



UNIVERSITY OF CENTRAL FLORIDA

Emerging Media MFA: Animation and Visual Effects Graduate Program Handbook

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Emerging Media MFA: Animation and Visual Effects

Together, the [Graduate Student Handbook](#) and your graduate program handbook should serve as your main guide throughout your graduate career. The Graduate Student Handbook includes university information, policies, requirements and guidance for all graduate students. Your program handbook describes the details about graduate study and requirements in your specific program. While both of these handbooks are wonderful resources, know that you are always welcome to talk with faculty and staff in your program and in the Graduate College.

The central activities and missions of a university rest upon the fundamental assumption that all members of the university community conduct themselves in accordance with a strict adherence to academic and scholarly integrity. As a graduate student and member of the university community, you are expected to display the highest standards of academic and personal integrity.

Here are some resources to help you better understand your responsibilities:

- [Academic Honesty](#)
- [Academic Integrity Training](#) - Open to all graduate students at no cost
- [Plagiarism](#)

Introduction

The Animation and Visual Effects track in the Emerging Media MFA program is a full time three-year cohort-style program (six full-time semesters excluding summers) and students must progress through the program by taking required classes in particular semesters. The program requires a minimum of 60 credit hours including a thesis project. The program requires 48 credit hours of required courses, and 12 credit hours of thesis. The thesis consists of producing a short film and thesis document.

During the first academic year, the student pursues required courses as dictated by the student's plan of study. Throughout the second year, the student finishes remaining required course work and identifies his or her thesis chairperson/adviser. During the third year, the student's focus is on completing his or her thesis work.

Many graduate-level courses in the College of Arts and Humanities can be used in place of those listed above, with permission of the adviser. These courses must be selected so as to ensure that at least one-half of the courses in the student's plan of study are taken at the 6000 level.

A listing of courses offered can be found in the drop-down Catalog Menu at the top of the page under "Courses."

Curriculum

Please visit the [Graduate Catalog](#) to see the current curriculum for our program.

Timeline for Completion

1st Year

Fall

- DIG 5439C Script and Story Development for Animation and Visual Effects (3)
- DIG 5865 The History of Animation and Visual Effects (3)
- DIG 5386C Animation and Visual Effects Production I (3)
- FIL 5800 Research Methods in Film and Digital Media (3)

Semester Total: 12 credit hours

Spring

- DIG 5366C Animation and Visual Effects Production II (3)
- DIG 5387C Visual Development and Design for Animation and Visual Effects (3)
- DIG 5378C Editing for Animation and Visual Effects I: Theory and Production (3)
- DIG 5385C Visual Effects for Animation and Live Action I (3)

Semester Total: 12 credit hours

2nd Year

Fall

- DIG 6379C Editing for Animation and Visual Effects II: Practical Editing (3)
- DIG 6388C Animation and Visual Effects Production III (3)
- DIG 6384C Directing for Animation and Visual Effects (3)

Semester Total: 9 credit hours

Spring

- DIG 6389C Animation and Visual Effects Production IV (3)
- DIG 6377C Visual Effects for Animation and Live Action II (3)
- DIG 6364C Media and Music for Animation and Visual Effects (3)

Semester Total: 9 credit hours

3rd Year

Fall

- DIG 6866C: Technical Problem Solving for Animation and Visual Effects (3)
- DIG 6981: Thesis (6)

Semester Total: 9 credit hours

Spring

- Fil 6619: Guerilla Marketing and Models of Distribution (3)
- DIG 6971: Thesis (6)

Semester Total: 9 credit hours

Total Credit Hours: 60

Thesis Requirements

Each candidate for the Master of Fine Arts must submit a thesis proposal and preliminary bibliography on a topic selected in consultation with the adviser. The formal thesis is initiated by the preparation of a proposal that will meet both departmental and university requirements for the thesis. Prior to enrollment into thesis, the adviser, in consultation with the student, will designate a Thesis Committee to be further approved by the Dean of Arts and Humanities or their designee. This committee is chaired by the adviser and includes two or more additional faculty members from the School of Visual Arts and Design.

The members of the student's thesis committee will judge the proposal as the preliminary step to beginning the thesis. This committee must approve the Thesis Proposal before academic credit can accrue.

The thesis project for the Emerging Media MFA, Animation & Visual Effects track involves creating innovative applications of Animation & Visual Effects to serve artistic, entertainment, commercial, and/or educational needs. The thesis consists of three parts: (1) the creative project (that utilizes Animation & Visual Effects); (2) the production journal (documenting the process of developing the project and evaluating its effectiveness); and (3) dissemination (the work is submitted in a juried exhibition, a refereed publication, or other venue that demonstrates development in connection with a professional partner).

The production journal portion of the thesis is a formal written document. The introduction cites similar, related, and antecedent work; the body explains the purposes of the project, the method of its production, and any evaluation that was performed; and it concludes with plans for future work. The thesis will also include an archival copy of the resulting creative product. Both the thesis and the creative product must be delivered in a digital form, acceptable by the UCF library according to its standards for digital dissertations and theses.

Thesis Defense

In addition to the creative project, the written thesis, and dissemination of work, the final step in completing the thesis requirement is an oral defense before the thesis committee. Candidates present their creative or research work and explain its creation in an oral defense. These presentations are made to the student's committee, in a public meeting that other faculty and students may attend.

University Thesis Requirements

The [Thesis and Dissertation Webcourse](#) is the primary resource for all thesis and dissertation information. Students are automatically enrolled in this non-credit course upon enrollment in thesis or dissertation hours. All thesis/dissertation students should also review the College of Graduate Studies [Thesis and Dissertation](#) page.

All university deadlines are listed in the [Academic Calendar](#). Your program or college may have other earlier deadlines; please check with your program and college staff for additional deadlines.

The following requirements must be met by thesis students in their final term:

- Submit a properly formatted file for initial format review by the format review deadline
- Submit the Thesis and Dissertation Release Option form well before the defense
- Defend by the defense deadline
- Receive format approval (if not granted upon initial review)
- Submit signed approval form by final submission deadline
- Submit final thesis document by final submission deadline

Format reviews and final submission must be completed in the [Thesis and Dissertation Services](#) site. Students should also access the [Thesis and Dissertation Services](#) site for the Thesis or Dissertation Approval Form and to submit for Format Help.

The College of Graduate Studies thesis and dissertation office is best reached by email at editor@ucf.edu.

Internship Requirements

The basic criteria for designation as an internship course at UCF includes student experiential learning which:

- Relates directly to a student's academic major or major-related career goal that occurs in business, industry, non-profit, educational, or governmental agencies
- Involves collaboration between campus and the business community that aims to increase students' work, personal, and academic competencies

- Provides appropriate supervision both onsite from a professional with related training and skills and through guidance from faculty
- Involves structure for learning, including application of classroom content and assignments for reflection that would result in the development of student competencies and go beyond simple assignment of a student completing a set number of hours experience in a setting outside the academic classroom
- Involves a minimum of 45 hours per credit per semester at the participating worksite to provide real-world experience and to promote interaction between students and professionals toward the development of professional attitudes and behavior (more hours may be required; fewer hours may be justified by the concentration of the experience or the learning objectives)

All Directed Research, Independent Study and Internship must be accompanied by a syllabus with expectations and due dates. This document serves as a contract between the instructor of record and the student for the grade is determined.

Graduate Research

UCF has three fundamental responsibilities with regard to graduate student research. They are to (1) support an academic environment that stimulates the spirit of inquiry, (2) develop the intellectual property stemming from research, and (3) disseminate the intellectual property to the general public. Students are responsible for being informed of rules, regulations and policies pertaining to research. Below are some general policies and resources.

Research Policies and Ethics Information: UCF's Office of Research & Commercialization ensures the UCF community complies with local, state and federal regulations that relate to research. For polices including required Institutional Review Board (IRB) approval when conducting research involving human subjects (e.g. surveys), animal research, conflict of interest and general responsible conduct of research, please see their website: research.ucf.edu/compliance.

UCF's Patent and Invention Policy: In most cases, UCF owns the intellectual property developed using university resources. The graduate student, as inventor, will, according to this policy, share in the proceeds of the invention. Please see the current UCF Graduate Catalog for details: graduatecatalog.ucf.edu >Policies>General Graduate Policies.

Financial Support

Animation and Visual Effects MFA students are eligible for three kinds of support:

Need-based assistance: The University provides need-based scholarships funded by the federal government. These are based on financial need as determined by the FAFSA form and are awarded in the middle of April. We encourage all students to complete a FAFSA application form online at www.fafsa.ed.gov.

Fellowships

These competitive, merit-based awards are usually reserved for newly admitted students. These awards pay a stipend and/or provide a tuition waiver. To be eligible, students must have their entire application on file by January 15. To view a list of fellowships and the eligibility requirements please visit: graduate.ucf.edu/fellowships/.

Assistantships: These merit-based awards may be applied for at any point in a graduate degree program. Different assistantships have different eligibility criteria. For example, graduate teaching assistantships may only be awarded to students who have completed 18 hours of graduate coursework in the discipline and who have completed all mandatory university training.

Different assistantships also have different requirements. Some of these requirements include in-depth professional development activities. Availability of assistantships within the department is subject to change. Assistantship financial support is offered only to full-time degree-seeking students.

Assistantship Opportunities

Graduate students often receive assistantships in their departments or other university offices while pursuing graduate studies. Graduate assistants may teach, conduct research, or perform other tasks that contribute to the student's professional development. Graduate students may become Graduate Teaching Associates, Assistants, or Graders (GTAs), Graduate Research Associates or Assistants (GRAs), or Graduate Assistants (GAs). For eligibility, students must be accepted as a graduate student in a degree program and be enrolled full-time. Due to the evolving nature of the assistantship program, please consult the Graduate Studies website for the most current information: graduate.ucf.edu/graduate_teaching/.

Teaching Assistantship Resources

If you received a graduate teaching assistantship, you may be assigned teaching responsibilities as part of your stipend. The following information will be useful in fulfilling your teaching duties:

Instructor Training and Development

The Faculty Center for Teaching and Learning (FCTL) promotes excellence in all levels of teaching at the University of Central Florida. To that end, it offers several programs for the professional development of Graduate Teaching Assistants at UCF.

GTA Training (mandatory for employment as a GTA)

This two-day workshop provides information and resources for students who will be instructors. The seminars cover a variety of topics, including course development, learning theories, lecturing, and academic freedom. Those interested in additional training can also attend an optional training session that normally follows the mandatory training.

Preparing Tomorrow's Faculty Program

This certificate program (12-weeks) consists of group and individualized instruction by Faculty Center staff and experienced UCF professors. Textbooks and materials are provided.

For more information about GTA Training, see fctl.ucf.edu > Events > GTA Programs.

Graduate Student Associations

The Conference of Southern Graduate Schools (CSGS) is an organization of over 200 graduate schools across the southern region of the United States. Its purpose is to consider topics relating to graduate study and research which are of mutual interest and concern to the member institutions. www.csgs.org

The Graduate Student Association (GSA) is UCF's graduate organization committed to enrich graduate students' personal, educational and professional experience. To learn more or get involved, please visit the GSA Facebook page at <https://www.facebook.com/groups/UCFgsa/>. For individual department or graduate program organizations, please see program advisor.

Professional Development

Internships/ Teaching Opportunities

As part of the Animation and Visual Effects curriculum, you may have the opportunity to obtain experience as a teaching assistant, research assistant, or teacher-of-record for an undergraduate level art course. We recommend that you take advantage of these opportunities if you are interested in them and as they become available to you.

Travel Support for Research Presentations

All full-time students enrolled in the Emerging Media MFA, Animation and Visual Effects track are eligible to receive awards for support of travel expenses for presenting papers at national or international professional meetings or conferences, or for performing or exhibiting original work. The student's presentation must be officially recognized by the sponsoring organization. The limited funds available for travel support make this a highly competitive program. Travel support funding is contingent on annual budget allocations. Applicants are encouraged to read and follow the guidelines and application requirements. Applications may be requested from the Animation & Visual Effects Graduate Administrative Coordinator.

Scholarly Publications

Scholarly publications are not required for the MFA degree, but such publications may be professionally even for a studio artist. For more information about how to pursue these opportunities, consult with a faculty member, a member of your thesis committee, or the Program Coordinator or the Graduate Program Director for Art.

Pathways to Success Workshops

Coordinated by the College of Graduate Studies, the Pathways to Success program offers the following free development opportunities for graduate students including workshops in Academic Integrity, Graduate Grantsmanship, Graduate Teaching, Personal Development, Professional Development, and Research. For more information and how to register, please visit graduate.ucf.edu/pathways-to-success/.

Departmental Awards via College and University

The university provides several achievement awards:

Graduate Excellence Awards

Each year, students can submit a portfolio for nomination of College and University level awards of excellence. These are intended to showcase student excellence in academic achievement, teaching, research, leadership, and community service.

Award for Excellence by a Graduate Teaching Assistant - This award is intended for students who provide teaching support and assistance under the direction of a lead teacher. This award focuses on the extent and quality of the assistance provided by the student to the lead instructor and the students in the class. (This award is not intended for students who are teachers of record.)

Award for Excellence in Graduate Student Teaching - This award is for students who serve as teachers of record and have independent classroom responsibilities. The focus of this award is on the quality of the student's teaching and the academic contributions of those activities.

Award for the Outstanding Master's Thesis - This award recognizes graduate students for excellence in the master's thesis. The focus is on the quality and contribution of the student's thesis research. Excellence of the master's thesis may be demonstrated by evidence such as (but not limited to): publications in refereed or peer reviewed journals, the candidates' juried exhibitions and awards record, recognitions and awards from professional organizations, and praise from faculty members and other colleagues in the field. The university award will be forwarded to a national-level competition sponsored by the Council of Southern Graduate Schools (CSGS) when the thesis discipline corresponds to the annual submission request.

For more information about these awards, please see the College of Graduate Studies administrative website: www.graduate.ucf.edu > About Us > Graduate Awards.

For more information about the Council of Southern Graduate Schools (CSGS) thesis and dissertation awards, please see their website: www.csgs.org > Awards.

Job Search

Career Services and Experiential Learning

Graduate career development issues are unique and include evaluating academic and nonacademic career choices, discussing graduate school effect on career choices, as well as learning, evaluating, and refining networking and interviewing skills. Whatever your needs, the offices of Career Services and Experiential Learning offer services and resources to aid in the career exploration and job search of Master and Doctoral students in every academic discipline. Visit career.ucf.edu/ for more information.

Forms

- [College of Graduate Studies Forms and References](#)
A complete listing of general forms and references for graduate students, with direct links, may be found here.
- [Graduate Petition Form](#)
When unusual situations arise, petitions for exceptions to policy may be requested by the student. Depending on the type of appeal, the student should contact his/her program adviser to begin the petition process.
- [Traveling Scholar Form](#)
If a student would like to take advantage of special resources available on another campus but not available on the home campus; for example, special course offerings, research opportunities, unique laboratories and library collections, this form must be completed and approved.

Useful Links

- [Animation and Visual Effects Website](#)
- [College of Arts and Humanities Website](#)
- [College of Graduate Studies](#)
- [Academic Calendar](#)
- [Bookstore](#)
- [Campus Map](#)
- [Counseling Center](#)
- [Financial Assistance](#)
- [Golden Rule Student Handbook](#)
- [Graduate Catalog](#)
- [Graduate Student Association](#)
- [Graduate Student Center](#)
- [Housing and Residence Life](#)

- [Housing, off campus](#)
- [Knights Email](#)
- [Library](#)
- [NID Help](#)
- [Pathways to Success](#)
- [Recreation and Wellness Center](#)
- [School of Visual Arts and Design](#)
- [Shuttles Parking Services](#)
- [Student Health Services](#)
- [Thesis and Dissertation \(ETD\)](#)
- [UCF Alumni Association](#)
- [UCF Global](#)
- [University Writing Center](#)

Grad Faculty

Asterisk = has previous committee experience, which qualifies the person to serve as vice chair

Abraham, Charlie

College: College of Arts and Humanities

Disciplinary affiliations: Art

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Adams, JoAnne

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Disciplinary affiliations: Digital Media

Research interests: Digital art generated from manipulation of my own original digital photography

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Research interests: Animation, computer graphics, digital art

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Disciplinary affiliations: Art

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Starr, Deborah

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Sung, Stella *

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Disciplinary affiliations: Digital Media

Research interests: Music, digital media, film

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