

When the MA Creative Thesis Title Page and the Thesis Signature Sheet form are signed by the committee in black ink, submit these to the Graduate Program Coordinator for the School Director's signature. Once a correctly formatted final copy of the approved thesis is submitted to the Office of Graduate Studies as a digital file, the School Director will submit a Change of Grade form, which will allow the student to graduate.

- Submit thesis as a digital file to [ScholarWorks](#).
- 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 form](#) prior to 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.

Your Second Year (Coursework-intensive Option)

Checklist

1. Complete the remaining credit hours required for your degree.
2. Complete Foreign Language or Equivalent Research Skill Requirement if not already completed
3. Complete **two (2) additional** 3-credit hour graduate seminars.
4. Apply for Graduation and graduation fee.
5. Provide the Graduate Director with copy of seminar paper and title page for approval and signature.

Details

- Complete the remaining of ten (10) elective courses relevant to your area of emphasis.
- Complete Foreign Language or Equivalent Research Skill Requirement if not already completed (see p. 13)
- Complete two (2) additional 3-credit hour graduate seminars relevant to your area of emphasis. You must take six (6) additional credit hours to substitute for the six-credit hour thesis project required by the other two degree options. These two additional 3-credit hour graduate seminars must be approved by the Graduate Director.
- **Apply to graduate** and pay the graduation fee **two (2) semesters before** anticipated completion and defense of the thesis. Students should consult the College of the Arts graduation web page and be aware of the deadlines posted there. (see p. 30)
- **Submit a representative research paper** to the Graduate Director with a correctly formatted [Title Page For Submission of a Research Essay Connecting to Completion of the Non-Thesis/Curriculum Intensive Option](#) (online and in this handbook).

The Graduate Director will review and approve the paper for acceptability and make a recommendation to the Graduate Director and the School Director, whose approval signatures will fulfill the College of the Arts requirement of approval by three (3) members of the School faculty. It is the student's responsibility to ensure that the form be submitted to the College's Office of Graduate Services by the published deadline.

Maintaining Your Graduate Student Status

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.

Grade Point Average

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.

Continuous Enrollment Requirement

A student who has not registered for three (3) consecutive semesters is considered inactive and must apply for reentry. Students must take a **minimum of six (6) hours in any consecutive three (3)-semester period**, and not all six can be taken during the summer session.

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.

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 Arts and Sciences, 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: <http://deanofstudents.gsu.edu/student-assistance/emergency-withdrawal/>

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.

Being a Graduate Teaching/Research/Lab Assistant

The School of Film, Media & Theatre has three options 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.

In most cases students will have a combined assignment as GTA/GLA or as GRA/GLA.

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). Students receiving support are required to enroll in eighteen (18) credit hours of FLME 8780 (Directed Research) in the summer sessions connecting their years of funding, although these hours do not require a student to be in local residence.

Assistantship Renewal

Assistantships generally last for two (2) semesters unless problems arise with student performance, and are eligible for renewal for a second year pending satisfactory performance. To renew, continuing students must fill out an [Assistantship Application Form](#) (online) and submit that to the Graduate Program Coordinator in January of the semester prior to renewal.

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 Requirements

If awarded a graduate assistantship, students **must be enrolled for a total of fifteen (15) hours each semester (fall, spring, and summer) for the duration of the assistantship.** As part of those eighteen (18) hours, students must register for at least three (3) courses in each spring and

fall semester that have announced days and times in the course schedule. Students generally register for their remaining required hours by signing up for the variable credit FLME 8780 (*Directed Research*) under the name of the research professor to whom they have been assigned. Students receive a pass/fail grade in Directed Research based on their performance as assistants. These hours of FLME 8780 (*Directed Research*) do not count toward the requirements for the master's degree. For example, in the fall or spring a typical full-time student with an assistantship would take three (3) classes, at three (3) credit hours apiece, **plus** nine (9) hours of FLME 8780.

Graduate students on assistantships must receive permission from the Graduate Director to take fewer than three courses that have announced days and times in the course schedule in their fall and spring semesters, with the exception of FLME 6160 (*Special Project*), FLME 6990 (*Research Thesis*), FLME 6995 (*Creative Thesis*) and FLME 6970 (*Internship*), which are acceptable despite not having announced days and times.

Assistantship Evaluation, and Renewal

At the end of the academic year, each graduate assistant participates in an individual evaluation with the School Director and Graduate Director. In this evaluation students receive feedback on their work as a teaching/research/lab assistant. The student, School Director, and Graduate Director discuss accomplishments, challenges, and plans for improvement.

Generally, a graduate assistant should strive to:

- 1) consistently achieve an **average student response score** of 4.0 or above on their teaching evaluations, if they have assigned teaching duties;
- 2) consistently receive a grade of satisfactory for their performance in **FLME 8780** (*Directed Research*) if they are assigned research and/or lab duties; and
- 3) maintain a **grade point average** in graduate coursework of 3.5 or above
- 4) 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.

Assistantship Probation and Termination

Students 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.

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 (2) years contingent upon performance; students who lose funding because of performance may or may not receive a total of two (2) years of support.

Annual evaluations

All graduate assistants (GLAs, GRAs, and GTAs) will meet in the spring semester with the School Director and Graduate Director to discuss the student's performance the role as graduate assistant. The Graduate Program Coordinator will schedule these meetings. In the case of academic probation and/or the probation or termination of a student's graduate assistantship, the School Director and Graduate Director will advise the student how to remedy problems and restoring good standing.

In addition, all MA students currently active in the program will participate in a yearly survey and submit a .PDF of their current C.V. to the Graduate Program Coordinator to be kept on file in the department. The brief survey is a (mandatory) opportunity for students to update the School on their academic progress, professional activity, and, if applicable, graduate assistantship experience and preferences regarding teaching, lab, and research assignments. This survey is an invaluable resource in the department's ongoing efforts to communicate effectively with current students as well as to guide students' academic and professional development.

Based on School grade reports, faculty input, and student C.V.s and surveys, the School Director and Graduate Director may schedule a meeting with any MA student who they believe would benefit from additional academic encouragement.

Applying to Graduate

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.

Index

- Academic honesty, p. 29
 - Plagiarism, p. 29
 - Examination cheating, p. 29
 - Unauthorized collaboration, p. 29
 - Falsification, p. 29
 - Multiple submissions, p. 29
 - Reporting violations, p. 29
- Add/drop period, p. 8
- Address of School, p. 3
- Advising, p. 14-15 (see also *Thesis Advisor*)
- Applying to the School, p. 4-5
 - Online submission of materials, p. 5
 - Application deadlines: p. 4
 - Requirements: p. 4-5
 - GRE scores: p. 4
 - International applications, p. 5
- Applying to graduate, p. 30
- Assistantship, p. 29-31
 - Contract, p. 6
 - Enrollment requirements, p. 6, 29
 - Evaluation, p. 30-31
 - Mandatory Health Insurance, p. 6
 - Probation, p. 30
 - Renewal, p. 30
 - Requirements, p. 29
 - Termination, p. 30
 - Types, p. 29
- Checklists
 - Checklist: Your First Semester in the Program, 14
 - Checklist: Your First Year in the Program, 15
 - Checklist: Your Second Year (Research Thesis Option), 17
 - Checklist: Your Second Year (Creative Thesis Option), 21
 - Checklist: Your Second Year (Coursework-intensive Option), 25
- Continuous enrollment requirement, p. 26
- Course Registration, p. 6-7
- Coursework-intensive Option
 - MA degree requirements: 10

- Final paper submission, 25
- Creative thesis
 - MA degree requirements, p. 8
 - Defending, p. 23-24
 - Prospectus, p. 21-22
- Degree requirements, p. 8-10
- Ethics requirement, p. 13
 - see also Responsible Conduct of Research (RCR) requirement*
- Faculty listing, p. 36
- First semester in the program, checklist, p. 13
- FLME-Grads LISTSERV, p. 7
- Foreign language requirement, p. 13-14
- Grade point average (GPA)
 - Required for application, p. 4
 - Minimum to maintain good standing, pp. 15, 26
 - Minimum to maintain assistantship, p. 30
- Holds on account, p. 7
- Independent study, p. 11 (*see also Special Projects*)
- Internships, p. 11
- Leave of absence, p. 26
- Methods courses, *see Research Skill*
- Moving image production track
 - description: p. 2
 - graduate director contact: p. 3
 - program requirements: p. 8, p. 16
 - thesis completion guidelines: p. 23-24
- Moving image studies track
 - coursework-intensive option guidelines: p. 10
 - description, p. 2
 - graduate director contact: p. 6
 - research thesis program guidelines: p. 9
- Non-degree seeking students, p. 5

- PAWS, p. 7
- Phone numbers, School of Film, Media & Theatre, p. 3
- Plagiarism, p. 29
- Plan of study, p. 15
 - advisor, see *Thesis Advisor*
 - tracking form, Moving Image Production, p. 37
 - tracking form, Moving Image Studies, p. 39
- Prospectus
 - creative thesis, p. 21
 - research thesis, p. 19
- Research skill
 - course requirement, p. 13-14
 - petition form, 50
- Research thesis, p. 9-10
 - prospectus, p. 19
 - defense, p. 23
 - filing, p. 23
 - embargo, 23
- Residency requirement, p. 26
- Responsible Conduct of Research (RCR) requirement, p. 13
- Special projects, pp. 11
- Time limits, p. 26-27
- Thesis Advisor, p. 12, 13, 16-18, 19, 22-23,
- Thesis Committee, p. 14-16, 18, 19, 21-24, 27
- Transfer credit, p. 5, 15, 17

Appendix B: MA Faculty

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.

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

Holmes, Shirlene (Ph.D., Southern Illinois University, 1991). Associate Professor. Areas of research include playwrighting, African–American studies, acting, storytelling.

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

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

Restivo, Angelo (Ph.D., University of Southern California, 1997). Associate 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.

Shahaf, Sharon (Ph.D., University of Texas, 2008). Assistant Professor. Areas of research include television studies, global media, cultural studies, Israeli media, and media history.

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). Assistant 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.

Plan of Study Tracking Form: MA Film and Media Production p. 1

Name: _____ Sem/Year of admission: _____

Date: _____ Hours required (36 or 39)? _____ Hours completed thus far: _____

Core Courses (7 Hours)

<i>Course No. and Title/Subtitle</i>	<i>Sem/Year</i>	<i>Hours</i>	<i>Grade</i>	<i>Instructor</i>
FLME 6155: Media Expression		4		
FLME 6020: Advanced Film Theory		3		

Area of Concentration, including one advanced production course beyond 6135 and 6145, and Pedagogy if needed (17-26 Hours)

<i>Course No. and Title/Subtitle</i>	<i>Sem/Year</i>	<i>Hours</i>	<i>Grade</i>	<i>Instructor</i>
FLME 6145 Digital Editing (required)		4		
FLME 6135 Digital Cinematography (required)		4		

Related Field Courses (0-6 Hours)—optional courses in another area of emphasis or outside the School as approved by the advisor

<i>Course No. and Title/Subtitle</i>	<i>Sem/Year</i>	<i>Hours</i>	<i>Grade</i>	<i>Instructor</i>

Plan of Study Tracking Form: MA Film and Media Production p. 2

Foreign Lang. or Research Skill Equivalent (**hours do not count toward 36-hour min. for the degree**)

<i>course, language test, or research skills/methods course?</i>	<i>Petition form approved and submitted?</i>	<i>Course no. and title/subtitle of course taken with grade of B or better</i>	<i>Instructor</i>	<i>Date of language test</i>

Thesis hours (3 hours)—note: thesis required. NO non-thesis option available.

	<i>Sem/Year</i>	<i>Hours</i>	<i>Grade</i>	<i>Advisor</i>
FLME 6995				

Thesis Advisor:

Advisory Committee:

Thesis Title:

Date of Defense:

Plan for coming semesters to complete the degree:

Plan of Study Tracking Form: MA Moving Image Studies p. 1

Name: _____ Sem/Year of admission: _____

Date: _____ Hours required (36 or 39?) _____ Hours completed thus far: _____

<i>Course No. and Title/Subtitle</i>	<i>Sem/Year</i>	<i>Hours</i>	<i>Grade</i>	<i>Instructor</i>
FLME 6155: Media Expression		4		
FLME 6020: Advanced Film Theory		3		

Core Courses (7 Hours)

<i>Course No. and Title/Subtitle</i>	<i>Sem/Year</i>	<i>Hours</i>	<i>Grade</i>	<i>Instructor</i>

Area of Concentration, Including Pedagogy if needed (17-23 Hours)

Related Field Courses (0-6 Hours)—optional courses in another area of emphasis or outside the School as approved by the advisor

<i>Course No. and Title/Subtitle</i>	<i>Sem/Year</i>	<i>Hours</i>	<i>Grade</i>	<i>Instructor</i>

Plan of Study Tracking Form: MA Moving Image Studies p. 2

Foreign Lang. or Research Skill Equivalent (hours do not count toward 36-hour minimum for the degree)

<i>Language reading course, language test, or research skills/methods course?</i>	<i>Petition form approved and submitted?</i>	<i>Course no. and title/subtitle of course taken with grade of B or better</i>	<i>Instructor</i>	<i>Date of language test</i>

Thesis hours (6 hours) if not taking coursework-intensive option

	<i>Sem/Year</i>	<i>Hours</i>	<i>Grade</i>	<i>Advisor</i>
FLME 6990		3		
FLME 6990		3		

For Coursework-intensive Option, 2 Additional Classes Taken (6 hours)—must be approved by advisor

<i>Course no. and title/subtitle</i>	<i>Sem/Year</i>	<i>Hours</i>	<i>Grade</i>	<i>Instructor</i>

Thesis Advisor:
Advisory Committee:

Thesis Title:
Date of Defense:

Plan for coming semesters to complete the degree:

Research Skill Petition Form

GSU School of Film, Media & Theatre

INSTRUCTIONS: Only students enrolled in the GSU School of Film, Media & Theatre MA program are required to complete this form. Students are not permitted to complete and submit this form until after they have passed, with a grade of B or higher, both core courses in their degree track. For Moving Image Studies students those are **FLME 6155** (*Media Expression*) and **FLME 6020** (*Advanced Film Theory*). Moving Image Production students are also required to take **FLME 6135** (*Digital Cinematography*) and **FLME 6145** (*Digital Editing*) prior to submitting this form.

The form must be completed before a student defends the prospectus or (for students not doing the Coursework-intensive Option) submits the final research paper.

The purpose of this form is to help assure that the research methods coursework you select contributes to a coherent program of study, and provides you with the specific competency necessary to undertake your Research Thesis or Creative Thesis project or to complete your research essay in the coursework-intensive track. Once you have completed this form and secured the approval signature of your advisor, submit one copy to the Graduate Director for approval and signature, and then submit to the Graduate Program Coordinator for later reference, when the student's degree program is audited at graduation. Make sure you are familiar with the research requirements of your degree program – consult the relevant portions of the *MA Handbook*.

Student Name | PantherID no.

MA Degree Track

Email Address (please print clearly)

Daytime Phone Number

Check one:

- [] Research Thesis
 [] Creative Thesis
 [] Coursework-Intensive Option

Course # and course title proposed to certify research competency:

Brief Rationale for This Choice: Explain how this/these course(s) specifically equip you to complete your envisioned Research Thesis/Creative Thesis project or (for those doing the Coursework-intensive Option), prepare you for your intended area of professional expertise.

Approved, Advisor of Research Thesis or Creative Thesis*

DATE

Approved, Graduate Director

DATE

**For students doing the coursework-intensive option, signature of the Graduate Director will suffice.*

Submit form to the Graduate Program Coordinator prior to registering for FLME 6990 or 6995.

Thesis Advisor Agreement Form

GSU School of Film, Media & Theatre

I agree to serve as Creative Thesis/Research Thesis advisor for:

Student Name

Panther ID no.

Faculty Member Name (print)

Faculty Member Signature

Date

Submit form to the Graduate Program Coordinator by the end of first year of coursework if intending to complete a research or creative thesis.

FLME 6990/6995 (Research/Creative Thesis) Authorization Form

GSU School of Film, Media & Theatre

I am the thesis advisor for

Student Name

Panther ID Number

My signature below authorizes the Graduate Coordinator to approve the above named student to enroll in FLME 6990 (research thesis) or FLME 6995 (creative thesis) and to begin thesis work.

I have certified that the above-named student has completed the Responsible Conduct of Research requirement and that documentation is on file with the Graduate Coordinator for this. I also certify that the student has completed coursework, with the possible exception of one (1) course remaining to take.

Faculty Member Name

Faculty Member Signature

Date

Approval:

Graduate Director, GSU School of Film, Media & Theatre

Director, GSU School of Film, Media & Theatre

Submit form to the Graduate Program Coordinator prior to enrolling in FLME 6990/6995.

